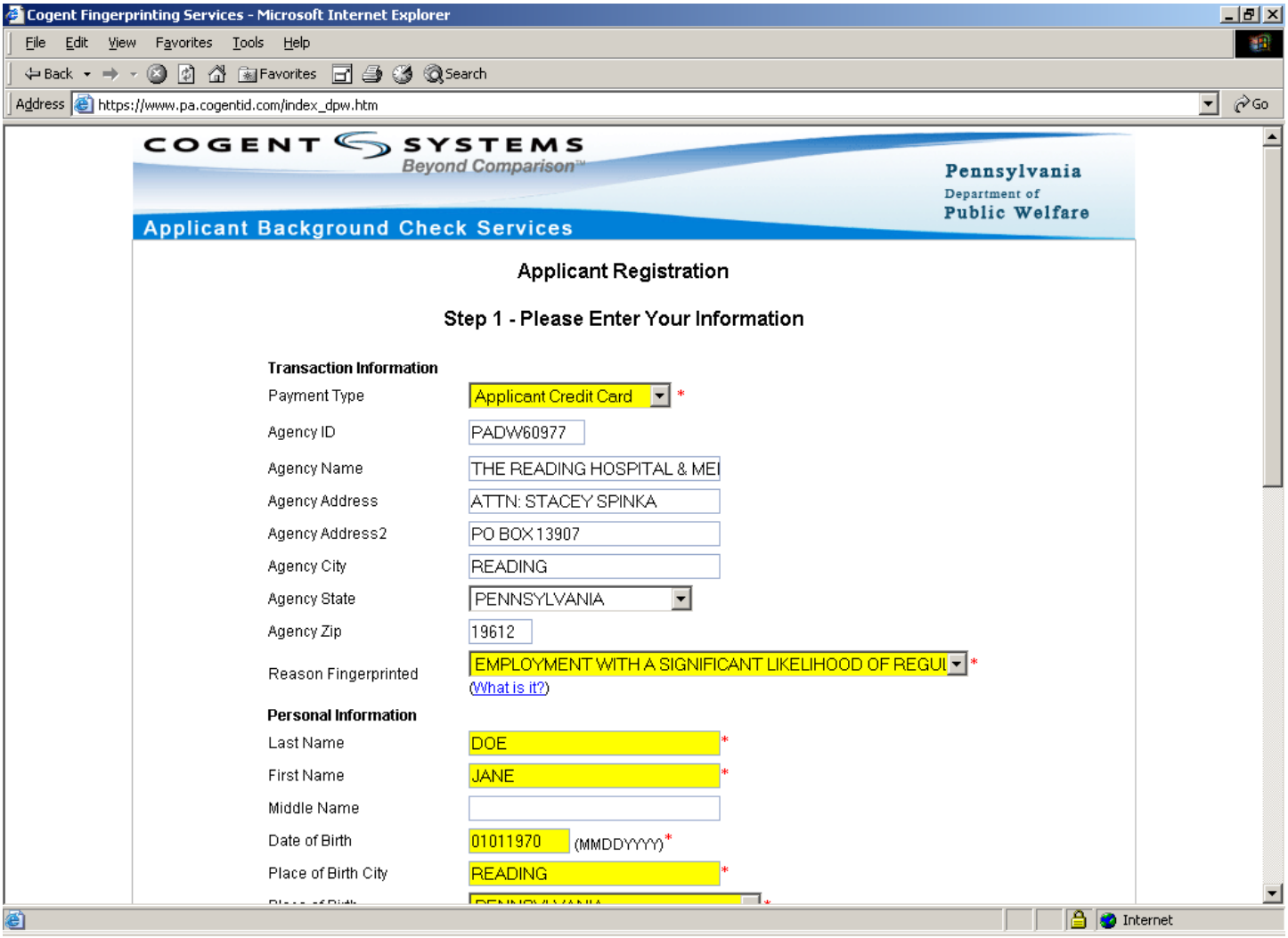
# Electronic Fingerprinting Instructions for the Prospective Candidate

The position you are applying for requires you to have a Federal Criminal History Record check via electronic fingerprinting. Upon the acceptance of the job offer, please complete the following steps.

