



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

**FBI Fingerprinting**

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

- **Berks County Intermediate Unit** (Walk-ins welcome although appointments are accepted.)  
1111 Commons Blvd, 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 Dr, 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

*Please 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, M – F 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 phone, 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 \$28.75.
5. 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 an appointment, 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  
U.S. Active Duty/Retiree/Reservist Military ID Card (000 10-2)  
U.S. Passport  
College-issued Student ID  
INS 1-551 Resident Alien Card Issued since 1997  
INS I-688 Temporary Resident Identification Card  
INS I-688B, I-766 Employment Authorization Card

7. You should provide your prospective employer with your registration number, as well as include your registration number on any applications. The fingerprint results should be available within 24-28 hours after your fingerprints are taken, and your prospective school employer will need your registration number to access this information.

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1. Register with COGENT SYSTEMS online ([www.pa.cogentid.com](http://www.pa.cogentid.com)) or over the phone (888.439.2486, M – F, from 8:00 a.m. – 6:00 p.m.).
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5. No appointment is necessary at Mail N Ship 4 U and Business Linda Print Pack and Ship Center.
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### **Pennsylvania State Police Request for Criminal History Record Check (\$10.00)**

The quickest way to process this clearance is to log on to <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 “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 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 online request process.]**

If you are utilizing the “paper process,” please call or stop by the BCIU’s Office of Human Resources for a form. You can also download and print this form by logging onto the BCIU website ([www.berksiu.org](http://www.berksiu.org)), going to the “Quick Links” drop-down menu, clicking on “Employment” and then click on “applications and clearances.”

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

This clearance cannot be processed electronically; therefore, you must complete and mail the Pennsylvania Child Abuse History Clearance form to ChildLine and Abuse Registry, Department of Public Welfare. Along with this form, you will need to attach a \$10.00 money order made payable to Department of Public Welfare. You can download and print this form by logging onto the BCIU website ([www.berksiu.org](http://www.berksiu.org)), going to the “Quick Links” drop-down menu, clicking on “Employment,” and then clicking on “applications and clearances.” You can also call or stop by the BCIU’s Office of Human Resources for a form.

Because this process generally takes six to eight weeks, it is strongly suggested that you take this form to State Senator Judy Schwank’s office located at **210 George Street, Muhlenberg Township (610.929.2151)**. Generally, by having Sen. Schwank’s courier deliver your clearance application, you will receive the results in one to two weeks. If you are unable to take the completed form to Sen. Schwank’s office, you can mail it to Childline and Abuse Registry at the address listed at the top of the form.