

FBI Background Check

All new employees of the West Shore School District are required to complete an FBI background check. The following information is provided to help you meet the requirement. This background check is in addition to the Act 34 and Act 151 clearances.

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. Registration is available online 24 hours/day, seven days per week at www.pa.cogentid.com. Telephonic 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 March 19, 2012, the fee charged for Federal (FBI) Criminal History Background checks will be \$28.75. The new fee as stated above includes an automatic mailed unofficial copy of results directly to each applicant. Applicants may make their payment online at www.pa.cogentid.com using a credit card or debit card. Money orders or cashier's checks payable to Cogent Systems will be accepted on site for those applicants who do not have the means to pay electronically. **No cash transactions or personal checks are allowed.**
3. The applicant proceeds to the fingerprint site of their choice for fingerprinting. The location of the fingerprint site and days and hours of operation for each site will be posted on Cogent Systems' website at www.pa.cogentid.com. The location of the fingerprint sites may change over time so applicants are encouraged to confirm the site location nearest their location.
4. The background check is valid for one year.

Please Note:

*Applicants must be sure to click on the icon for the **Pennsylvania Department of Education** when registering online @ www.pa.cogentid.com. FBI clearances secured through the Pennsylvania Department of Public Welfare link are not acceptable. Applicants must secure their FBI clearances through the **Pennsylvania Department of Education** link on the Cogent website.