



FBI Identification Record Request

(FBI Criminal Record Check)

All **Catholic School** Employees, Student Teachers and Stipended Volunteers in a Catholic School

1. Go to: www.pa.cogentid.com, click on the link for *Pennsylvania Department of Education* (in box on left) and follow instructions. The cost of obtaining the FBI criminal is the responsibility of the employee.
2. After the fingerprinting process has been completed:
 - a. ***Employees, Student Teachers and Stipended Volunteers***: give the Cogent Registration Number to your principal. Your Federal Criminal Record will be accessed at the request of your principal by the Diocese through an online system.
 - b. ***Principals***: To receive an applicant's Federal Criminal History Record, please complete the top half of the Request for Federal Criminal History <http://www.eriescd.org/pdf/schools/crimhis.pdf> and submit.

The Director of Teacher Personnel will then access the on-line Cogent System and verify the CHRI for the applicant. An electronic summary of the record will be sent to the school administrator that made the request. This summary must be kept in the personnel file if the applicant is hired until the "official" printout is received by the school. If the applicant is not hired, shred all documentation. A printout of the "official" CHRI for the employee will be hand delivered as soon as possible to the administrator by the Director of Teacher Personnel or her designee. A copy of the CHRI for the employee will be maintained in the personnel file at the Catholic Schools Office for all elementary teachers and administrators. Questions may be directed to Dr. Samuel Signorino, Director of Catholic Schools and School Personnel, 814-824-1247 or ssignorino@eriescd.org

All **Other Employees** (diocesan, parish, agency, etc. - paid or stipended) having direct or regular contact with children

Go to: www.pa.cogentid.com click on the link for *Department of Human Services* (in box on right). Here individuals will apply online and obtain detailed information regarding the process. The cost of obtaining the FBI criminal is the responsibility of the employee.

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