

**UPPER MORELAND TOWNSHIP  
PARKS & RECREATION DEPARTMENT**

**FINGERPRINTING PROCEDURES TO OBTAIN F.B.I CLEARANCE**

**FEDERAL (FBI) CRIMINAL HISTORY REPORT**

Fee: \$33.00

Money orders are made payable to Cogent Systems.

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

Credit Card 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:

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).

1. LOG ONTO [WWW.PA.COAGENTID.COM](http://WWW.PA.COAGENTID.COM)
2. SELECT “DEPARTMENT OF PUBLIC WELFARE”  
***IMPORTANT NOTE: DO NOT select Department of Education***
3. SELECT “REGISTER ONLINE”
4. UNDER APPLICATION REGISTRATION FOR DEPT OF PUBLIC WELFARE –
  - Select Method of Payment
  - Agency Information - Upper Moreland Township  
117 Park Avenue  
Willow Grove, PA 19090
  - Reason Fingerprinted- SELECT “*Employment with a Significant Likelihood of Regular contact with Children*”

***IMPORTANT NOTE: Applicants may make payment online 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.***

5. PRINT RECEIPT – Applicants **MUST** present receipt of online registration at the Fingerprinting Location.
6. AFTER ONLINE REGISTRATION IS COMPLETE- 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.

**Cogent Locations – Closest to Upper Moreland**

**Goin Postal  
2030 County Line Road  
Huntingdon Valley, PA 19006  
Telephone: 215-674-9796**

**Hours of Operation\*:  
No appt, walk in only  
M-F 10am-6pm  
Sat 10am-3pm  
Closed major holidays**

*\*Applicants responsible for confirming  
hours of operation*

***IMPORTANT NOTE: Applicants are REQUIRED to have proof of identification at time of fingerprinting. A list of approved ID types may be found on the Cogent Systems’ website at [www.pa.cogentid.com](http://www.pa.cogentid.com). Applicants will not be processed if they cannot produce an acceptable photo ID.***

7. DPW’s Background Check Unit through ChildLine and Abuse Registry will return the Federal Criminal History Record to the applicant. The applicant will then provide the Federal Criminal History Record to their prospective employer.