

**ALTOONA AREA SCHOOL DISTRICT**  
**FBI FEDERAL CRIMINAL HISTORY RECORDS**  
**FOR PROSPECTIVE EMPLOYEES**  
(Effective April 1, 2007; Revised December 1, 2008)

Act 114 of 2006, Section 111 of the Public School Code was amended effective April 1, 2007. Therefore, new requirements are in place for **ALL** student teachers (participating in classroom teaching, internships, clinical or field experience) and prospective employees (including but not limited to administrators, teachers, substitutes, janitors, cafeteria workers, office employees) of public and private schools, Intermediate Units and area vocational-technical schools, including independent contractors and their employees and bus drivers, who have direct contact with children. The Federal Criminal History Record cannot be more than one (1) year old.

**The Process**

The fingerprint-based background check is a multiple-step process:

1. The applicant must register with Cogent Systems prior to going to the fingerprint site. Fingerprint services will not be provided to applicants without prior registration at any fingerprinting location. Registration is completed online or over the phone. Registration is available online 24 hours/day, seven days per week at <http://www.pa.cogentid.com/>. Telephonic registration is available Monday thru Friday, 8AM to 6PM EST at 1-888-439-2486 (toll free). 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. To ensure a successful registration and avoid any data collection errors, please register yourself online. If you do register by phone make sure your Social Security Number is collected correctly.
2. The applicant will pay a fee of \$36.00 for the fingerprint service. For an additional fee of \$2.00, the applicant may request an unofficial copy of the report. **BE ADVISED – THIS IS THE ONLY OPPORTUNITY YOU WILL HAVE TO REQUEST A COPY OF THE REPORT.** Applicants may make their payment online at [www.pa.cogentid.com](http://www.pa.cogentid.com) using a credit card or debit card. Money orders or cashiers checks PAYABLE TO COGENT SYSTEMS will also be accepted on site for those applicants who do not have the means to pay electronically. **NO CASH TRANSACTIONS OR PERSONAL CHECKS WILL BE ACCEPTED AT THE PRINT LOCATIONS.**
3. The applicant must complete the registration process and then proceed to the fingerprint site of choice. The location of the fingerprint sites and days and hours of operation for each site are posted on Cogent Systems' website at [www.pa.cogentid.com](http://www.pa.cogentid.com). The location of fingerprint sites may change over time so applicants are encouraged to confirm the site location nearest to them.
4. At the site, the applicant will be given a Transaction Control Number, which **MUST** be given to the School District in order to officially check the applicant's Criminal History Record Information online.

**THIS FBI FEDERAL CLEARANCE IS IN ADDITION TO THE**  
**ACT 34 CLEARANCE COMPLETED BY THE STATE**