1. You must **Pre-Register** for electronic fingerprinting online at www.pa.cogentid.com or by phone at (888) 439-2486 prior to going to the fingerprinting site. The online registration steps are as follows:
   a. Click on the "Pennsylvania Dept of Public Welfare" link.
   b. Click "Register Online".
   c. Select your payment type.
   d. Enter the information in the "Agency" Fields as it is shown below.
   e. Select your Reason for Fingerprinting to be: "Employment with a significant likelihood of regular contact with children".




   f. Enter all of your personal information and click "Next".
   g. If you selected to pay by credit card, complete the credit card payment screen and click "Pay". *Note: If you selected to pay by money order, you will not see the credit card payment screen.*
   h. Verify the information you entered and click "Next".
   i. Click the "Print Receipt" button and take the receipt with you to the fingerprinting site.

2. The $36.00 fee for the electronic fingerprinting can be paid online at www. pa.cogentid.com or at the fingerprinting site with a money order payable to "Cogent Systems".

3. Proceed to the electronic fingerprinting site you have selected (a complete list of PA sites can be found at www.pa.cogentid.com/dpw).

   **Mail N Ship 4 U**
   96 Commerce Drive (On Broadcasting Road between Paper Mill Rd. and State Hill Rd.)
   Wyomissing, PA 19610
   610-376-3805
   (This will not come up on your GPS. It is located in The Village Square Shopping Center next to Isaacs Restaurant)

   Mon – Fri 9:00A to 6:00P
   Sat 10:00A to 3:00P
   Sun Closed

   - This is a walk in site so an appointment is not needed.
   - Money orders can be purchased directly from Mail N Ship 4U for a fee of $0.89. The money order must be purchased with cash.

   **Berks County Intermediate Unit**
   1111 Commons Boulevard
   Muhlenberg Township
   Reading, PA 19612
   610-987-8264

   To schedule your fingerprinting appointment, go to www.berksiu.org/fingerprinting.

