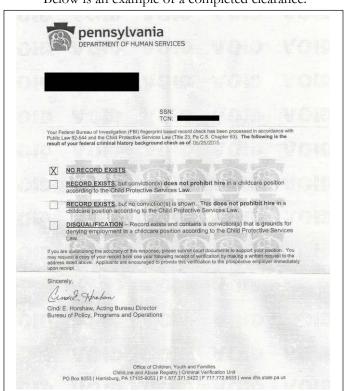
## How to Obtain Your FBI Clearance

PA Child Protective Services Law requires that all volunteers complete an FBI Clearance (\$24.50) for anyone who has **not lived in PA for 10 years.** The due date for this clearance will be based on the date listed on the volunteer's last clearance. If the expiration date of the previous clearance will occur during an upcoming year, then an updated clearance will need to be completed prior to the start of that year.

## Completed clearances must be submitted to the LCYIC's Program Coordinator at <u>bhubbard@co.lancaster.pa.us</u>.



Below is an example of a completed clearance.

Click the link below to begin completing your clearance submission.

https://pacogentid.3m.com/index.htm

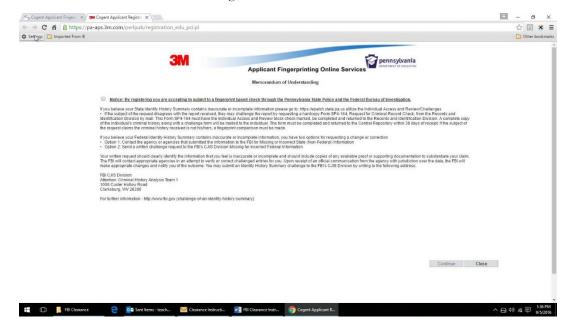
The following instructions will help guide you through the submission process.

1. Click on "Pennsylvania Department of Human Services" section.

https://www.pa.cogentid.com/index.htm			
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Click an icon below for add	Ittional information pertaining . Ingerprint back	ground checks for the following entitues:	
Contact Information			
Department of Education 717-783-3750 or		<b>`</b>	
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Department of Public Weltare 877-371-5422	Teachers, school administrators, student teachers, Independent contractors, etc	Nursing students, ohild care facility operators/staff, social service workers, hospital personnel, PereDOT En	DEPARTMENT OF TRANSFORT
> Department of Aging - 717-265-7887		Inbrarians, dioctors, etc	
Department of Banking and Securities 717-452-5482			U
Department of Transportation			
> Lethal Weapons Training Program	pennsylvania	pennsylvania	
	Lethal Weapons Training Program (LWTA)	Bankers	
Useful Links     FIRST TIME USER? Click here			
> Find a Fingerprint Location			
> Print or Pay Agency Invoices		pennsylvania	
Print a Eingerprint Receipt	Long Term Care Employment, lived in Pennsylvania	DEPARTMENT OF TRANSPORTATION	
Privacy Policy     Refund Policy	for less than 2 years	Kazmat Encorsement	
PA Fingerprint FAQs			
	If you are unsure of which department you financially responsible for any incorrect registration.	need to register for, please consult your requesting agency or one of the	above departments for furthe
	Need Help? Click here 😵 to help you determine w	nich agency you are required to register for.	
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3. Agree to the Memorandum of Understanding and then click the "Continue" button.



4. Select "Credit Card" for Payment Type. Type "Lancaster County Youth Intervention Center" in the Agency Name field. Select "23PACSA6344.2 DHS VOLUNTEER" as your reason for fingerprinting. Fill out all of the other required fields with your information. Click the "Next" button.

5		
COGENT		29 pennsylvania
3M	Applicant Fingerprinting Online Ser	vices
	Applicant Registration for Department of Welfare	
	Step 1 - Please Enter Your Information	
Transaction Information		
Fingerprint Card User	This box indicates you will be submitting ink rolled cards agency.	from out of state or were directed to do so by your requesting
Payment Type	Credit Card T STOP No unemployment	cards, child support cards or gift cards are accepted.
Agency ID		
Agency Name		
Agency Address		
Agency Address2		Ca.
Agency City		
Agency State	PENNSYLVANIA •	
Agency Zip		
Reason Fingerprinted	SELECT	•
	(What is it?)	
Personal Information		
Last Name		
First Name	· · · · · · · · · · · · · · · · · · ·	
Middle Name		
Date of Birth	(MMDDYYYY)*	
Place of Birth City		
Place of Birth	SELECT *	
SSN(no dashes)		
Reenter SSN		
Sex	SELECT .	
Race	SELECT	
Eye Color		
Hair Color	SELECT ·	

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5. Verify the information that you entered and then click the "Next" button.

