

FBI Fingerprint Check

1. HOW TO APPLY FOR THE FIRST TIME:

- a. Please refer to the blue sheet labeled “Curriculum and Instruction (CI) Clearances and Verifications Requirements” for directions and a complete list of required clearances.
- b. The cost of the FBI Fingerprint Check is \$28.50. You must pre-register prior to visiting one of the fingerprint locations.

2. HOW TO RENEW IF YOU'RE A FULL-TIME STUDENT:

- a. The FBI Fingerprint Check is good for one year from the time of issuance.
- b. If you have been enrolled as a full time student every semester (not counting summer sessions) since your original fingerprint check was issued, you do NOT need to reapply to be re-fingerprinted while still an undergraduate student at Penn State.
- c. Instead, you will need to see Dr. Courtney Nagle or Ms. Jodie Styers to fill out a Certificate of No Offense. This document will serve as an affidavit that you have committed no offense that would change the status of your fingerprint check. The Certificate of No Offense must be signed in the presence of a witness (one of the aforementioned faculty members).

3. HOW TO RENEW IF YOU'RE A PART-TIME STUDENT OR HAVE TAKEN A SEMSTER OFF:

- a. If it has been more than one year since your last FBI Fingerprint Check and if you have been enrolled with part-time status OR you have taken a semester off (not counting summer sessions) then you will need to reapply for a new fingerprint check.
- b. Please refer to item 1. on this sheet and the blue sheet labeled “Curriculum and Instruction (CI) Clearances and Verifications Requirements” for further instructions.

4. LIST OF FINGERPRINT LOCATIONS:

- a. Once you've completed the online registration, you will need to visit one of the local fingerprint locations to have your fingerprints taken.
- b. Local locations include:
 - i. The UPS Store-2501 West 12th Street Erie, PA 814.836.1877
 - ii. The Northwest Tri-County Intermediate Unit (IU5)-252 Waterford Street Edinboro, PA 814.734.5610
 - iii. Erie County Technical School-8500 Oliver Road Erie, PA 814.464.8600
 - iv. Other locations exist. For more information, please visit http://www.pa.cogentid.com/ohio/DPW/DPW_map/DPW_Regions_Clickable.html