

**A GUIDE TO PROCESSING CLEARANCES**  
FBI Fingerprinting, Criminal History, and Child Abuse Clearances

**FBI Fingerprinting (\$27.00)**

FBI Fingerprinting services are available at these locations in Berks County:

- **Berks County Intermediate Unit** (walk-ins welcome although appointments are accepted)  
1111 Commons Boulevard, Reading, PA 19605  
610.987.8264  
[www.berksiu.org](http://www.berksiu.org) (for directions and/or to make an appointment)
- **Mail N Ship 4 U** (walk-ins welcome; no appointment necessary)  
96 Commerce Drive, Wyomissing, PA 19610  
610.376.3805
- **Business Link Print Pack and Ship Center** (walk-ins welcome; no appointment necessary)  
314 West Main Street  
Kutztown, PA 19530  
610.683.9575

*Follow the instructions below to have your fingerprints taken at the  
Berks County Intermediate Unit (BCIU):*

1. Register with COGENT SYSTEMS online ([www.pa.cogentid.com](http://www.pa.cogentid.com)) or over the phone (888.439.2486, Monday – Friday from 8:00 a.m. – 6:00 p.m.) for the clearance for the Department of Education. You can also access the Cogent Systems website by logging onto the BCIU website ([www.berksiu.org](http://www.berksiu.org)), clicking on “Quick Links,” and selecting “FBI Fingerprinting” from the drop-down menu.
2. After you register with Cogent Systems, either print out the registration number (if you registered online) or write down the registration number (if you registered by phone). *Bring this registration number with you to the fingerprint site.*
3. You may pay with a credit/debit card before arriving for fingerprinting, either online or by telephone, while registering with Cogent. Another option is paying with a money order (payable to “Cogent Systems”) when you arrive at the fingerprint site. You will be given a separate registration number for making payment with a credit/debit card. *Please bring this payment confirmation number with you to the fingerprint site.*
4. The cost for the FBI clearance is \$27.00.
5. Even though no appointment is necessary to have your prints taken, you do have the option of making an appointment at the BCIU by logging onto the website ([www.berksiu.org](http://www.berksiu.org)), going to the “Quick Links” drop-down menu, and clicking on “FBI Fingerprinting.” At the bottom of the page are links to schedule, reschedule, or delete an appointment. You may also call 610.987.8264 to schedule an appointment. If you are unable to keep your appointment, please reschedule or cancel it as soon as possible.
6. Please bring one of the following forms of identification with you to the fingerprint site:

State-issued Driver’s License  
US Active Duty/Retiree/Reservist Military ID Card (000 10-2)  
US Passport  
College-issued Student ID  
INS I-551 Resident Alien Card Issued since 1997  
INS I-688 Temporary Resident Identification Card  
INS I-688B, I-766 Employment Authorization Card

7. A registration ID number (PAE.....) will be provided to you. This number must be presented to Conrad Weiser office personnel in order for us to access your results via the electronic system. Results will be available 24 to 48 hours after your fingerprints are taken.

*Please follow the instructions below to have your fingerprints taken at  
Mail N Ship 4 U or Business Link Print Pack and Ship Center*

1. Register with COGENT SYSTEMS online ([www.pa.cogentid.com](http://www.pa.cogentid.com)) or over the phone (888.439.2486, Monday – Friday from 8:00 a.m. – 6:00 p.m.) for the clearance for the Department of Education.
2. After you register with Cogent Systems, either print out the registration number (if you registered online) or write down the registration number (if you registered by phone). *Bring this registration number with you to the fingerprint site.*
3. You may pay with a credit/debit card before arriving for fingerprinting, either online or by telephone, while registering with Cogent Systems. Another option is paying with a money order (payable to “Cogent Systems”) when you arrive at the fingerprint site. You will be given a separate registration number for making payment with a credit/debit card. *Please bring this payment confirmation number with you to the fingerprint site.*
4. The cost for the FBI clearance is \$27.00.
5. No appointment is necessary at either of these locations.
6. Please bring one of the following forms of identification with you to your fingerprint session:

State-issued Driver’s License  
US Active Duty/Retiree/Reservist Military ID Card (000 10-2)  
US Passport  
College-issued Student ID  
INS I-551 Resident Alien Card Issued since 1997  
INS I-688 Temporary Resident Identification Card  
INS I-688B, I-766 Employment Authorization Card

7. A registration ID number (PAE.....) will be provided to you. This number must be presented to Conrad Weiser office personnel in order for us to access your results via the electronic system. Results will be available 24 to 48 hours after your fingerprints are taken.

**Pennsylvania State Police Request for Criminal History Record Check (\$10.00)**

The quickest way to process this clearance is to log onto <https://epatch.state.pa.us> and use your credit card. In most cases, you should receive instantaneous results if no record exists. If you do not have access to a computer, you should complete and mail the attached “Pennsylvania State Police Request for Criminal Record Check” to the Pennsylvania State Police at the address listed on the right side of the form with a \$10.00 money order. **[Please note, however, that requesting this clearance by mail will result in a significant delay – up to six to eight weeks. Therefore, it is recommended that you utilize the on-line request process.]**

### **Pennsylvania Child Abuse History Clearance (\$10.00)**

The quickest way to process this clearance is to log onto [www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis) and use your credit card. Once you log onto the site, it will be necessary for you to create a new account to process your application. Email notification will be received within 14 days of your application regarding the results of the search. The certificate will be available on-line, as well as through a hard copy mailed directly to the address indicated on your account if you elect this option.

If you do not have access to a computer, complete the attached "Pennsylvania Child Abuse History Clearance" and select one of the following options to have the application processed:

- Mail the application to ChildLine and Abuse Registry, Department of Public Welfare at the address listed on the top left hand corner of the form. Along with the application, you will need to attach a \$10.00 money order made payable to Department of Public Welfare. Cash and personal checks are not accepted. **Please note, however, that requesting this clearance by mail will result in a significant delay – up to four to six weeks. Therefore, it is recommended that you utilize the on-line request process.**
- Deliver the application and required \$10.00 money order made payable to Department of Public Welfare to Senator Judy Schwank's office at 210 George Street, Muhlenberg Township (610-929-2151). Generally, by having Senator Schwank's courier deliver your clearance application, results will be received within one to two weeks.

If you are a **school employee** and have any questions, please contact Beth Shartle at 610-693-8515.

If you are a **volunteer** and have questions, please contact Nancy Flory at 610-693-8545.