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Fingerprint Background Process for Out-of-State Applicants

- 1 Obtain a fingerprint card (form FD-258) from the Office of EMS and Trauma (OEMS). The card is pre-printed with OEMS information. Fingerprint cards from other agencies shall not be accepted.
- 2 Go to the COGENT / Georgia Applicant Processing Service (GAPS) website for registration at www.ga.cogentid.com.



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

- 3 On the GAPS Welcome Page, select **Applicant Registration** as indicated on the screenshot above inside the red box.



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

 GEORGIA COURT SERVICES (CS)	 DEPARTMENT OF EARLY CARE & LEARNING (DECAL)	 EDUCATION AGENCIES (EA)
 DEPARTMENT OF BEHAVIORAL HEALTH AND DEVELOPMENTAL DISABILITIES (DBHDD)	 SECRETARY OF STATE (SOS)	 GEORGIA STATE-ONLY BACKGROUND CHECKS (GABC)
 DEPARTMENT OF COMMUNITY HEALTH (DCH)	 DEPARTMENT OF DRIVER SERVICES (DDS)	 CITY/COUNTY GOVERNMENT AND LAW ENFORCEMENT AGENCIES (CCGC)
 DEPARTMENT OF PUBLIC HEALTH (DPH)	 REAL ESTATE COMMISSION APPRAISERS BOARD (RECAB)	 DEPARTMENT OF BANKING AND FINANCE (DBF)
 OFFICE OF INSURANCE SAFETY FIRE COMMISSIONER (OIC)	 DEPARTMENT OF HUMAN SERVICES (DHS)	 GEORGIA BUREAU OF INVESTIGATION (GBI)
 DEPARTMENT OF JUVENILE JUSTICE (DJJ)	 GEORGIA VOCATIONAL REHABILITATION AGENCY	 DEPARTMENT OF DEFENSE

Close

 DEPARTMENT OF PUBLIC HEALTH (DPH)

4 On the Georgia Agency Page, select DPH as shown at right and as indicated on the screenshot above inside the red box.

5 On the DPH Page, select **Emergency Medical Services** as indicated on the screenshot below inside the red box.

 Department of Public Health

 Emergency Medical Services	 Health Districts
 OIG	

The Georgia Department of Public Health (DPH) is the lead agency in preventing disease, injury and disability; promoting health and well-being; and preparing for and responding to disasters from a health perspective. In 2011, the General Assembly restored DPH to its own state agency after more than 30 years of consolidation with other departments. At the state level, DPH functions through numerous divisions, sections, programs and offices.

Locally, DPH funds and collaborates with Georgia's 159 county health departments and 13 public health districts. Through the changes, the mission has remained constant; to protect the lives of all Georgians. Today, DPH's main functions include: Health Promotion and Disease Prevention, Maternal and Child Health, Infectious Disease and Immunization, Environmental Health, Epidemiology, Emergency Preparedness and Response, Emergency Medical Services, Pharmacy, Nursing, Volunteer Health Care, the Office of Health Equity, Vital Records, and the State Public Health Laboratory.

Website:
[DPH Homepage](#)

Contact:
[Email EMS](#)
(404) 679-0547

Contact:
[Stephanie Lockridge](#)
(404) 232-7809

Georgia Department of Public Health | We Protect Lives.

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.

If agency policy permits, the agency may provide you with a copy of your criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, information regarding how to obtain a copy of your criminal history may be obtained at <http://gbi.georgia.gov/obtaining-criminal-history-record-information>.

If you decide to challenge the accuracy or completeness of your criminal history record, you should send your challenge to the agency that contributed the questioned information. Alternatively, you may send your challenge directly to GCIC provided the disputed arrest occurred in Georgia. Instructions to dispute the accuracy of your criminal history can be obtained at <http://gbi.georgia.gov/obtaining-criminal-history-record-information>.

If you need additional information or assistance, please contact the Georgia Crime Information Center at GAApplicant@gbi.ga.gov or 404-244-2639 option 2.

