

FBI FINGERPRINTING LOCATIONS

FBI fingerprinting services are available at these three locations in Berks County:

- **Berks County Intermediate Unit**
Appointments preferred but walk-ins welcome.
1111 Commons Boulevard, Reading, PA 19605 ([directions](#)) – 610-987-8264
Hours of Operation: Monday: 8 am – 3:50 pm, Tuesday – Friday: 11:30 am – 3:50 pm
- **Mail N Ship 4 U**
Walk-ins welcome; no appointment necessary.
96 Commerce Drive, Wyomissing, PA 19610 – 610-376-3805
Hours of Operation: Monday-Friday – 9 am- 5pm, Saturday – 10am- 3pm
- **Business Link Print, Pack and Ship Center**
Walk-ins welcome; no appointment necessary.
314 West Main Street, Kutztown, PA 19530 – 610-683-9575
Hours of Operation: Monday-Friday – 9am -5pm, Saturday – 9am -1pm

Please follow the instructions below to have your fingerprints taken at the BERKS COUNTY INTERMEDIATE UNIT (BCIU):

1. Register with COGENT SYSTEMS online (www.pa.cogentid.com) or over the phone (888-439-2486, Monday – Friday from 8:00 a.m. – 6:00 p.m.)
2. After you register with Cogent Systems, either print out the registration number (if you registered online) or write down the registration number (if you registered by phone). Bring this registration number with you to the fingerprint site.
3. You may pay with a credit/debit card before arriving for fingerprinting, either online or by telephone, while registering with Cogent Systems. Another option is paying with a money order (payable to “Cogent Systems”) when you arrive at the fingerprint site. You will be given a separate registration number for making payment with a credit/debit card. Please bring this payment confirmation number with you to the fingerprint site.
4. The cost for the FBI clearance is \$24.25.
5. Even though no appointment is necessary to have your prints taken, you do have the option of making an appointment at the BCIU. At the bottom of this page are links to schedule an appointment and reschedule or delete an appointment. You may also call 610-987-8264 to schedule an appointment. If you are unable to keep your appointment, please reschedule or cancel it as soon as possible.
6. Please bring one of the following forms of identification with you to the fingerprint site:
 - State-issued Driver’s License
 - US Active Duty/Retiree/Reservist Military ID Card (000 10-2)
 - US Passport

- College-issued Student ID
- INS I-551 Resident Alien Card Issued since 1997
- INS I-688 Temporary Resident Identification Card
- INS I-688B, I-766 Employment Authorization Card

7. You should provide your prospective employer with your registration number, as well as include your registration number on any applications. The fingerprint results should be available within 24-28 hours after your fingerprints are taken, and your prospective school employer will need your registration number to access this information.

Scheduling FBI fingerprinting at BCIU:

- Schedule an appointment at the BCIU. (You must complete Steps 1 & 2 before scheduling your appointment.)
- Reschedule or delete an appointment at the BCIU.
- Search scheduled appointments at the BCIU.

If you have any questions or concerns, please call our fingerprinting information line at 610-987-8264 and leave a message.

Important Note: The BCIU may be closed during inclement weather. Before traveling, we urge you to check the home page of our Web site at www.berksiu.org to make sure the facility is open for fingerprinting purposes.

Please follow the instructions below to have your fingerprints taken at MAIL N SHIP 4 U, or BUSINESS LINK PRINT, PACK & SHIP CENTER:

1. Register with COGENT SYSTEMS online (www.pa.cogentid.com) or over the phone (888-439-2486, Monday - Friday, from 8:00 a.m. - 6:00 p.m.).
2. After you register with Cogent Systems, either print out the registration number (if you registered online) or write down the registration number (if you registered by phone). Bring this registration number with you to the fingerprint site.
3. You may pay with a credit/debit card before arriving for fingerprinting, either online or by telephone, while registering with Cogent Systems. Another option is paying with a money order (payable to "Cogent Systems") when you arrive at the fingerprint site. You will be given a separate registration number for making payment with a credit/debit card. Please bring this payment confirmation number with you to the fingerprint site.
4. The cost for the FBI clearance is \$24.25.
5. No appointment is necessary at Mail N Ship 4 U or Business Link Print, Pack and Ship Center.
6. Please bring one of the following forms of identification with you to your fingerprint session:
 - State-issued Driver's License
 - US Active Duty/Retiree/Reservist Military ID Card (000 10-2)

- US Passport
- College-issued Student ID
- INS I-551 Resident Alien Card Issued since 1997
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