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Process for Fingerprint Background Checks for Out-of State Applicants

1. Obtain a fingerprint card (form FD-258) from the Office of EMS and Trauma. Fingerprint cards from other agencies will not be accepted.
2. Go to the GAPS/Cogent website at www.ga.cogentid.com.
3. Under the Registration tab (see the red box below) select **Single Application Registrations**



Useful Links

Contact 3M Cogent
 gahelp@cogentsystems.com

Telephone Inquires 1-888-439-2512

[Department of Human Services](#)

[Department of Early Care & Learning \(Bright from the Start\)](#)

[Georgia Bureau of Investigation](#)

[Secretary of State](#)

[Department of Juvenile Justice](#)

[Department of Community Health](#)

[Department of Behavioral Health/Developmental Disabilities](#)

[Office of Insurance and Safety Fire Commissioner](#)



General Information

[Introduction to GAPS](#)

[Procedures for Using GAPS](#)

[Criminal History Record Information Guide](#)

[GAPS Fees](#)

[Outsourcing Review of Criminal History Records](#)

[Purchasing your own GAPS Livescan](#)

[How to Get an ORI or OAC Number](#)

[CJIS Security Policy](#)

Agency Use

[How to Enroll Your Agency or Business](#)

[Enrollment Confirmation Information](#)

[Results Information](#)

[Expired Results](#)

[Rejected Transactions](#)

[Name Search Requests](#)

[View Results/Administration](#)

Print Site Locations

[Print Locations & Hours](#)

[Identification Needed for Fingerprinting](#)

[Cogent Maintenance \(Secure Link\)](#)

[NOTICE of fee changes on March 1st](#)

[3M Cogent's Privacy Policy](#)

Registration

[GAPS Applicant Waiver](#)

Overview of results process

[Applicant Registration Information](#)

[Single Applicant Registrations](#)

[Multiple Applicant Registration](#)

[Modify Registration](#)

[Cancel Registration](#)

[Registration Receipt](#)

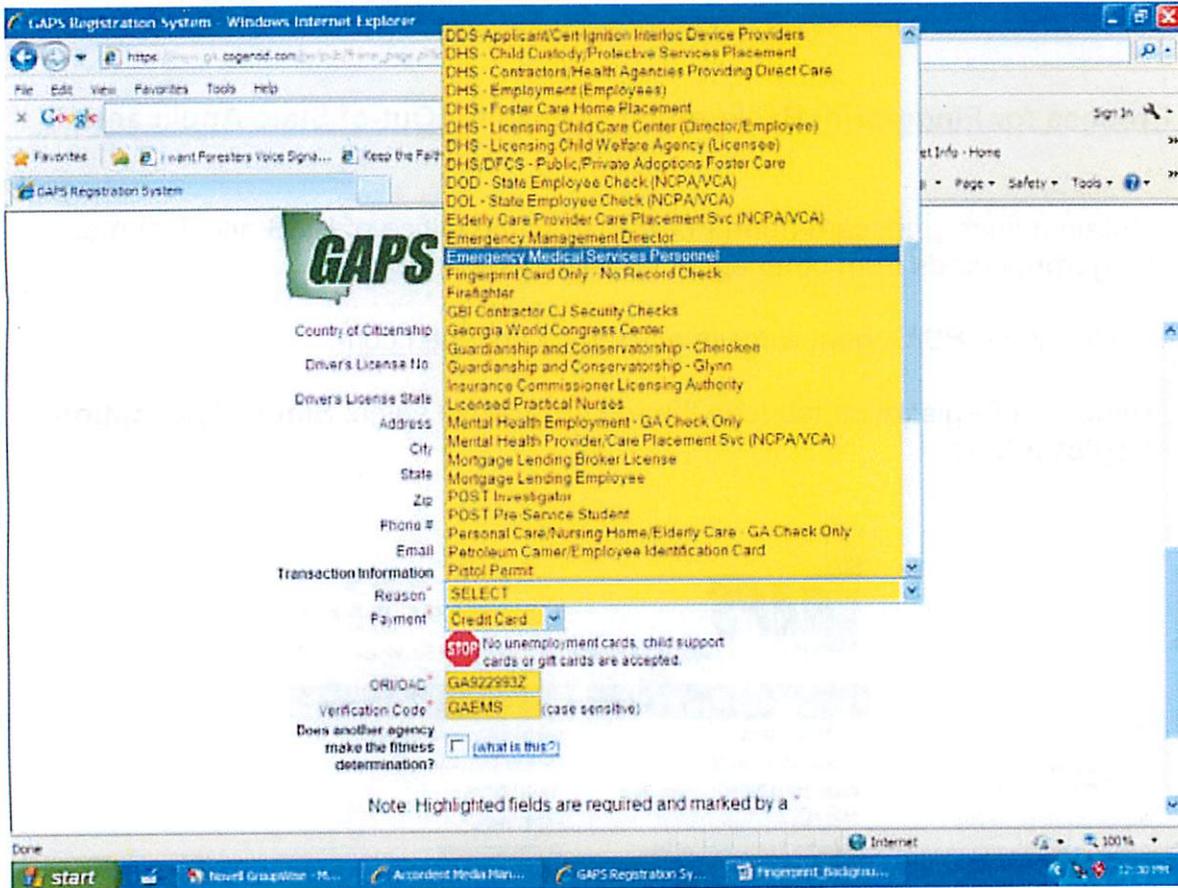
[Background Check Status](#)

4. Complete the registration. For Reason select Emergency Medical Services Personnel from the drop down menu (see below).



In the ORI/OAC field enter: GA922993Z

In the Verification Code field enter: GAEMS



5. Once the registration is complete a Registration Id # will be issued. Print the receipt and keep it to submit with the fingerprint card. Note: The registration is only valid for 90 days.
6. Take the fingerprint card received from OEMS to a law enforcement agency to be fingerprinted. Note: The law enforcement agency may require fees and other requirements that are outside the control of OEMS.
7. Send the completed fingerprint card and Cogent receipt to:

3M Corporation
GAPS Card Scan
5025 Braddenton Ave, Suite 100
Dublin , OH 43014