

Union City Area School District
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Union City, PA 16438
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FBI Federal Criminal History Records for Prospective Employees
Procedures effective 12/1/08

Act 114 of 2006, Section 111 of the Public School Code was amended effective April 1, 2007. **All prospective employees** (including but not limited to administrators, teachers, substitutes, janitors, cafeteria workers, office employees) of public and private schools, Intermediate Units and area vocational-technical schools, including independent contractors and their employees and bus drivers, who have direct contact with children, **must provide to their employer a copy of their Federal Criminal History Record (FBI fingerprint check) that cannot be more than one (1) year old. This only applies to employees hired on or after April 1, 2007.** (NOTE: THIS IS IN ADDITION TO THE PREVIOUSLY REQUIRED PA STATE POLICE CRIMINAL RECORD CHECK AND THE PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE.) Employees hired prior to April 1, 2007, were only required to provide the Federal Criminal History Record if they had lived outside of the state for at least two years immediately preceding their application for employment.

THE PROCESS

The fingerprint-based background check is a multiple-step process:

1. **The applicant MUST register prior to going to the fingerprint site. Walk in service without prior registration will not be provided at any fingerprinting location. **Registration is completed online or over the phone.** On-line registration is available online 24 hours/day, seven days per week at www.pa.cogentid.com. Please click on the PA Department of Education link to proceed. Telephone registration is available at 1-888-439-2486 Monday through Friday, 8am to 6pm EST. During the registration process, all demographic data for the applicant is collected (name, address, SSN, etc.) so there is no data entry required at the fingerprint collection site.**
2. **Effective December 1, 2008, the fee for this service is \$36.00.** If you wish to have a paper copy mailed to you, there is an additional **\$2.00** fee. **This will be your only opportunity to receive a copy of your report.** Applicants may make their payment online at www.pa.cogentid.com using a credit card or debit card. Money orders or cashiers checks payable to Cogent Systems will be accepted at the fingerprint sites for those applicants who do not have the means to pay electronically. Your full name (as on the registration) must be printed on the money order. **No cash or personal checks will be accepted at the fingerprint sites.**
3. **A qualified State or Federal photo ID must be taken to the fingerprinting site.** A current, valid and unexpired form of photo ID must be presented at the site. Acceptable forms of ID include a state-issued driver's license, a US Active Duty/Retiree/ Reservist Military ID Card (000 10-2), a US Passport, a College-Issued Student ID, an INS I-551 Resident Alien Card issued since 1997, an INS I-688 Temporary Resident Identification Card, or an INS I-688B, I-766 Employment Authorization Card. **Applicants will not be processed if they cannot produce an acceptable photo ID.**
4. The applicant proceeds to the fingerprint site of their choice for fingerprinting. **The Northwest Tri-County Intermediate Unit #5 at 252 Waterford Street, Edinboro, PA, and the Erie County Technical School at 8500 Oliver Road, Erie, PA, are listed as local PA fingerprint sites.** Their hours of operation are listed on their information pages on the Cogent website. The locations of other fingerprint sites are posted on Cogent Systems' website at www.pa.cogentid.com.

5. Following fingerprinting the applicant should return to the Cogent website and select "Proof of Transaction (Receipts)." Your social security number and date of birth will be required to access your receipt. Please print a copy of the receipt to submit to the School District as proof of application. We recommend that you also print a copy for your records.
6. Results of the background check **for the Pennsylvania Department of Education** are available ONLY to school entities on-line via a secure website. Districts are strictly prohibited from printing copies of the report for distribution. To receive a copy of your report by mail, the additional fee of \$2.00 must be paid at the time of registration. (See instruction #2.)
7. Any problems or questions regarding results should be directed to Cogent Systems at 1-888-439-2486 or may be addressed by e-mail to pahelp@cogentsystems.com

Revised 12/1/08

LOCAL FBI FINGERPRINT SERVICE SITES

- **NORTHWEST TRI-COUNTY IU#5**, 252 Waterford Street, Edinboro, PA
Hours: Mon.-Fri. -- 8:30 a.m. to 4:00 p.m. (closed 12:00-12:30 p.m.)
Holiday and early closings apply.
- **ERIE COUNTY TECHNICAL SCHOOL**, 8500 Oliver Road, Erie, PA
Hours: Mon.-Thurs. -- 9:00 a.m. – 6:00 p.m.; Fri. -- 9:00 a.m.– 3:00 p.m.
Additional restriction on hours.
- **BETHESDA CHILDREN'S HOME**, Route 86, Meadville, PA
Hours: Mon.-Fri. -- 9:00 a.m.-4:00 p.m., by appointment only. (814-724-7510)
- **UPS STORE**, Buffalo Road, Erie, PA
Hours: Mon.-Fri. -- 9:00 a.m.-6:00 p.m.; Sat. -- 10:00 a.m. – 3:00 p.m.
- **GERTRUDE BARBER INSTITUTE**, Hospital Drive, Warren, PA
Hours: Tues., Wed., Thurs. -- 9:00 a.m.-2:00 p.m. (814-726-8440)

For specifics on the above fingerprinting sites, please access the Cogent website at https://www.pa.cogentid.com/index_pde.htm and click on 'Print Locations and Hours' under the Print Site Locations tab. On the map, click on Erie, Crawford or Warren County for access to any of these locations.