

Federal Criminal History Record Check – Application Directions

1. Click on site link: https://www.pa.cogentid.com/index_dpwNew.htm
2. Under the Registration Tab - Click on **Register Online**
3. Only complete yellow highlighted areas
4. Payment Type: Select **Agency** from dropdown
5. Agency ID: Enter **PADW65205** – then tab. SRU information should populate down to Billing Password
6. Billing Password: **Call Human Resources at ext. 2070 for the Billing Password**
7. Reason Fingerprinted: Select **Employment with a Significant Likelihood of Regular Contact with Children** from dropdown
8. Personal Information: Fill out personal information from Last Name thru Country of Citizenship
9. Social Security #: **Highly recommended**
10. Address: **104 Maltby Avenue, 205 OM**
11. City: **Slippery Rock**
12. State: Select **Pennsylvania** from the dropdown
13. Zip: **16057** – click next
14. Phone #: enter your phone number
15. Verify Information – click next

Print Registration Receipt – Upon completion, you will need a copy of the FBI Cogent Registration Receipt in order to be fingerprinted. Fingerprinting services will be available on campus. Please use this link <https://secure.sru.edu/forms/Fingerprinting/Registration/> to register for a time to be fingerprinted.