

MARLEY'S MISSION, INC.

FBI Fingerprint Background Clearance

PROCEDURE:

(Cogent Systems web tab links are noted in italics.)

1. Must register online at www.pa.cogentid.com
2. On Cogent Systems' main page, go to **PA Department of Public Welfare**.
3. Read instructions for registration (*Registration Procedures*).
4. Register online (*Register Online*). Be sure to print off your registration confirmation; you will need to take this with you when you get fingerprinted. (NOTE: You must register and pay online; fingerprint locations do not register you or accept any payments.)
5. Choose location to have fingerprints (*Print Locations & Hours*)

Nearby Available Locations:

- Northeastern Educational Intermediate (Archbald)
876-9322
- UPS Store (Dunmore)
558-6300
- UPS Store (Honesdale)
253-0100

6. Go to location and have fingerprints done. Call location first to confirm hours of operation. The process takes about 10 minutes. Results are mailed to your home address (or the address provided on your online registration) in about 7-14 days.
7. Once you receive your clearance report, provide a copy to the Program Director of Marley's Mission.