

FBI FINGERPRINTING ALTERNATIVE FOR OUT-OF-STATE STUDENTS

Fingerprint cards are the only option for out-of-state applicants or optional for applicants who are unable to be printed electronically at a [Cogent fingerprinting site within Pennsylvania](#). *This method can also be used by in-state students.*

Steps to take to complete the process:

- Find someone (local police jurisdiction or State Police) who is able to take ink-based fingerprints and place them on FBI fingerprint cards. If you need fingerprint cards, you can download them from the FBI's website at <http://www.fbi.gov/about-us/cjis/background-checks/standard-fingerprint-form-fd-258>.
- Register on-line at https://www.pa.cogentid.com/index_pde.htm. Go through the online registration process. Print out the last screen where it says you have completed registration. The fee can be paid online with a credit card or you can submit a money order (if using a money order make it payable to 3M Cogent).
- Mail in the completed cards, a copy of the registration receipt and a money order (if applicable) to PDE Card Receiver, 3M Cogent, 5025 Bradenton Ave., Suite A Dublin, Ohio 43017 (address for 3M Cogent will be provided once you finish registering online).
- Important Note - The FBI needs two (2) separate sets of ink print cards submitted before they will do a name search. If there is any difficulty obtaining clear prints (medical condition that does not allow you to fully open your hands, worn fingerprints, etc.) you might be required to submit a second set of fingerprints. This is not always necessary, but if the first set is not clear and the FBI rejects them this will add a significant delay if you did not get two (2) sets completed initially. Please be sure to get two (2) done, send them both and the second set will be held to see if the FBI rejects the first set.
- Important Note – When you register online, you are going to enter your address. This address is used to not only assist in the search of a criminal record but is also used to mail the results letter. Be sure to enter an address where you can receive your results letter.

Mail the completed fingerprint card (and money order, if applicable) to:

3M Cogent

Attn: Fingerprint Card Scan PDE

5025 Bradenton Ave., Suite A

Dublin, OH 43017