



ATTENTION: Effective June 4, 2012, The Department of Aging will begin using an electronic fingerprinting process. Manually submitted background check requests will no longer be accepted.

All requests for FBI background checks must be made directly through Cogent Systems, a 3rd party electronic background check processor contracted by the Department of Aging. This change will expedite the submission and processing of FBI background check requests.

Background:

As required by the Older Adults Protective Services Act (OAPSA), applicants/employees of specific [facilities or agencies](#) who have **NOT** been a resident of the Commonwealth of Pennsylvania for the last two years must obtain criminal history record information reports from both the Pennsylvania State Police (PSP) and the Federal Bureau of Investigation (FBI). The employment determinations for applicants/employees who require an FBI check must come from the PA Department of Aging.

The Process:

(1) Applicant Registration: Applicants will now register online at www.pa.cogentid.com or by telephone at 1-888-439-2486, Monday through Friday, 8 A.M. to 6 P.M. EST. Following registration, the applicant will be provided with a registration number that they will take with them when they go to the Cogent site for fingerprinting. Applicants must be registered with Cogent Systems prior to arriving at a fingerprinting site.

When registering on-line, please select the Pennsylvania Department of Aging icon. Fingerprinting requests processed through any other agency cannot be accepted. If an applicant mistakenly registers through a different department, the registration must be cancelled. The applicant must restart the registration process using the Aging icon. This must be completed prior to being fingerprinted. Once fingerprinted, registration and/or results cannot be transferred to another state agency.

Note to facilities and/or agencies: If your agency chooses to be billed for fingerprinting, Cogent Systems allows the fee to be billed to the facilities/agencies address. In order to use this course of action, the facility/agency must complete and submit the Cogent Systems' Agency Billing Agreement. The agreement is available on the Cogent website at

www.pa.cogentid.com. The billing account must be established prior to sending applicants to the fingerprint site.

(2) FEES: The fee for an FBI background check is **\$34.25**. Payment can be made during on-line registration by using a credit or debit card or in-person at the fingerprinting site with a money order or cashier's check made payable to Cogent Systems. No cash transactions or personal checks will be accepted.

(3) FINGERPRINT SITES: Since April 2007, Cogent Systems has established more than 110 sites across the Commonwealth. We encourage all facilities to direct perspective applicants to the most convenient fingerprint service site. To find a site near you visit www.pa.cogentid.com

(4) Processing FBI Reports: Cogent Systems will forward the applicant's fingerprints electronically to the FBI. Responses from the FBI will be sent to the PA Department of Aging for analysis. The Department of Aging will review the results to determine if any convictions listed in OAPSA would prohibit the applicant/employee from being employed. The Department of Aging will send employment determination letters to both the facility and applicant. Employment determinations from any other source are not acceptable under the law.

Security of Applicant Information: Data collected during the fingerprinting process is secured and regulated by both Cogent Systems and the regulations governing the use of that data. The computer system is housed within a secured network that is protected by firewall devices configured to allow only permissible protocols and traffic. Cogent Systems will ensure that all devices procured under this process continue to adhere to the Commonwealth's Security requirements.

Inquiries or Questions: Individuals who are seeking additional information regarding the process and print locations may contact Cogent Systems at: www.pa.cogentid.com.

For more information on criminal history background checks, please visit the Department of Aging [online training](#) or call 717-265-7887.

Facility/Agency Types

Adult Daily Living Center

Assisted Living

Birth Center

Community Homes for Individuals for Individuals with Mental Retardation – Group Home/Community Living Arrangement

Community Residential Rehabilitation Services

Domiciliary Care

Family Living Home

Home Care Agency or Registry - is defined to include those agencies licensed by the Department of Health and any public or private organization which provide care to a care-dependent individual in their place of residence.

Home Health Care Organization or Agency

Hospitals – ONLY those with a *Long Term Care Unit, Skilled Transitional Unit, OR Extended Care Unit* AND you must be employed in or potentially rotate to one of these units.

Hospice

Intermediate Care Facilities for Individuals with Mental Retardation

Living Independence for the Elderly

Long Term Structured Residence

Nursing Home/Long Term Care Nursing Facility

Office of Long Term Living/Waiver Program

Personal Care Home

Nursing Schools - for students doing an internship or clinical rotation, or any other individual, who has been granted access to the facility to perform clinical services.

State Mental Hospital

South Mountain Restoration Center

Staffing Agency – entity that supplies, arranges for, or refers their employees to provide care in other OAPSA facilities.