FEDERAL BUREAU OF INVESTIGATION (FBI) CRIMINAL BACKGROUND CHECK (ACT 73)

INSTRUCTIONS

The Department of Public Welfare is utilizing Cogent Systems to process fingerprint-based FBI criminal background checks. The fingerprint based background check is a multiple step process.

To begin the process, go to www.pa.cogentid.com/index_dpw.htm and register online for the background check.

- When applying for the FBI Fingerprint Criminal History clearance, PLEASE REMEMBER TO APPLY THROUGH THE DEPARTMENT OF PUBLIC WELFARE ONLY. Your results will be sent to the mailing address listed on the application.
- DO NOT apply through the Department of Education since it is used for all prospective school employees, school contractors, and student teachers. You will not receive the results if you apply through the Department of Education.

After registering online, print the Payment Confirmation page and take it to the closest location utilizing the Cogent System to have your fingerprints scanned (must have a valid ID).

Students applying for the FBI Fingerprint Criminal History clearance in their home state other than Pennsylvania should register on the FBI website at http://www.fbi.gov/about-us/cjis/background-checks or contact the local state police barracks. The FBI website has instructions that include pre-registration, paying the fees to register, followed by printing out a blank fingerprinting card, which must be taken to the police to fingerprint them legibly enough for the FBI to analyze. The applicant must then submit the fingerprint card and form to the main FBI lab in Clarksburg, WV. Results will be sent back to applicant within four to six weeks.

Refer to the Frequently Asked Questions section when applying for the FBI Fingerprint Criminal History clearance through the FBI’s website at http://www.fbi.gov/about-us/cjis/background-checks/faqs
After receiving the results in the mail, submit a copy of the FBI Fingerprint Criminal History clearance (ACT 73) to the Nursing Student Services Office and the clinical site by August 15th.

Copy of clearances should be submitted prior to sophomore year and renew again prior to senior year.

For more information and to begin the registration process, go to. For question about your FBI Clearance, please contact the FBI/Adam Walsh Unit at 717-783-6211 or 1-877-371-5422.

*Note: ACTs 33, 34, and 73 for the state of Pennsylvania can be retrieved on the same webpage at http://www.dpw.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm