

FBI Federal Criminal History Records Procedure

1. Register with Cogent Systems

- a. Online at www.pa.cogentid.com
- b. By phone 1-888-439-2486
- c. You will be given a Registration ID # - **you must present this number to Vicki Hoover in the district office.**
- d. You may request a copy of the FBI report when you register. This will be the only opportunity to request a paper copy, for an additional \$2.50 fee. The school district may not issue a copy of the report.

2. Pay fee of \$28.75

- a. Pay online at www.pa.cogentid.com using a credit / debit card
- b. Money orders or cashiers check payable to Cogent Systems
NO CASH OR PERSONAL CHECKS ACCEPTED.

3. Fingerprinting

- a. You will need a state or federal photo ID
- b. Lancaster County locations:

UPS Store # 3413	Monday – Friday - 9:00 a.m. to 5:00 p.m.
Stone Mill Plaza	Saturday - 9:00 a.m. to 3:00 p.m.
1390 Columbia Ave	Closed Sunday
Lancaster PA 17603	717-299-9269

Directions: From Rt. 30 turn left on to Rt. 741 South (Rohrerstown Road) and go toward Millersville. Follow Rt. 741 to Rt. 462 East (Columbia Ave) and turn left toward Lancaster City. Travel approximately 1 mile. See an old stone mill on right. Go to next light to cross over Jackson Street. Turn right into Old Stone Mill Plaza. The UPS Store is on the right.

UPS Store # 3230	Monday – Friday - 8:00 a.m to 6:00 p.m.
108F N Reading Rd	Saturday - 9:00 a.m. – 2:00 p.m.
Ephrata PA 17522	717-733-1482

Directions: Located in the Cloister Shopping Center on Rt. 272

- From East: Take 322 W to 272 N
- From West: Take 322 E to 272 N

4. Receipts

Go to the Cogent Website at www.pa.cogentid.com. You will need your social security number and birth date to access your printable receipt.