If registering on behalf of an applicant, a copy of this user agreement must be made available to them. This information

I have read and accepted these terms.

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

6 On the Non-Criminal Justice Applicant's Privacy Rights Page, you must read the terms and check the box verifying that you accept the terms. Once you have accepted the terms, you can **Continue**.

7 Applicant Registration Step 1 - Please Enter Your Information

Transaction Information

Reviewing Agency ID: GA922993Z Reason: SELECT

Requesting Agency ID: GAP or GAC # Only Position Applied for:

Payment: Credit Card

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:

City: APT:

State: SELECT Zip:

Phone #: Email:

Enter your information on the Applicant Registration Page.

Applicants that are submitting finger print cards need to check the box under the **Fingerprint Card User** option as indicated below and as shown in the screenshot to the left in the red box.

By Checking this box, you are agreeing to submit ink cards to 3M Cogent. See here for details

Please be advised there is an additional charge of \$8.00 for ink card submissions.

Note: * Fields in yellow are required.
Please note that fingerprinting hours may be different than open store hours. Be sure to confirm that the location is fingerprinting before heading down.

8 REGISTRATION IDENTIFICATION NUMBER

Once the registration process has been completed, a Registration Identification Number will be issued. Print the receipt confirmation and submit a copy with your fingerprint ink card. Per COGENT, please write the Registration Identification Number on the back of the ink card.

*****NOTE – The COGENT / GAPS Registration Identification Number is only valid for 90 days and will be cancelled by COGENT if it has not be used within that timeframe. At that time, re-registration will be required. Additional fees will apply.**

9 FINGERPRINT CARD

Take your OEMS fingerprint ink card to a law enforcement agency to be completed. Be advised that law enforcement agencies may have fees and additional requirements associated with fingerprinting individuals.

Once you have had your fingerprint ink card completed, send the completed ink card with your receipt copy and registration identification number to 3M COGENT:

**3M COGENT, Georgia CardScan
639 N Rosemead Blvd
Pasadena, CA 91107**

10 FINGERPRINT BACKGROUND HISTORY RESULTS

Once your fingerprint card has been processed, OEMS will receive the results directly from 3M COGENT within 5 business days.

*****NOTE – The Fingerprint Background History results will only be valid to OEMS for 30 days. Applicants whose applications are not received by OEMS within the 30-day timeframe will be required to re-register and complete the COGENT / GAPS process again. All applicable fees will apply.**

Georgia Applicant Processing Service

Hardcopy Fingerprint Card Submission Instructions

Overview	<p>Applicants that are out-of-state, unable to visit an electronic fingerprinting location, or are otherwise unable to be electronically fingerprinted may submit hardcopy fingerprint cards to 3M Cogent.</p> <p>There is an additional \$8.00 fee for processing ink cards.</p>
Process	<p>Applicants who are submitting ink cards for a required Georgia background check should follow the steps below:</p> <p>Register – All applicants must be registered prior to sending hardcopy fingerprint cards. You can register online at www.cogentid.com. Be sure to select the Fingerprint Card User box. Applicants may also contact the Registration Call Center to register by phone: 1-888-439-2512</p> <p>Payment – Payment may be made online or a money order can be sent with your fingerprint card:</p> <p><i>Option 1: Online Payment</i> – Applicants may pay online at the time of registration using a credit/debit card, or the transaction may be billed to your employer using “agency pay.”</p> <p><i>Option 2: Send payment with Fingerprint Card</i> – Money order only. Cash and personal checks are not accepted.</p> <p>Registration ID - All applicants will receive a Registration ID. Write this number on the back of your fingerprint cards.</p> <p>Submission – Mail the cards (and if applicable, payment) to:</p> <p>3M COGENT, Georgia CardScan 639 N Rosemead Blvd Pasadena, CA 91107</p> <p>Results – Background check results will be sent directly to your employer. 3M Cogent does not have access to background check results or make employment determinations. Please check with your employer regarding questions about your background check results.</p>