

St. John's Safe Church Clearance Federal Criminal Record Check Including Finger Printing

As part of obtaining a St. John's Safe Church Clearance you will need to have a Federal Criminal Record Check. This will require the submission of a set of fingerprints. The fingerprinting site for Franklin County is at the Franklin Center at 23 97 Loop Road. It is open Monday-Thursday from 10-6. No appointment is necessary but you must be registered before you arrive at the site. You will need your Registration ID #.

There are two ways to register.

TO REGISTER OVER THE PHONE

1. Call the 3m Applicant Cogent id registration line at 1-888-439-2486.
2. You will need your credit card information. You will be expected to pay approx. \$25 at the time of registration.
3. You will need your personal information such as name, address, and social security number.
4. You will need to know that you are registering for the Pennsylvania Department of Human Services.
5. When they ask you for the reason for your registration your answer is, "Employment with a significant chance of contact with children." NOTE: We have been told that this option is the correct option for all churches to use for church employees and volunteers who have UNLICENSED programs for children, youth and/or vulnerable adults.
6. At the end of the process you will be given a registration number. You will be able to have the number emailed to you. You will need the number when you go to the site to be fingerprinted.

TO REGISTER ON LINE

1. Go to www.cogentid.com
2. Click on the Pennsylvania Icon
3. Click on the Department of Human Services Icon
4. In the Registration Section Click on Register On-Line.
5. Check the box – This registers you accepting to submit fingerprinting based check through the PA State Police and Federal Bureau of Investigation.
6. Click Continue
7. You will need your personal information such as name, address, and social security number.
8. Select Payment Type-Credit Card-You will be required to enter your credit card information and pay approximately \$25 at the time of registration.
9. When they ask you for the reason for your registration your answer is, "Employment with a significant chance of contact with children." NOTE: We have been told that this option is the correct option for all churches to use for church employees and volunteers who have UNLICENSED programs for children, youth and/or vulnerable adults.
10. At the end of the process you will be given a registration number. You will be able to have the number emailed to you. You will need the number when you go to the site to be fingerprinted.