EMPLOYEE/INTERN INFORMATION

Steps to follow for fingerprint registration and payment. The cost is $54.50: Use Internet Explorer as your browser
1. Go to www.cogentid.com
2. Click on Florida

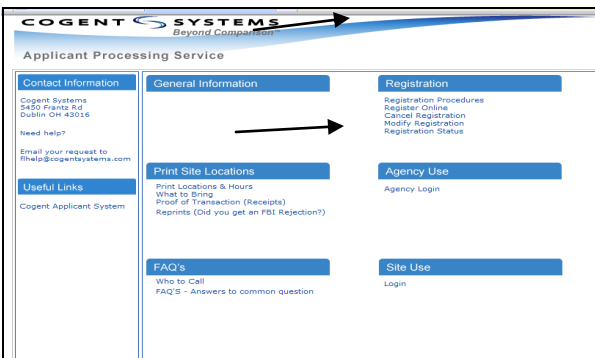**3. Click on Florida Department of Education**

If you are unsure of which agency you need to register for, please consult your employer or one of the below agencies for further guidance. You are financially responsible for any incorrect registration.

Click icon below for registration

4. Click on Register Online

5. Enter all information regardless of highlighting. First choose Wakulla County.

6. **VERY IMPORTANT TO SELECT CRI NO. AS FOLLOWS:**
- **Register as FL931611Z**

7. **Once you have completed the form and payment you will receive a** Registration ID No. **Print this page and bring to your fingerprint appointment.**
8. Bring Driver's License, Social Security Card, and Voided Check.
9. Bring $35.00 cash, cashier's check, or money order to pay for pre-employment drug testing.

FINGERPRINTING IS DONE AT THE WAKULLA COUNTY SCHOOL BOARD OFFICE IN HUMAN RESOURCES DEPARTMENT

- USE INTERNET EXPLORER AS YOUR WEB BROWSER

Wakulla County School District is authorized to collect, use or release social security numbers (SSN) of employees and other individuals for the purposes of criminal history, level 1 and level 2 background checks/identifiers for processing fingerprints by Department of Law Enforcement, if SSN is available {Required by Fla. Admin. Code 11C-6.003 and Fla. Stat. § 119.071(5)(a)6]