

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: <https://www.ga.cogentid.com/index.htm> to determine the nearest GAPS location by looking under the heading “**Find a Fingerprint Location**.” Then click on a numbered region to find a location. Also, click on “**FAQs**” at the bottom of the screen to know what you will need to bring with you.

Step 2: Next, click on “**Applicant Registration**”, then click on “City Government and Law Enforcement Agencies (CCGC)”, then click on “Law Enforcement Agencies”, and then click on the “Privacy Terms Agreement” and “Continue” if agreeable. 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 – Agency ID# and Reason in this web form:

Agency ID#: Use **GAGSP0007** if the applicant is not employed with a law enforcement Agency. (If candidate is employed with a law enforcement agency, the candidate must obtain this ID# from their employing agency.)
(Please note that this field is case sensitive so use capital letters. The three digits before the “7” are zeros.)

Reason: Pre-Service Student (Fees Apply)

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 how 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. Please do not contact POST directly regarding the status of your fingerprint processing. POST will direct the results internally to your application or petition.

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 .



Go to web link <https://www.ga.cogentid.com/index.htm> for the Georgia Applicant Processing Service.
Step 1: Click on "Applicant Registration" shown below.



Applicant Fingerprinting Online Services



Helpful Links

- > Find A Fingerprint Location
- > Modify Existing Registration
- > Cancel Existing Registration
- > Reprint Registration Receipt
- > Reprint Fingerprint Submission Receipt
- > Refund Policy
- > How to Submit Ink Cards
- > Sales Inquiry

Welcome to the Georgia Applicant Processing Service for fingerprint background requests

Electronic submission of fingerprint images will involve the use of a 3M Cogent Livescan machine. The Livescan captures fingerprint images and demographic data and submits this information to GBI. GBI conducts a search of its criminal history records using the fingerprint images. In some cases, these images are also forwarded to the FBI where a Federal Criminal History Record search is also conducted. Notifications of the search results are then forwarded from the GBI/FBI to 3M Cogent where these results are then electronically disseminated to the Georgia company or agency that requested the search to be completed.

Applicant Registration

GAPS Agency Login

Become a Requesting Agency

Please Note: Beginning **June 17 2015**, 3M's commonly used registration link will be changed. A new "pop-up" window will now appear and redirect users from www.cogentid.com to aps.3m.com. The new 3M URL contains increased security, and users will experience no change in how registration processing takes place.

Step 2: Click on "City/County Government and Law Enforcement Agencies (CCGC)" shown below.

> To register for a background check, please select one of the options below:

- GEORGIA COURT SERVICES (CS)
- DEPARTMENT OF BEHAVIORAL HEALTH AND DEVELOPMENTAL DISABILITIES (DBHDD)
- DEPARTMENT OF COMMUNITY HEALTH (DCH)
- DEPARTMENT OF PUBLIC HEALTH (DPH)
- OFFICE OF INSURANCE SAFETY FIRE COMMISSIONER (OIC)
- DEPARTMENT OF JUVENILE JUSTICE (DJJ)

- DEPARTMENT OF EARLY CARE & LEARNING (DECAL)
- SECRETARY OF STATE (SOS)
- DEPARTMENT OF DRIVER SERVICES (DDS)
- REAL ESTATE COMMISSION APPRAISERS BOARD (RECAB)
- DEPARTMENT OF HUMAN SERVICES (DHS)
- GEORGIA VOCATIONAL REHABILITATION AGENCY (GVRA)

- EDUCATION AGENCIES (EA)
- GEORGIA STATE-ONLY BACKGROUND CHECKS (GABC)
- CITY/COUNTY GOVERNMENT AND LAW ENFORCEMENT AGENCIES (CCGC)**
- DEPARTMENT OF BANKING AND FINANCE (DBF)
- GEORGIA BUREAU OF INVESTIGATION (GBI)
- DEPARTMENT OF DEFENSE

Close

3

Step 3: Click on "Law Enforcement Agencies" as shown below.



Applicant Fingerprinting Online Services



City/County Government and Law Enforcement Agencies

➤ To register for a background check, please select one of the options below:

ALCOHOL AND LIQUOR LICENSE

COURTS

FIREFIGHTER

LAW ENFORCEMENT AGENCIES

LOCAL COUNTY HEALTH DISTRICTS

ORDINANCES

Back



Step 4: Read and click on "I have read and accepted these terms" box, if agreeable, and then click on continue.



