

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.

Pre-Service candidates must submit fingerprint results with their application to meet the state requirements for attendance to a basic law enforcement academy. 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: POST Pre-Service Student

ORI/OAC: GAGSP0007

(Please note that this field is case sensitive so use capital letters. The three digits before the “7” are zeros.)

Verification Code: gpostcouncil

(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 for POST Council 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 POST staff, the results will be printed and attached to your application for completion of the POST application process. Please do not contact POST directly regarding the status of your prints. You will need to direct all questions to the academy that is submitting your application. 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@qbi.state.ga.us .



COGENT SYSTEMS
Georgia Applicant Processing Services

General Information

[Introduction to GAPS](#)

[GAPS Fees](#)

[Outsourcing Review of Criminal History Records](#)

[Purchasing your own GAPS Livescan](#)

[Who to Call - Where to get your ORI or OAC](#)

[Becoming a GAPS location](#)

GAPS Print Site Locations

[Print Locations & Hours](#)

[What to Bring](#)

FAQ's

[Obtaining Criminal History Record Information for Employment/Licensing FAQ's](#)

[Laws Requiring FBI Fingerprint Based Background Checks \(92-544 Statutes\)](#)

Registration

[GAPS Applicant Waiver](#)

[Introduction: Applicant Registration](#)

[Single Applicant Registration](#)

[Multiple Applicant Registration](#)

[Modify Registration](#)

[Cancel Registration](#)

[Registration Receipt](#)

[Background Check Status](#)

Agency Use (secure)

[Introduction: Agency Enrollment](#)

[Agency Enrollment](#)

[Introduction: Results & Rejections](#)

[View Results/Administration](#)

GAPS Site Use (secure)

[Site Administration](#)

Click here to begin applicant registration.



Applicant Registration

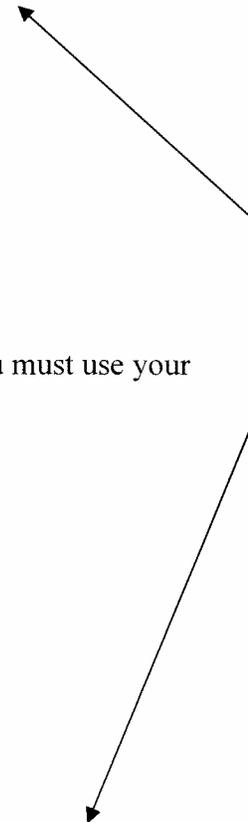
Step 1 - Please Enter Your Information

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"/> (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 "POST Pre-Service Student" from the pull down menu for "Reason".

Transaction Information

Reason *

Payment *

ORI/OAC *

Verification Code *

Enter the POST ORI as follows: **GAGSP0007** for ORI/OAC. It is case sensitive.

Enter **gpostcouncil** as the Agency Verification Code. It is case sensitive.

Does another agency make the fitness determination?

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](#)

[Home](#)