



## *Creative Care Childcare Centers*

Admin Office 610-631-0272

### **Fingerprint Procedure**

All new employees hired after July 1<sup>st</sup>, 2008 are required to get an FBI clearance as a condition of employment.

The \$33.00 fee for this document will be deducted from the employee's first paycheck.

- 1) As part of the new hire paperwork the employee must complete the Applicant Registration form and submit to Admin.
- 2) Admin will register the employee online via the Cogent System. An agreed upon appointment will be scheduled for the employee. Current locations include UPS, Norristown, CCIU, Downingtown and BCIU, Doylestown. Failure to keep or set an appointment within 2 weeks from hire will be grounds for dismissal.
- 3) Employee must bring a qualified State or Federal photo ID to the fingerprinting site: see the Cogent Systems Identity Verification Procedures for a list of approved ID types.
- 4) After the identity of the applicant has been established, all ten fingers are scanned to complete the process. The entire fingerprint capture process should take no more than three to five minutes.
- 5) Complete processing of the FBI Criminal History Record should take no longer than 4-6 weeks.
- 6) Once the employee receives the Federal Criminal History Record the original is filed in the employee file and a copy is given to admin to close out the account.
- 7) For additional information or FAQ's go to [www.pa.cogentid.com](http://www.pa.cogentid.com)