Out of State Instructions for Completing the FBI Fingerprint Check

Fingerprint cards are the only option for out-of-state applicants or optional for applicants who are unable to be printed electronically at a Livescan system within Pennsylvania.

Here are the steps to take to complete the process:

- Find someone (local police jurisdiction or State Police) who is able to take ink-based fingerprints and place them on FBI fingerprint cards. You can download from the FBI’s website at [www.fbi.gov/about-us/cjis/identity-history-summary-checks/fd-258-1](http://www.fbi.gov/about-us/cjis/identity-history-summary-checks/fd-258-1)
- Register online at [https://www.pa.cogentid.com/index_dpw.htm](https://www.pa.cogentid.com/index_dpw.htm)
  - Under Registration, select “Register Online”
  - If you are out of state and will not be able to get your fingerprints done at a Cogent site, click the “Fingerprint Card User” box
  - Skip the agency information
  - For Reason Fingerprinted, select “Employment with a significant likelihood of regular contact with children”
  - Complete the remaining information (in order to pull up your record or receipt at a future date you will need to enter your SSN, if you chose not to enter your SSN we suggest both printing and emailing yourself the receipt)
  - Print out the last screen where it says you have completed registration. The fee can be paid online with a credit card or you can submit a money order (if using a money order make it payable to 3M Cogent).
- Mail in the completed cards, a copy of the registration receipt and a money order (if applicable) to PA DPW Card Receiver, 3M Cogent, 5025 Bradenton Ave., Suite A Dublin, Ohio 43017 (address for 3M Cogent will be provided once you finish registering online).

**Important Note** - The FBI needs two separate sets of ink print cards submitted before they will do a name search. So, if there are any issues with having difficulty obtaining clear prints (medical condition that doesn’t allow you to fully open your hands, worn fingerprints, etc.) you might be required to submit a second set of fingerprints. This isn’t always necessary, but if the first set isn’t clear and the FBI rejects them this will add a significant delay if you did not get two sets completed initially. Please be sure to get two done, send them both and the second set will be held to see if the FBI rejects the first set.

**Important Note** – When you register on-line, you are going to enter your address. This address is used to not only assist in the search of a criminal record but is also used to mail the results letter. Be sure to enter an address where you can receive your results letter.

Mail the completed fingerprint card (and money order if applicable) to:

3M Cogent  
Attn: Fingerprint Card Scan PA DPW  
5025 Bradenton Ave., Suite A  
Dublin, OH 43017