

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF EDUCATION
DATE: APRIL 9, 2010

To: All LEAs

From: Dr. Linda Rhen, Director
School Services Unit

Subject: Upcoming Delay in Processing Background Check Reports

The FBI Criminal Justice Information Services (CJIS) Division, which is responsible for processing all applicant background checks, has notified us that their services for non-criminal justice fingerprints will be suspended for the period of April 28 - May 3, 2010, so they can process reports for temporary U.S. Census Bureau Employees.

Cogent Systems will continue processing applications and accepting fingerprint submissions during this period. However, Cogent will delay submission of those records to the FBI until the week of May 3, 2010. The FBI will resume processing CHRI reports submitted through the Cogent system on May 4, 2010.

This means that there will be a delay in processing FBI Criminal History Record Information (CHRI) reports for applicants between April 28 and May 18, 2010. Applicants who submit their fingerprints between April 28 and May 3, 2010, will experience a delay of one to two weeks. Applicants who submit fingerprints between May 4 and May 18 are also likely to experience some delay.

Please advise your applicants of this information.
Please encourage applicants who need their CHRI reports immediately to register and submit their fingerprints well in advance of the time period listed in order to avoid delay.

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