

## **Updated information for LVA Volunteers**

All LVA volunteers who are submitting clearances after July 1, 2008 are required to apply for, and submit an FBI fingerprint background check. Please be advised that all three (3) clearances and TB testing are required for anyone volunteering at LVA effective immediately. These include:

1. Criminal record / background check
2. Child Abuse history clearance
3. FBI fingerprint-based background check
4. Mantoux (TB) testing

### **FEDERAL (FBI) CRIMINAL HISTORY REPORT INFORMATION:**

Fee: \$36.00

Money orders are made payable to Cogent Systems.

No cash, personal or business checks are accepted at print locations.

Payment may be made online at [www.pa.cogentid.com](http://www.pa.cogentid.com).

The fingerprint-based background check is a multiple-step process:

1. The applicant must register prior to going to the fingerprint site. Walk in service without prior registration will not be provided at any fingerprinting location. Registration is available online 24 hours/day, seven days per week at [www.pa.cogentid.com](http://www.pa.cogentid.com) or by telephone at 1-888-439-2486 Monday through Friday, 8am to 6pm.

2. The applicant will pay a fee of \$36.00 for the fingerprint service and to secure the Criminal History Record. Applicants may make their payment online at [www.pa.cogentid.com](http://www.pa.cogentid.com) using a credit card or debit card. Money orders or cashiers checks payable to Cogent Systems will be accepted on site for those applicants who do not have the means to pay electronically. **No cash transactions or personal checks are allowed..**

3. The applicant proceeds to the fingerprint site of their choice for fingerprinting. The location of the fingerprint sites and days and hours of operation for each site will be posted on Cogent Systems' website at [www.pa.cogentid.com](http://www.pa.cogentid.com). The location of fingerprint sites may change over time so applicants are encouraged to confirm the site location nearest to their location.

**Any volunteer who submitted clearances after July 1, 2008 must apply for a FBI fingerprint-based background check. Please forward a copy of the approved form to the parental involvement office. If you have any questions or concerns, please contact Shea Ace at (610) 866-9660 ext 120 or [s.ace@lvacademy.org](mailto:s.ace@lvacademy.org).**