

INSTRUCTIONS FOR NEW PROVIDERS: OBTAINING FEDERAL CRIMINAL HISTORY CLEARANCES

The Child Protective Services Law (CPSL) was amended in 2007 to require Federal criminal history checks in addition to Pennsylvania State Police and child abuse clearances for child care providers. To comply with the Federal criminal history clearance, your fingerprints must be scanned and sent to the Federal Bureau of Investigation (FBI). *You must bring the results of your Federal criminal history clearance to your Child Care Information Services (CCIS) agency when you come for your face-to-face interview.*

To meet this requirement, you must first register with Cogent Systems, which is DPW's contractor for providing federal fingerprint scans. Cogent prefers you register on-line at www.pa.cogentid.com; however, you can register by calling toll-free (888) 439-2486. You MUST REGISTER before going to the fingerprinting site. Cogent will not conduct the fingerprint scan if you fail to register first. To register on-line please do the following:

- Click on www.pa.cogentid.com (If registering by phone please be ready to provide all required information listed below)
- Click on "Department of Public Welfare"
- Under "Registration" click on "Register Online"
- You must answer all questions that have a star (*)
 - Transaction: **You must pay a \$30.25 fee**. The CCIS will not reimburse you for this fee. Choose either "Applicant Credit Card" or "Applicant Money Order". You may use a credit or debit card to pay on-line when you register. If you prefer, you may make arrangements to pay on-site when you have your fingerprint scan. If you pay on-site you must bring a money order or cashiers check made payable to "Cogent Systems". Cogent cannot accept cash or a personal check at the fingerprinting site.
 - Reason Fingerprinted: Choose "**CHILDCARE EMPLOYMENT**"
 - Name: Last Name, First Name
 - Date of Birth
 - Place of Birth City
 - Place of Birth (State)
 - Social Security Number; Repeat on next line to confirm
 - Sex
 - Race
 - Eye Color
 - Hair Color
 - Height
 - Weight
 - Country of Citizenship
 - Address
 - City
 - State
 - Zip Code
 - Phone
- Click on "Next" at the bottom of the page.
- Verify that the information you entered is correct. **THIS IS VERY IMPORTANT!** Once you submit your information, you cannot change it.
- Click on "Next" at the bottom of the page or "Go Back" if you need to make a correction.
- Enter your payment information and submit.

When you have completed the registration process, you may go to the nearest Cogent Systems site to be fingerprinted. Your CCIS has included information with this letter on Cogent System site locations and hours of operation. You can also find site locations by clicking on "Print Locations & Hours" under "Print Site Locations" on the Cogent website.

When you go for your fingerprint scan, you must bring proper identification. Your CCIS has included a list of acceptable forms of identification with this mailing. If you do not bring identification as listed, the facility will not conduct your fingerprint scan.

You will have 30 days from the date of the attached letter to have the scan completed and to submit the results to your CCIS. Your fingerprints will be sent directly to the Pennsylvania State Police and the FBI for comparison in their databases. The results will be sent to ChildLine for interpretation. ChildLine will then forward you a letter indicating your Federal criminal history clearance results. You must submit this letter to the CCIS when you come in for your face-to-face interview.

Please complete your fingerprint scan immediately so you receive results within 30 days of the date on your appointment letter. Notify your CCIS at _____ (phone) _____ immediately when you receive your results. The CCIS will then schedule you for a face-to-face interview. If you have received your results within 30 days, the CCIS may pay for care you gave prior to the date of your scan as long as the child was eligible for subsidized child care and funding was available.

If you do not have your fingerprints scanned and submit results within 30 days of the attached letter, the CCIS will not be able to pay you for any of the child care you have given. The child's parent will be required to find a new provider. If you miss the 30 days timeframe, but have your fingerprints scanned at a later date, the CCIS will only be able to pay you from the verification date on your results letter forward; the CCIS will not be able to pay you for any prior care you provided.

Please feel free to contact us with any questions.