

Lancaster General College of Nursing & Health Sciences

Federal Criminal History Record Required for All Students

Students must comply with the requirements of the **Act 114 Section 111 Public School Code effective April 1, 2007** requiring a Federal Criminal History Record prior to contact with school children.

The Process

1. The applicant must register prior to going to the fingerprint site. 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/>. Choose the **Department of Public Welfare portal**. Telephonic registration is available at 1-888-439-2486 Monday through Friday 8 a.m. to 6 p.m. EST. During the registration process, all demographic data for the applicant is collected (name, SSN, etc.). **Walk-in service without prior registration will not be provided at any fingerprinting location.**
2. **The applicant will pay a fee of \$36.00 for the fingerprint service.** Applicants may make their payment online using a credit card or debit card. Money orders or cashiers checks payable to Cogent Systems will be accepted on site for those applicants who do not have the means to pay electronically. **No cash transactions or personal checks are allowed.**
3. The applicant proceeds to the fingerprint site of their choice for fingerprinting. The location of the fingerprint sites and days and hours of operation for each site are posted on Cogent Systems' website at <http://www.pa.cogentid.com/>. Location sites may change over time, so applicants are encouraged to confirm the site location nearest to their location.
4. A photo ID will be required at the time of fingerprinting. A list of approved ID types may be found on the website. Applicants will not be processed without an acceptable photo ID.
5. The applicant's scanned fingerprints will be transmitted to the PA State Police, who will submit the fingerprints and demographic information to the FBI.
6. The PA Department of Public Welfare will receive the Federal Criminal History Record from the FBI. The record will be returned to the applicant (student). **You must forward the report to the Office of Admission 4 weeks before the start of class.**
7. **If the report is not received within one week after being fingerprinted, call (717)783-6217 for information.**