

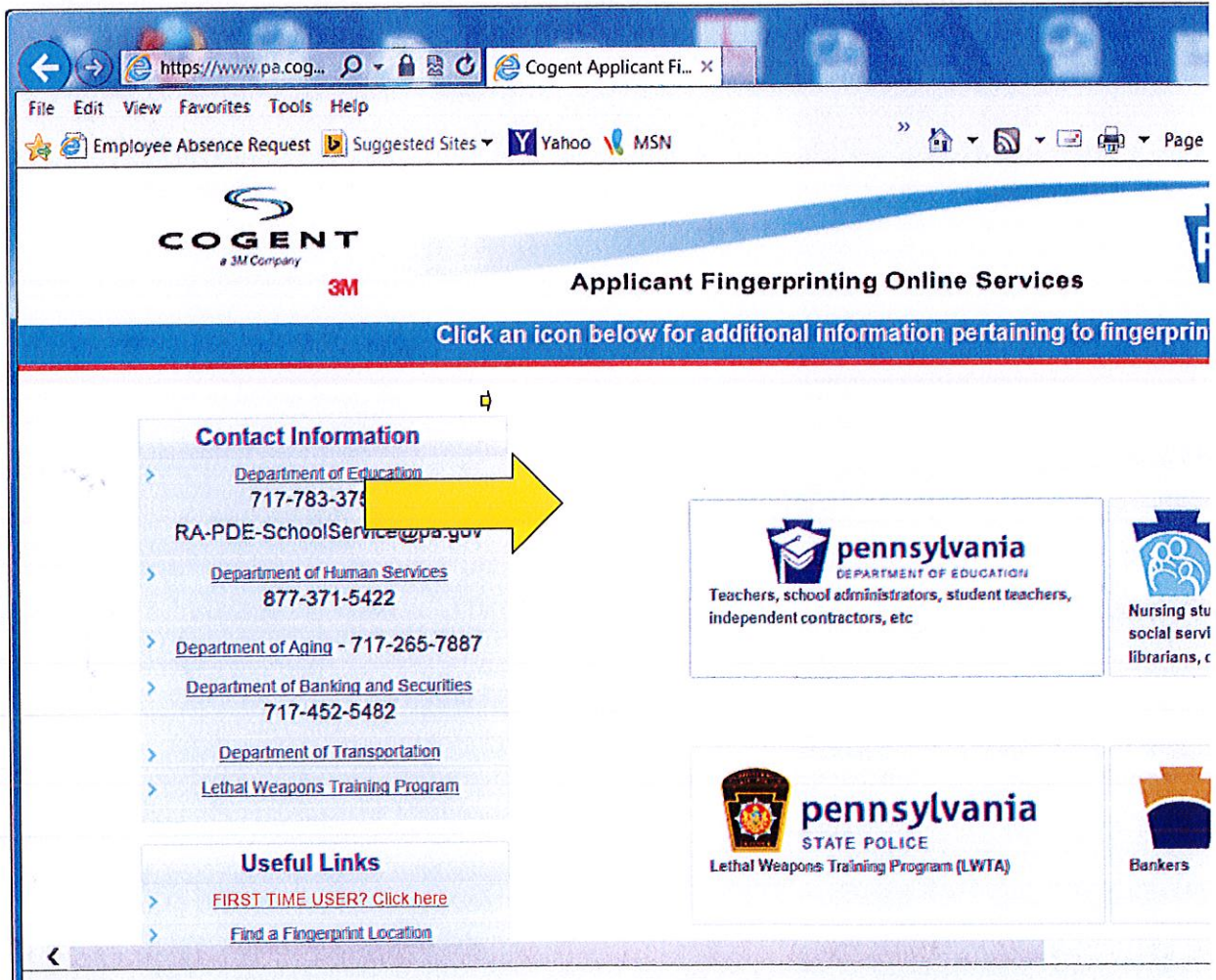
CLEARANCE WEBSITE for Volunteers

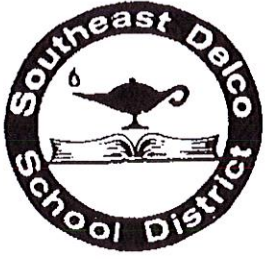
Pennsylvania State Police: <https://epatch.state.pa.us/>
No fee

Child Abuse Clearance: <https://www.compass.state.pa.us/CWIS>
No fee

FBI Criminal Background: www.pa.cogentid.com

****APPLICANTS MUST CHOOSE THE DEPARTMENT OF EDUCATION icon****
A fee of \$27.00 is payable with a credit or debit card for online registration and by phone registration, or by money order or cashier's check at the fingerprinting site.





Southeast Delco School District

Effective: April 1, 2007
Revised 7/2016

TO: Prospective Employees/Volunteers of Southeast Delco School District

FROM: Human Resources Department

FBI FINGERPRINT PROCEDURES

FEE: \$27.00

Act 114 of 2006, Section 111 of the Public School Code was amended effective April 1, 2007. **ALL** student teachers and prospective employees/volunteers of public and private schools must provide to their employer a copy of their Federal Criminal History Records that cannot be more than one (1) year old.

At most fingerprint collection locations, applicants are taken on a first-come, first serve basis.

You must be registered with Cogent Systems prior to arriving at a fingerprint location.

Registration Process

1. Applicant must register with Cogent Systems prior to going to fingerprint site.
Online: <http://pa.cogentid.com> or Phone 1-888-439-2486 Monday thru Friday 8 A.M. to 6 P.M. EST
Applicants must choose the Pennsylvania Department of Education (PDE) box.
2. **Applicant will pay a fee of \$27.00 which includes an automatic mailed unofficial copy of results to applicant.**
Online: Credit or Debit Card
Fingerprint Site: Money orders or cashier check payable to 3MCogent Systems will be accepted
3. **Applicant must schedule an appointment to be fingerprinted:**
Schedule an appointment either online or over the phone: www.dciu.org or 610-938-9000
Southeast Delco School District's Primary Fingerprint Location
DCIU (Delaware County Intermediate Unit)
200 Yale Ave.
Morton, PA 19070 Directions on reverse side
5. **Once fingerprinted, please provide your Registration ID # to Jeanie Rose, 610-522-4300, x5318.**
6. Applicants must bring with them Registration ID and a qualified State or Federal photo ID. A list of approved ID types are on the reverse side.
7. Applicants scanned fingerprints will be electronically transmitted to the PA State Police, who in turn submits the fingerprints and demographic information to the FBI as required by federal law.

Delaware County Intermediate Unit

Directions: From Philadelphia:

- I-95 South toward Delaware
- Merge onto PA-420 North via exit 9B toward Prospect Park
- Turn LEFT onto South MORTON AVE.
- Turn SLIGHT RIGHT onto YALE AVE.
- Building is on right-hand side - parking in the rear

Approved Identification Documents:

State issued Current, valid and unexpired picture identification document.

- Driver's License
- State Identification Card
- US Active Duty/Retiree/Reservist Military ID Card
- US Passport
- College issued Student ID
- INS I-551 Resident Alien Card Issued since 1997
- INS I-688 Temporary Resident Identification Card
- INS I-688B, I-766 Employment Authorization Card