Applicant Fingerprinting Online Services



Non-Criminal Justice Applicant's Privacy Rights

As an applicant who is the subject of a state and/or national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

You must be provided written notification that your fingerprints will be used to check the criminal history records of the Georgia Crime Information Center (GCIC) and the FBI when a federal record check is so authorized.

If you have a criminal history record, the agency making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.

The agency must advise you that the procedures for obtaining a change, correction, or updating of your criminal history record set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.

If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the agency denies you the job, license, or other benefit based on information in the criminal history record.

You have the right to expect the agency receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of state and/or federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.

I have read and accepted these terms.

[Print](#) | [Download](#)

Cancel

Continue

5

Step 5: Complete the Applicant Registration screen as shown below. Please be sure to use the Reviewing Agency ID for POST: GAGSP0007 & select the reason as "POST Pre-Service Student (Fee applies)".



Applicant Fingerprinting Online Services



Applicant Registration
Step 1 - Please Enter Your Information

POST Pre-Service Student
(Fee Applies)

Transaction Information

Reviewing Agency ID: GAGSP0007

Reason: SELECT

Requesting Agency ID: (If different from Reviewing Agency ID)

Position Applied for:

Payment: Credit Card
No unemployment cards, child support cards or gift cards are accepted.

Fingerprint Card User: By Checking this box, you are agreeing to submit ink cards to 3M Cogent. See [here](#) for details

Personal Information

Last Name:

First Name:

Middle Name:

Suffix: SELECT

Social Security #: No dashes

Re-enter SSN: No dashes

Date of Birth: MMDDYYYY

Weight:

Sex: SELECT

Race: SELECT

Eye Color: SELECT

Hair Color: SELECT

Height: SELECT

Place of Birth: SELECT

Country of Citizenship: SELECT

State Driver's License: SELECT

Driver's License #: Don't include 'GA'

Address Information

Address:

Address 2:



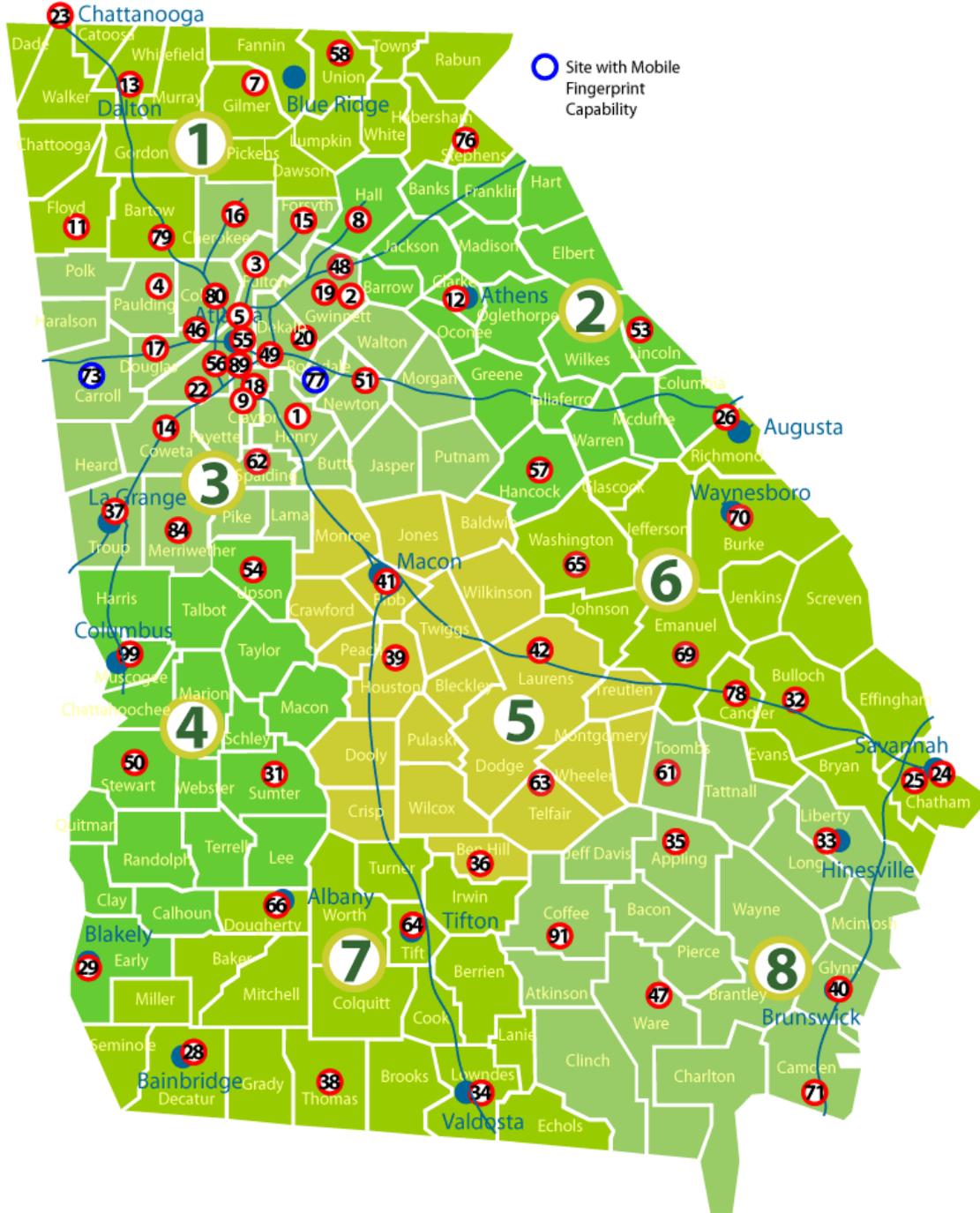
Applicant Fingerprinting Online Services



