

FBI FINGERPRINTING BACKGROUND CHECK PROCESS

****NOTE-** If you miss your appointment it is your responsibility to reschedule. In the event of an early dismissal, delay, or closing there will be NO fingerprinting. (The Lifelong Learning Center follows the Schuylkill Intermediate Unit 29 weather policy for weather related closings and dismissals)

Please call the next day that school is open to reschedule.

Applicants **MUST REGISTER** prior to calling to set up appointment.

Registration can be completed either by phone or online.

- Registration website: www.pa.cogentid.com
 - Print the last page of your transaction and bring it with you the day of your appointment.
- Telephone registration: **1-888-439-2486**
 - Monday-Friday, 8:00am-6:00pm
 - Bring registration ID with you to your appointment
- If paying by Money Order, make check payable to **3M Cogent**.
 - **NO CASH OR PERSONAL CHECKS WILL BE ACCEPTED**

Fingerprinting Prices:

- Department of Education Fee: \$27.00 (Select for Education Employment)
- Department of Public Welfare Fee: \$25.75
- Department of Aging Fee: \$25.75
- Department of Banking Fee: \$25.75
- Hazmat Applicants Fee: \$24.25

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ALL APPLICANTS MUST CALL FOR AN APPOINTMENT TO BE FINGERPRINTED AFTER THEY COMPLETED THEIR REGISTRATION.

Schuylkill Technology Center - North Campus 101 Technology Drive Frackville, PA 17931	Lifelong Learning Center 2221 W. Market St Pottsville, PA 17901		
570-874-1034, ext.4880	570-628-5761		
Mondays	Tuesdays	Wednesdays	Fridays
8:30am-3:30pm	8:30am-3:30pm	12:00pm-6:00pm	8:30am-3:00pm

Check the Cogent website for additional fingerprinting centers:

<http://www.pa.cogentid.com>

* 3M Cogent requires current, valid and unexpired picture identification documents. As a primary form of picture identification, a state-issued driver's license may be presented by an applicant when being fingerprinted.

For those applicants without a driver's license, a state identification card may be presented if the state's identification card standards are the same as for the driver's license.

In the absence of a driver's license applicants may provide one or more Secondary Documents including:

- State Government Issued Certificate of Birth
- US Active Duty/Retiree/Reservist Military ID Card (000 10-2)
- Passport
- Social Security Card
- Certificate of Citizenship (N560)
- Certificate of Naturalization (N550)
- INS I-551 Resident Alien Card Issued since 1997
- INS 1-688 Temporary Resident Identification Card
- INS I-688B, I-766 Employment Authorization Card