

THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FL

“Charter Board Members”

1st Step: Please visit www.cogentid.com

- First Page:** Applicant Fingerprinting Online Services:
Please select: **Florida**
- Second Page:** Please select: **Florida Schools for Teachers, Contractors, Admins, Volunteers, Etc.**
- Third Page:** Under Registration Select: **Register Online**
- Fourth Page:** Applicant Registration: **Step 1- Please Enter Your Information**
Under **Transaction Information:**
County, Recipient or Sponsor Select: **OSCEOLA** from the drop down box
CRI Literal Select: **FL931450Z – OSCEOLA COUNTY SCHOOLS/FDOE CERT.**
Payment Type Select: **CREDIT CARD** only (Visa, Master Card, American Express or Discover)
Money Order are not accepted.
OCA: Type CHBDMEM
Please complete the personal information.
You must enter your personal information EXACTLY as it appears on your Social Security Card. YOU MUST COMPLETE EVERY LINE under Personal Information, NOT only the yellow highlighted areas. YOU MUST ENTER YOUR SS# TWICE, CITIZENSHIP, & HOME ADDRESS.
- Fifth Page:** Applicant Registration: **Step 2 - Please Verify Your Information**
If the information is correct please continue to the next page for payment.
If you need to modify any information, please do so now.
- Sixth Page:** Application Registration: **Step 3 - Credit Card Payment**
(Please print your receipt and bring it with you to the appointment.)

2nd Step: For Fingerprinting Appointment(s) please call:

Vickie Woelk at 407-870-4091

or email woelkv@osceola.k12.fl.us to set up your appointment.

IMPORTANT

DOCUMENTS NEEDED FOR YOUR FINGERPRINTING APPOINTMENT:

- **DRIVER'S LICENSE (SS Card/Driver's License must have the same name and neither may be expired).**
- **SOCIAL SECURITY CARD (The actual card not a copy)**
- **NOTARIZED RELEASE FORM FROM YOUR CHARTER SCHOOL**
- **PAYMENT RECEIPT FOR \$52.75**