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.