GAPS Fingerprint Site and Hours

Click a numbered region below to learn more about a fingerprint site nearest you

Fingerprint Sites in Google Map





Georgia Applicant Processing Service **Obtaining Criminal History Record Information for** **Employment/Licensing FAQs**

- What forms of identification do I need to bring with me to the fingerprint location?

- What Georgia criminal history record information is available for employment or licensing purposes?

- What is required to obtain Georgia criminal history record information for employment or licensing purposes?

- Is a separate signed consent form required when submitting fingerprints for employment or licensing purposes?

- Can Georgia criminal history record information be obtained for employment or licensing purposes without submitting fingerprints?

- How is Georgia criminal history record information obtained from GCIC for employment or licensing purposes?

- What national (FBI) criminal history record information is available for employment or licensing purposes?

- Can private agencies or entities receive national (FBI) criminal history record information for employment or licensing purposes?

- What information is available under the National Child Protection Act (NCPA) and Volunteers for Children Act (VCA)?

- Can local law enforcement agencies provide national (FBI) criminal history record information for employment or licensing purposes?

- Can national criminal history record information be obtained directly from the FBI for employment or licensing purposes?

- What must occur if the results of a criminal history record check cause an adverse employment or licensing decision?

- Can an individual obtain a copy of his or her Georgia or national (FBI) criminal history record?



Georgia Applicant Processing Service **Obtaining Criminal History Record Information for** **Employment/Licensing FAQs**

- What forms of identification do I need to bring with me to the fingerprint location?

Cogent Systems requires current, valid and unexpired picture identification documents. As a primary form of picture identification one of the following will be accepted at the GAPS Print Locations:

Primary Documents include:

- State Issued Driver's License with Photograph
- State Issued Identification Card with Photograph
- US Passport with Photograph
- US Active Duty/Retiree/Reservist Military ID Card (000 10-2) with Photograph
- Government Issued Employee Identification Card with Photograph (includes Federal, State, County, City, etc.)
- Tribal Identification Card with Photograph

However, in the absence of one of the above Primary identifications, applicants may provide one or more of the following Secondary Documents, along with two of the supporting documents listed below:

Secondary Documents:

- State Government Issued Certificate of Birth
- Social Security Card
- Certificate of Citizenship (N560)
- Certificate of Naturalization (N550)
- INS I-551 Resident Alien Card Issued since 1997
- NS 1-688 Temporary Resident Identification Card
- INS I-688B, I-766 Employment Authorization Card

Secondary Documentation must be supported by at least two of the following:

- Utility Bill (Including street address)
- Voter Registration Card
- Vehicle Registration Card/Title
- Certificate of Naturalization (N550)
- Current Paycheck Stub with Name and Address
- Cancelled Check or Bank Statement

- What Georgia criminal history record information is available for employment or licensing purposes?