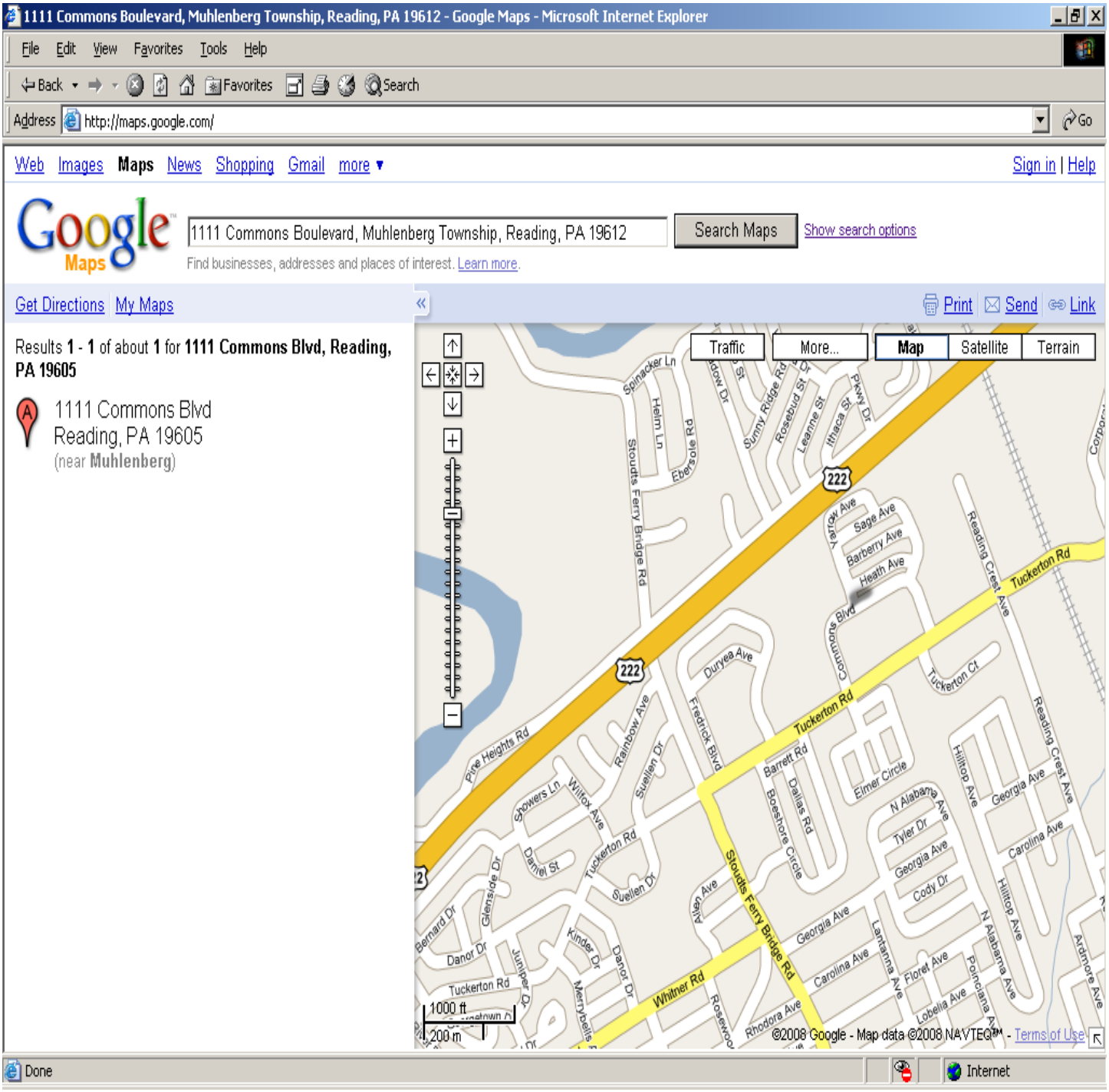
   Hours: Mon – Thurs 8:00 am to 4:00 pm; Fri 8:00 am to 12:00 pm

   Closed: New Years Day Jan 1, Good Friday Apr 6, Easter Monday Apr 9, Memorial Day May 28, 4th of July, Labor Day Sep 3, Thanksgiving (Th & Fri), Christmas 24 – 28, 31

4. Bring an unexpired Photo ID such as: Driver's License, Passport, Citizenship Certificate (N560), Naturalization Certificate (N550).

   a. If you do not have one of the above documents, you may bring two of the following documents instead:
      • State Government Issued Certificate of Birth
      • US Active Duty/Retiree/Reservist Military ID Card (000
      10-2)
      • Social Security Card
      • USCIS I-551 Resident Alien Card Issued Since 1997
      • USCIS I-688 Temporary Resident Identification Card
      • USCIS I-688B, I-766 Employment Authorization Card
      • Utility Bill (Address)
      • Voter Registration Card
      • Vehicle Registration Card/Title
      • Paycheck Stub with Name/Address
      • Cancelled Check or Bank Statement
      • School Identification Card with Picture
      • School Records
      • Employer Identification Card
      • Valid PA Learner's Permit
   b. The electronic fingerprinting will take no longer than 5 minutes and your fingerprints will be transmitted to the FBI instantly.
   c. You should receive a confirmation slip that indicates you have had your fingerprinting completed electronically.
   d. This confirmation should be given to your Recruiter as soon as possible, but prior to your hire date.

5. Once the Department of Public Welfare receives your Federal Criminal History Record, it will be mailed to you by the PA Department of Public Welfare (not Cogent). A copy of your Federal Criminal History Record will be sent to the Human Resources office of The Reading Hospital and Medical Center. The Record must be received by the Human Resources office **prior** to your hire date.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