

## Instructions for FBI fingerprinting

- Go to [www.pa.cogentid.com](http://www.pa.cogentid.com)
- Click on the box that says PA Dept of Human Services
- Under “Registration” click on “Register online”
- For payment type enter “Agency” in the drop-down box
- Enter the agency ID number...PADW65681
- Enter Doylestown United Methodist Church (it should auto-fill info)
- Enter billing password...P153J41116 (this is case sensitive)
- For reason fingerprinted choose “employment with a significant likelihood of regular contact with children” from the drop-down box.
- Fill in personal information
- Once registered, click next to verify the information, and then print the receipt.
- Click on “need to find print location”
- Click on number 6.
- Choose Bucks County Intermediate Unit (or your location of choice).
- Follow the instructions to make your fingerprint appointment.
- Take your printed receipt from Cogent to the Fingerprinting appointment along with photo ID.

Thank you!