FBI Criminal Background Check Instructions

Step 1: Visit https://www.pa.cogentid.com/index_dpw.htm

Step 2: Click “Register Online”

Step 3: Provide Personal Information. The required fields are highlighted in yellow. (Note: Reason fingerprinted: Employment with a significant likelihood of regular contact with children)
Step 6: Click next and verify your information.

Step 7: Click Next again and you will be prompted with this screen.

Step 8: Enter Payment Information and click “Pay”

Step 9: Print Applicant Registration page (It is one of the two pieces of information HR will need from you for this background check.)
Step 10: Visit [https://www.pa.cogentid.com/index_dpw.htm](https://www.pa.cogentid.com/index_dpw.htm) for Print locations and hours.

Please contact Brian Heckmann or Nubhia Nishad if there are questions

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