

Schuylkill Intermediate Unit 29

FBI Fingerprinting Information

FBI Federal Criminal History Records for Prospective School Employees

The Schuylkill Intermediate Unit 29 (IU29) has been selected by the Pennsylvania Department of Education (PDE) as the regional provider of FBI background clearance digital fingerprinting.

Pennsylvania law now mandates that all prospective employees of public and private schools, intermediate units and area vocational-technical schools who have direct contact with children provide proof of their Pennsylvania Criminal History Background Check and Federal Criminal History Record (fingerprint clearance) that cannot be more than one year old. ***The requirement applies only to employees who are hired on or after April 1, 2007.*** Independent contractors and their employees, such as bus drivers and aides, who have direct contact with children, must also comply with the requirement.

PDE FBI Clearance Process

- Applicants **must register** prior to going to a fingerprint site. Registration can be completed either on the phone or online.

1.	The web site to register is www.pa.cogentid.com and is available 24 hours a day, seven days per week. Payment by credit card will give you a separate confirmation number as proof of payment. Bring this with you at time of fingerprinting.
2.	Telephone registration is available at 1-888-439-2486, Monday through Friday, 8 am to 6 pm EST. Payment by credit card will give you a separate confirmation number as proof of payment. Bring this with you at time of fingerprinting.
3.	All applicants receive a confirmation number that you must bring with you at time of fingerprinting.
4.	The fee for the FBI clearance is \$36 and can be made online with a credit card or by bringing a Money Order/Cashiers Check payable to Cogent Systems to the fingerprinting site. NOTE - You may request a copy of the report be mailed to the address on your application for an additional \$2.50 processing fee. If you request a copy, your money order total will be \$38.50. NO CASH OR PERSONAL CHECKS WILL BE ACCEPTED.
5.	Once this registration has been completed, you can visit either of the sites (without appointment) any time during the posted hours of service.

Schuylkill Intermediate Unit 29 Facilities

- In order to be fingerprinted, all applicants must have:
 - Registration confirmation number,
 - Valid photo ID,
 - Money Order or Cashier's Check payable to Cogent Systems or confirmation number when paying by credit card.

- Fingerprints will be taken at two locations:
 - The Lifelong Learning Center in the Schuylkill Mall, Frackville
 - Monday, Wednesday and Friday
8:00 a.m. to 11:30 a.m.
 - Tuesday and Thursday
1:00 p.m. to 3:00 p.m.

 - Schuylkill Intermediate Unit
 - Monday through Friday
8:00 a.m. to noon
1:00 p.m. to 3:00 p.m.

All information is available at: <http://www.iu29.org/FingerPrinting/PDE.asp>