Fingerprint Background Instructions for GA Residents (or those who live near GA)

All applicants MUST use the Georgia Applicant Processing Service (GAPS) for the submission of your fingerprint-based criminal history records check. The department does not accept criminal history reports from the applicant or other sources. Fingerprint results are only good for 30 days from the date your fingerprints were completed. Please carefully read this entire document so that your licensing application is not delayed.

Step 1: Go to the Georgia Applicant Processing Service (GAPS) website for registration at https://www.aps.gemalto.com/ga/index.htm

Step 2: On the GAPS Welcome page, select Applicant Registration as indicated below.

Step 3: On the next page, select Department of Public Health (DPH) as indicated below.
Step 4: On the Department of Public Health page, select **Emergency Medical Services** as indicated below.

![Department of Public Health](image)

Step 5: On the Non-Criminal Justice Applicant’s Privacy Rights page, read the terms and check the box verifying that you accept the terms then click Continue.

![Non-Criminal Justice Applicant’s Privacy Rights](image)

*It is recommended that you print or download a copy of your Applicant Privacy Rights/Privacy Act Statement for your records before continuing the registration process.*
Step 6: Enter all required information on the Applicant Registration page and click Continue – ensure that ALL fields are correct (especially email)

<table>
<thead>
<tr>
<th>Step 1 - Please Enter Your Information</th>
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**Transaction Information**
- Receiving Agency ID: 6A92200932
- Requesting Agency ID
- Payment Type: Credit Card
- Position Applied for
- Fingerprint Card User (check box if applicable)

**Personal Information**
- Last Name *
- First Name *
- Middle Name (Optional)
- Maiden Name (Optional)
- Social Security Number
- Date of Birth *
- Weight *
- Height *
- Race *
- Eye Color *
- Hair Color *
- Place of Birth *
- Driver License State *
- Driver License Number

**Home Address**
- Address *
- City *
- Apt (Optional)
- State *
- Zip Code *
- Phone *
- Email *

**Mailing Address**
- Address *
- City *
- Apt
- State *
- Zip Code *

*Required fields

Please note that fingerprinting hours may be different than open store hours. Be sure to confirm the location's fingerprinting before arriving.

[Submit Form] [Continue]
**Step 7:** Once all mandatory fields are complete, click “Continue” to verify all registration information. If all information is correct, click “Submit”.

**Step 8:** If credit card is selected for payment, you will be taken to the “Credit Card Payment” form. Complete all of the fields, and then click Pay.
Step 9: You will now move to the registration receipt. **Print your receipt! You will need it when you get fingerprinted.**

![Registration Receipt]

- **NOTE:**
  - You **cannot** proceed to fingerprinting until the Office of EMS and Trauma has approved your registration.
  - The Office of EMS and Trauma will not approve your registration until you have submitted AND paid for your EMS license application fee on the Georgia OEMS License Management System (**www.mygemsis.org/lms**).
  - An email notification will be sent once the Office of EMS and Trauma approval is complete.

Step 10: Check your Email often. The approval from GAPS will come to you by email.
Step 11: Once the approval email notification is sent, you can visit any GAPS print site location. Print site locations can be found on the homepage:

Select any region on the map to display the companies offering fingerprint services. Click on a preferred company to display all site information:
Step 12: After selecting a print site, visit the site for fingerprinting. Make sure that you bring your registration ID number (found on your registration receipt) and photo identification with you. While at the print site, you will be asked to confirm your email address and opt into the option to have a copy of your record sent to you.

For any questions regarding website issues, registration, criminal history records, etc., please refer to the “Contact” section under the “Information” tab for the appropriate point of contact:

Step 13: Once your fingerprints have been processed and your background check received, the Georgia Office of EMS and Trauma will receive the results electronically, usually within a few days.