Fingerprint Background Instructions for Out of State Applicants

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. Applicant Registrations on the GAPS site are only good for 90 days. 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 page](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 page](image)
**Step 6:** Enter all required information on the **Applicant Registration** page and click **Continue** – ensure that ALL fields are correct (especially email). Be sure to select **Fingerprint Card User**.

### Transaction Information
- **Requesting Agency ID**
  - (If different from Reviewing Agency ID)
- **Payment Type**
  - (Select)
  - (Credit Card)

### Personal Information
- **Last Name**
- **First Name**
- **Middle Name**
- **Maiden Name**
- **Social Security Number**
- **Date of Birth**
- **Sex**
- **Race**
- **Eye Color**
- **Hair Color**
- **Place of Birth**
- **Country of Citizenship**
- **Driver License State**
- **Driver License Number**

### Home Address
- **Address**
- **City**
- **Apt**
- **State**
- **Zip Code**
- **Phone**
- **Email**

### Mailing Address
- **Address**
- **City**
- **Apt**
- **State**
- **Zip Code**
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 fill out the fingerprint cards.**

![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](http://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 will need to get fingerprinted. A local law enforcement agency or private fingerprinting company may provide fingerprint cards, **but the applicant must ensure they are blue FBI fingerprint cards (FD-258).** Individuals must request three fingerprint cards. Do not download fingerprint cards from the FBI web site, even if the FBI suggests you do so. Only card stock FD-258 fingerprint cards will be accepted. If your local law enforcement is unable to provide you with FD-258 cards please contact dph-phemsinfo@dph.ga.gov. Please do not attempt to obtain the cards from the FBI.

When the applicant receives three (3) FBI cards, the applicant must legibly complete the identification section on each card. Below are the information blocks that must be completed in their entirety on all cards. Illegible and incomplete cards will not be processed and the applicant will be notified by the Georgia Office of EMS to complete and submit new fingerprint cards. A local law enforcement agency or a private company that is trained and authorized must roll your fingerprints. **NOTE:** It is suggested that you have three (3) fingerprint cards printed, and submit TWO (2) to Cogent Systems. You may have one of your TWO cards rejected and be required to submit your other fingerprint cards at a later date.

You must fill out all of the fingerprint cards with the following information (see example above):
1. Printed Name - Last, First & Middle Names
2. Signature of Person Fingerprinted
3. Residence of Person Fingerprinted - Complete Address
4. Date Fingerprinted
5. Signature of Official Taking Fingerprints (they will sign when you get fingerprinted)
6. Reason Fingerprinted

**Georgia Office of EMS and Trauma**
**Licensed EMS Provider**
7. Citizenship (Country)
8. Social Security Number if Applicable
9. Sex, Race, Height, Weight, Eyes & Hair
10. Date of Birth
11. Place of Birth
12. ORI:

   GA922993Z
   GA OFC EMS/TRAUMA
   ATLANTA, GA

13. On the BACK of the card, CLEARLY write your Registration Identification Number (REGISTRATION ID) found on your receipt.

**Step 12:** Take the fingerprint ink cards to a law enforcement agency or private fingerprinting company that offers fingerprinting services and get fingerprinted. Retain your cards.
**Step 13:** After your application for licensure has been received and processed by OEMS, you will receive an email from GAPS directing you to mail your fingerprint cards. Please follow the emailed instructions and mail TWO of your fingerprint cards to:

Gemalto Cogent, Georgia Card Scan  
APS Department #165  
2964 Bradley Street  
Pasadena, CA 91107

**Step 14:** Once your fingerprints have been processed and received, the Georgia Office of EMS and Trauma will receive the results electronically, usually within 1 to 2 weeks.