

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, (\$24.25)

- 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 \$24.25 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 \$24.25 **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:

Elizabethtown Public Library
10 S. Market St.
Elizabethtown, PA 17022
717-367-7467
(Call for current hours)

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