

FBI Fingerprinting Clearance **Step by Step Process**

1. Go to <http://www.pa.cogentid.com>
2. On the home page select the PA Department of Human Services Box
3. Under Registration click Register On-Line
4. Memorandum of Understanding Page
 - Click the Box next to the following statement: **Notice: By registering you are accepting to submit to a fingerprint based check through the Pennsylvania State Police and the Federal Bureau of Investigation.**
 - Read through the rest of the information
 - At bottom click Continue
5. Application Registration for Department of Human Services Page – Step 1
 - Enter in information for Agency and Personal – all yellow boxes are required information
 - Agency information is:

DCP Theatre, 795 Ridge Road, Teleford, PA 18969 – 215-234-0966
 - Reason for Fingerprinting – select – 23PACSA6344.2 DHS Volunteer
 - Enter your personal information
 - Click Next
6. Step 2 Page: Please Verify Information
 - Click Next at bottom if info is ok
7. Step 3 Page: Credit Card Payment
 - Enter in all information for payment – cost is \$24.50
 - Click Pay
8. Registration Complete Page:
 - Print out or email this page to yourself. You will need it when you go to get your fingerprints.

9. Go back to the home page at <http://www.pa.cogentid.com>
10. Go to Print Site Locations
 - Click on Print Locations and Hours
11. Cogent Fingerprinting Locations in PA Page
 - Click on your County
12. List of Locations for your County Page:
 - Select the site you want to go to
13. Site Information Page
 - Contains general information about your site. You should be able to click on link to the actual webpage of your site.
14. Webpage of your site:
 - Review fingerprinting information on the site and look for the option to schedule an appointment.

The actual fingerprinting process takes about 5 – 10 minutes.

Please also make sure to visit the “What to Bring” link under the Print Site Locations tab on the main home page of <http://www.pa.cogentid.com>