

## **FBI Background Clearance Procedure**

This clearance is only required for people who have lived in Pennsylvania for less than 5 years.

The first step: Go to [www.pa.cogentid.com](http://www.pa.cogentid.com) and choose the Department of Public Welfare Option, not the Education option.

Second step: Click on Registration Procedures and follow the directions to process your clearance. The \$33.00 fee will be reimbursed by St. Athanasius Parish after you submit the final FBI Clearance Report.

Third Step: After you receive the final FBI Clearance Report, which will be sent to your home, call the Safe Environments Coordinator at 412-931-4624 to arrange an appointment to complete some further steps in the process and to process the reimbursement of your \$33.00 fee.