

FBI Fingerprinting

FBI fingerprinting services are available at the Berks County Intermediate Unit, 1111 Commons Boulevard, Reading, PA. ([Click here for directions to BCIU](#))

Please follow the instructions below.

Prior to having your fingerprints taken, please complete the following steps:

1. **Register with Cogent Systems** online or over the phone.
 - o The online registration is available 24 hours a day; log on to www.pa.cogentid.com and select the "Register Online" link.
 - o Phone registration is available Monday through Friday from 8 a.m. – 6 p.m.; call 1-888-439-2486.
 - o Write down or print your confirmation number given over the phone or after registering online.
2. **Pay \$40**
 - o Payment must be made before your fingerprinting appointment, unless you are paying with a money order.
 - o Money orders should be made payable to "Cogent Systems."
 - o Payment online can be made with a credit/debit card by logging on to www.pa.cogentid.com and selecting the "Pay Online" link.
 - o Call 1-888-439-2486 to pay by phone with a credit/debit card.
 - o You will be given a separate confirmation number for payment; write down/print the confirmation number given over the phone or online.
3. **Schedule your appointment** by clicking the "Schedule an appointment" link at the bottom of this page.
 - o The fingerprinting process takes an average of 5 minutes to complete. Since the fingerprinting appointments run every 10 minutes, plan to arrive early or on time.
 - o If you are unable to keep your scheduled appointment, please cancel/reschedule so someone else can fill your time slot.
4. **Bring the following** to your appointment:
 - o State-issued driver's license
 - o In the absence of a current, valid driver's license, applicants may provide one of the following photograph identification cards:

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

- o Social Security Number – You do not need your Social Security Card; you just need to know your number, so we can access your file.
- o Confirmation Numbers – A confirmation number is given to you when you have completed registration and another is given when you pay by credit/debit card.

You should receive your FBI clearance in the mail in 6-8 weeks. We will be happy to provide you with a receipt after you are fingerprinted so you can include it with any applications you send out for employment.

- ▶ [Schedule an appointment](#)
(You must complete Steps 1 & 2 before scheduling your appointment.)
- ▶ [Reschedule or delete an appointment](#)
- ▶ [Search scheduled appointments](#)

If you have any questions or concerns, please call our fingerprinting information line at **610-987-8264** and leave a message.



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