

**FBI CLEARANCE**  
(Applicants can register on line or by phone)

- On line: [www.pa.cogentid.com](http://www.pa.cogentid.com)
- Click on: **Department of Education**
  
- Phone: 1-888-439-2486
  
- Then proceed to a site for FBI fingerprinting – Cost \$33.00
  
- Applicants may make payment online @ [www.pa.cogentid.com](http://www.pa.cogentid.com) using a credit card or debit card. Money orders or cashiers check (payable to Cogent Systems) will be accepted on site. No *cash* transactions or *personal check* are allowed.
  
- Applicants can receive a copy of the FBI criminal report at the site for an additional \$2.50 (this is the only time for an applicant to request a paper copy.) Applicants will not longer receive a copy of the report from PDE.
  
- The site will then forward the info to the FBI – approx. 2 day wait time
  
- At the site, the applicant will be given a control number
  
- Employer will then be able to review the FBI Criminal Record on line

**Inquires and Questions:**

Information regarding the process and print locations may be found at: [www.pa.cogentid.com](http://www.pa.cogentid.com)