5			
COGENT		pennsylvania	
a 3M Company			148
Personal Informati	00		
Last Name			
First Name			
Middle Name			
Date of Birth			
Place of Birth City			
Place of Birth			
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Reenter SSN			
Sex	M		
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Alias Last Name			
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Allas Middle Initial			
		Next Go Back	

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- 6. Enter your payment information and click the "Pay" button.

COGENT			<b>Pennsylvania</b>	
a 3M Company		ngerprinting Onl	DEPARTMENT OF PUBLIC WELFA	110
Sm		t Card Payment		
Registration Information	Step 5 - Credi	t card r ayment		
Registration ID:	PAD151Q912059834	Name:	DREW FREDERICKS	
Transaction Type:	CHILD CARE/SCHOOL E	MPLOYEE		
Transaction Fee:	\$27.50			
Fields with the yellow background co	olor are required. 🕕 Important noti	ce regarding failed pay	yments and google toolbar	
Credit Card Information		Billing Address		
Credit Card Type				
Select Card Type	C.VER	Street Address		
				l
Card Number		City	State	
			Select State	
Card Security Code ( <u>CSC</u> ) *It is NOT the last 4 digits of the credit care		Zip Code		
-it is NOT the last 4 digits of the clean can	r number.			
Expiration Date		Daytime Phone	Number	
Select Month V Select Year V		()	Ext.	
		Email Address		
Name As It Appears On Card				
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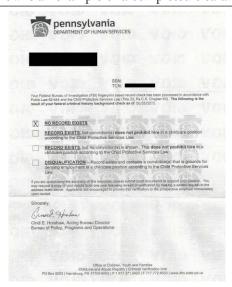
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7. Print out the registration page and take it with you to one of the following UPS Store locations to get your fingerprints taken (additional locations can be found on the <u>Cogent website</u>):

UPS Store #3413 Stone Mill Plaza 1390 Columbia Ave. Lancaster, PA 17603		laza a Ave.	Lancaster Lebanon Intermediate Uni 1020 New Holland Ave Lancaster, PA 17601	
lex_dpwNew.htm				
		5		
			pennsylvani	
Lancaster #341	3	SITE INFORMA	TION	
Primary Service Location Addre:	15	UPS Store #3413 Stone Mill Plaza. 1390 Columbia Ave. Lancaster, PA 17603		
Hours of Operations		NO APPOINTMENTS Mon – Fri 9:00A to 5: Sat 9:00A to 3:00P Sun Closed Please do not overwh locations. If you hav contact the fingerpri	00P haim the service by sending large groups of applicants to the e a large group of applicants to finger print, please the topogravit sime where a perform demote 50 th handing	
Telephone Number (Applicant Use)		available online 24 h www.pa.cogentid.co	FORE you antive for fingerprinting. Registration is boost a day serven days per week at on on in through Cogent Systems is available at 1488-439-	
		2486 Monday throug	gh Friday, 8AM to 6PM EST.	
		2486 Monday throug	HINGY, BAM TO BPM EST.	
(Service Site Specific)	9	2486 Monday throug	Hiday, BAM to BPIMEST.	
(Service Site Specific) Schedule a Mobile Fingerprintin Currently Scheduled Mobile Fin	3	2486 Monday throug	рн Friday, ВАМ то БРИ EST.	
Web Site (Service Site Specific) Schedule a Mobile Fingerprintin Currently Scheduled Mobile Fin Service Directions to your facility	3	2486 Monday Throug None No None	741 South (Roherstown Rd) go towards Millersville, Follow	

Completed clearances will be mailed to the volunteer's home address.

## Completed clearances must be submitted to the LCYIC's Program Coordinator at <u>bhubbard@co.lancaster.pa.us</u>.



Below is an example of a completed clearance.