

Georgia Applicant Processing Service (GAPS) Information

The Georgia Crime Information Center (GCIC) is responsible for processing fingerprint based criminal history record checks for employment/licensing purposes. In an effort to provide more timely responses, GCIC has partnered with Cogent Systems for the implementation of the Georgia Applicant Processing Service (GAPS). GAPS provides agencies submitting fingerprint cards for employment record checks with the option to have applicant background checks processed electronically. This process will provide timely search results and decrease rejections due to poor fingerprint quality of inked fingerprint cards.

Fixed GAPS offices will be located throughout the state so that GA residents will not travel more than 25 miles to a GAPS location for fingerprinting services.

Search results & criminal history records or “rapsheets” will be available for the agency to retrieve directly from the GAPS website within 24-48 hours after the applicant is fingerprinted and the transaction submitted to GCIC. A service fee is charged by the vendor, but fingerprint checks which are authorized for an FBI check may receive a reduced fee for electronic submissions.

The following steps must be completed by the candidate using GAPS:

Step 1: Go to the website: www.ga.cogentid.com to determine the nearest GAPS location by looking under the heading “**GAPS Print Site Locations.**” Then click on “**Print Locations & Hours**” to find a location. Also, click on “**What to Bring**” to know what you will need.

Step 2: Next, go to the header, “**Registration**”, & click on “**Single Applicant Registration.**” This will begin your registration & payment process.

Step 3: Complete the web form with your personal data and payment information. Please use the following information for the fields – Reason, ORI/OAC, & Verification Code in this web form:

Reason: Criminal Justice Employment – Sworn Personnel

ORI/OAC: (Candidate must obtain this info from their employing agency.)
(Please note that this field is case sensitive so use capital letters. The three digits before the “7” are zeros.)

Verification Code: (Candidate must obtain this info from their employing agency.)
(Please note that this field is case sensitive so use lowercase letters.)

Step 4: Print Step 4 on the screen to attach to your application. It should have at the top – Applicant Registration, Step 4 – Registration Complete, Thank you for Registering. You will need to keep a copy for your records also.

Step 5: Go to the GAPS location at your scheduled time & get fingerprinted. The GAPS location will provide the necessary fingerprinting service.

Please note that it takes a minimum of 48 hours to review the results. In some instances, it may take longer. Prints may be rejected for a variety of reasons by the FBI or GBI such as characteristics of low quality. These types of rejections are not common. If this occurs, a request for a second submission by the FBI may occur. See Cogent System information for have to handle if rejected and if costs apply. When results are available to the employing agency, the results (both GBI/GCIC & FBI/NCIC) will need to be printed and attached to your POST application for completion of the POST application process.

If you need further assistance with the GAPS service, you can call the GCIC Helpline at (404)-244-2639 – “OPTION 2” or via e-mail at GAApplicant@gbi.state.ga.us .



COGENT SYSTEMS
Georgia Applicant Processing Services

General Information

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Registration

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GAPS Site Use (secure)

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Click here to begin applicant registration.



Applicant Registration

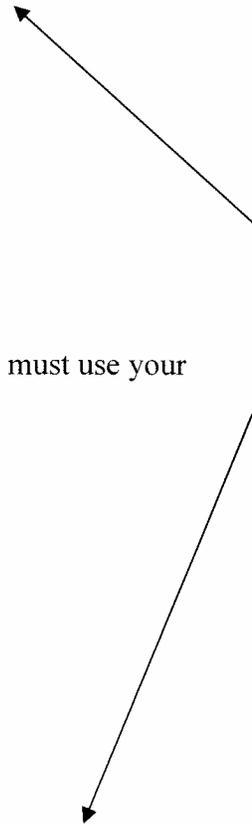
Step 1 - Please Enter Your Information

Personal Information

Last Name	<input type="text"/>	*
First Name	<input type="text"/>	*
Middle Name	<input type="text"/>	
Suffix	<input type="text" value="SELECT"/>	
Date of Birth	<input type="text" value="(MMDDYYYY)"/>	*
Place of Birth	<input type="text" value="SELECT"/>	*
SSN(no dashes)	<input type="text"/>	Note: If you leave SSN blank you must use your Registration ID at the Fingerprinting Site.
Reenter SSN	<input type="text"/>	
Sex	<input type="text" value="SELECT"/>	*
Race	<input type="text" value="SELECT"/>	*
Eye Color	<input type="text" value="SELECT"/>	*
Hair Color	<input type="text" value="SELECT"/>	*
Height	<input type="text" value="SELECT"/>	*
Weight	<input type="text"/>	*
Country of Citizenship	<input type="text" value="SELECT"/>	

Enter your personal data in all fields as required.

All fields that are required are marked with an asterick *.



Hair Color *

Height *

Weight *

Country of Citizenship

Driver's License No.

Driver's License State

Address

City

State

Zip

Phone #

Select "Criminal Justice Employment-Sworn Personnel" as the Reason for the fingerprinting service.

Transaction Information

Reason *

Payment *

ORI/OAC *

Verification Code (case sensitive) *

Does another agency make the fitness determination?

Employing agencies must register with GAPS to receive results.

The employing agency will provide the candidates with the necessary information for "ORI/OAC" & the "Verification Code" once they have registered to receive results from GAPS.

Applicant Registration

Step 4 - Registration Complete

Thank you for Registering

Registration ID: [REDACTED]

Payment Confirmation Number: [REDACTED]

ORI: GAGSP0007 - GA PEACE OFFICER STANDARDS

Last Name: [REDACTED]

First Name: [REDACTED]

Transaction Type: POST Pre-Service Student

Payment Type: Credit Card

Transaction Fee: 32.15

Please print information and take it to the fingerprinting site.

[Print](#)

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