

FBI CRIMINAL HISTORY REPORT INSTRUCTIONS

GO TO www.pa.cogentid.com and click on Pennsylvania Department of Education- PDE

A. Registration

Go to *Register Online (on right hand side)*

- Select payment (credit card OR money order)
- Complete registration page
- Reason fingerprinted: **Select College/University**
- We recommend you use your permanent address, not your college address
- Print your Registration Complete Page (You will need this number later)

B. Payment

If you pay with credit card,

- Enter credit card information
- **Print (or write down) your Registration ID number** (The Education Department needs this number, which begins with PAE, to retrieve your clearance from our portal.)

If you cannot pay by credit card, bring a Money Order for \$28.75 when you go to the fingerprint site. **NO Cash or Personal Checks are accepted.**

C. Fingerprinting

Go to www.pa.cogentid.com for the location nearest you – ONLY IN PA)

- **If you are out of state, you can get fingerprinted out of state. Check the website www.pa.cogentid.com for out of state fingerprint instructions**

When you go, bring with you:

- Your Registration ID Number **and** Payment Confirmation Number
- A Photo ID – One or more of the following is allowable:
 - ✓ Driver's License **or** College Issued ID **or** US Passport
- A Money Order for \$28.75 **IF you did not pay online with a credit card**
- Be sure you know your Social Security Number!
- Try not to have any cuts on any of your fingers

D. Email , Fax or bring in your Registration ID number (PAE number) to the Education Department, Nicarry 143. Email to Ms. Gardiner gardinerj@etown.edu . The Education Department needs this number to pull your official clearance and verify that you have obtained this clearance.

E. You will receive the unofficial copy in the mail within 3-4 weeks

*If you do not receive your clearance in the mail, call 888-439-2486 within 30 days

FINGERPRINT SITES CLOSE TO ELIZABETHTOWN COLLEGE:

UPS Store #3413
Stone Mill Plaza
1390 Columbia Ave.
Lancaster, PA 17603
717-299-9269
M-F 9AM-5PM, SAT 9AM-3PM

FAMILY FINANCIAL CENTERS
2721 Agate Street
Harrisburg, PA 17110
717-233-5000
M-F 9AM-5PM
SAT. 10AM-1PM (This site is near the child abuse building)