

Registration Instructions for Fingerprinting

You can register at <https://www.pa.cogentid.com/index.htm>. Click on PA Department of Education, then click on the “Register Online” hyperlink. Check the box on the Dissemination Disclaimer and click Continue. Do not check the box at the top of the next screen for Fingerprint card user. Select Credit Card for Payment Type (you will need a credit card to process this registration. If you print an extra copy of the last screen, you can submit for reimbursement of cost of registration).

Follow the prompts from there and complete the online registration. Print out (2) copies of the last screen where it states that you have completed registration. Bring one copy with you to the site where you are to be printed and send a copy of the other to me after you are printed. I can pull the results of the prints about 72 hours after you are done. You might want to also keep a copy of the final screen (with the registration I.D. for your records as well).

On the same page on the cogent site where you click on the “Register Online” hyperlink, in the middle of the page, is another hyperlink “ Site Locations and Hours Map”. Click on this hyperlink for a map where you can click on regions (identified by numbers) to bring up a list of sites and related information for each. You can hopefully find a site near your home, work or even the Prep.

Please let me know if you have any questions.