**\*\*\*\*\*\*\*\*\*\*ATTENTION – ALL LIVE SCAN USERS\*\*\*\*\*\*\*\*\*\***

Utilization of Live Scan devices for Applicant Query transactions:

When utilizing the live scan device to transmit Applicant Query transactions it is important to ensure the proper Reason for Fingerprint (RFP) is selected from the drop down menu*.  Some devices have a default setting of MPT*. If this is not the correct RFP it will cause processing errors and erroneous Retainable Applicant entries into the state CCH system.  Please take the time, prior to submission, to double check the RFP field and ensure it is accurate prior to submission.

**MPT** = transactions for all Act 120 certification applications (including Municipal Police hires, MPOETC Instructor certification applicants and School Director applications as well as Firearms Instructor Applications under the Retired Law Enforcement Identification Act). For these transactions you must enter **PAPSP0100** in the Controlling Agency ORI to ensure MPOETC receives copies of the RAP responses.

*Utilizing “****CRIMINAL JUSTICE EMPLOYMENT****” is* ***not*** *acceptable for submission for* ***MPT applicants***.  This error will fail to generate the required SID and retainable record in the state CCH system (see below).

*PLEASE NOTE*:   **LWTA (Act 235)** APPLICANTS ARE NOW REQUIRED TO UTILIZE COGENT SYSTEMS FOR PROCESSING; STATE AND MUNICIPAL AGENCIES SHOULD NOT ATTEMPT TO TRANSMIT THESE TRANSACTIONS AS THEY WILL NOT PROCESS.

***When to use Criminal Justice Employment***:

For civilian employment with a criminal justice agency (i.e. Other than Act 120 applicants) or the screening of employees of other agencies over which the criminal justice agency is required to have management control.  Other purposes: Vendors or contractors at the criminal justice agency who are involved with the actual administration of criminal justice at the criminal justice agency (e.g., personnel involved with maintenance of computer systems, upgrading records systems, data entry clerks); additionally, volunteers at the criminal justice agency involved with the actual administration of criminal justice at the agency.