



# **Georgia Office of Emergency Medical Services and Trauma**

## **EMS State License Application**

Office of EMS and Trauma  
Georgia Department of Public Health  
1680 Phoenix Boulevard, Suite 200  
Atlanta, GA 30349  
Phone: 770-996-3133  
Fax: 770-996-7656

# APPLICATION INSTRUCTIONS

## REQUIRED DOCUMENTS TO ACCOMPANY WITH THE APPLICATION

1. Complete signed and dated application
2. Copy (front and back) of current National Registration Card
3. Copy (front and back) of a current - signed CPR card any from the following: American Heart Association, American Red Cross, American College of Emergency Physicians, American Safety & Health Institute, Emergency Care & Safety Institute, ProCPR Healthcare Provider Blended Course and ProCPR Healthcare Provider Classroom Course
4. For ATP Applicants: Copy of current credentials
5. For Paramedic Applicants: Copy of current ACLS credentials
6. Must submit the Lawful U.S. Residency Form notarized and signed along with a copy of verifiable document that was shown to the notary (e.g. driver's license copy, passport copy, etc.) (See Attachment A)
7. Must complete a fingerprint background check prior to submitting your application. All applicants **MUST** use the Georgia Applicant Processing Service (GAPS) for the submission of your fingerprint background check. The department does not accept criminal history reports from the applicant or other sources. (See Attachment B)
8. A non-refundable license fee of \$75.00 must accompany with the application. Payment must be in the form of Money Order, Business Check, or Cashier's Check only.

**MAKE CHECK PAYABLE TO "GEORGIA DEPARTMENT OF PUBLIC HEALTH"**

**CASH AND PERSONAL CHECKS WILL NOT BE ACCEPTED**

9. Mail the completed application to:  
**Office of EMS & Trauma  
Georgia Department of Public Health  
1680 Phoenix Boulevard, Suite 200  
Atlanta, GA 30349**
10. Applications are normally processed within 5-7 business days.
11. Application status can be checked on our website after 5-10 business days at the following address  
[https://sendss.state.ga.us/sendss!/ems\\_lic\\_query](https://sendss.state.ga.us/sendss!/ems_lic_query)
12. Should you have any questions regarding the license requirements or completion of the application form, contact the Office of EMS and Trauma at 770-996-3133.

### **IMPORTANT:**

**The fingerprint results are only good for 30 days from the date your fingerprints are completed. If the application is still incomplete after 30 days, the applicant will have to submit a new fingerprint-based criminal history records check. All applicable fees will apply.**

**Incomplete applications will expire within 90 days of receipt by the Office of EMS and Trauma. Once an application expires, the applicant will be required to submit a new application, a new application fee, and will have to submit a new fingerprint criminal background check.**



GEORGIA OFFICE OF EMERGENCY MEDICAL SERVICES AND TRAUMA

EMS STATE LICENSURE APPLICATION

Refer to the Application Instructions before completing the form. Type or block print only.

REQUIRED TO COMPLETE ALL FIELDS.

Select the type of service you are applying for (check one): Initial Certification Fee - \$75 Reinstatement Certification Fee - \$75

Select the type of license you are applying for (check one): EMT ADVANCED EMT PARAMEDIC

PERSONAL INFORMATION

First Name Middle Name

Last Name Suffix (i.e., Jr., Sr., II, III, N/A)

Social Security # \*SSN is required to apply for an EMT license and will be kept confidential and used for Internal Identification purposes only.

Date of Birth Gender Race

1st Line Address (P.O. Box, Apartment, Suite, etc.)

2nd Line Address (Number and Street)

City State Zip Code

County Phone Number

Email Address \*Must be provided in order for your license to be emailed to you. We no longer send them in the mail.

CERTIFICATION REQUIREMENTS

MUST PROVIDE COPIES OF ALL REQUIRED DOCUMENTS LISTED BELOW

Front and back copy of current NREMT Card

Copy of current CPR credentials

NREMT Registry #

ATP Applicants: Copy of current credentials

Expiration Date

Paramedic Applicants: Copy of current ACLS credentials

Lawful U.S. Residency Form (See Attachment A) \*\*Must submit a copy of the verifiable document used for notary.

Fingerprint Background Check (See Attachment B)

I CERTIFY THAT THE INFORMATION IN THIS APPLICATION IS TRUE, AND THAT I WILL NOTIFY THE OFFICE OF EMERGENCY MEDICAL SERVICES AND TRAUMA IN WRITING OF ANY CHANGE IN MY HOME OR MAILING ADDRESS, TELEPHONE NUMBER OR EMAIL ADDRESS. I UNDERSTAND THAT ANYONE WHO MAKES FALSE STATEMENTS TO THE DEPARTMENT MAY BE SUBJECT TO CRIMINAL PROSECUTION UNDER OFFICIAL CODE OF GEORGIA SECTION § 16-10-20; AND, THAT FALSE STATEMENTS MAY FURNISH GROUNDS FOR THE DENIAL OR REVOCATION OF A LICENSE.

SIGNATURE

DATE

FOR OEMS USE ONLY

Form with checkboxes for M/O Bank, C/C CH#, and B/C Amount Received.

## **Secure and Verifiable Documents Under O.C.G.A. § 50-36-2**

Issued July 10, 2013 by the Office of the Attorney General, Georgia

The Illegal Immigration Reform and Enforcement Act of 2011 (“IIREA”), as amended by Senate Bill 160, signed into law as Act No. 27, (2013), provides that “[n]ot later than August 1, 2011, the Attorney General shall provide and make public on the Department of Law’s website a list of acceptable secure and verifiable documents. The list shall be reviewed and updated annually by the Attorney General.” O.C.G.A. § 50-36-2(g). The Attorney General may modify this list on a more frequent basis, if necessary.

The following list of secure and verifiable documents, published under the authority of O.C.G.A. § 50-36-2, contains documents that are verifiable for identification purposes, and documents on this list may not necessarily be indicative of residency or immigration status.

- An unexpired United States passport or passport card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An unexpired United States military identification card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An unexpired driver’s license issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An unexpired identification card issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An unexpired tribal identification card of a federally recognized Native American tribe, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer. A listing of federally recognized Native American tribes may be found at:  
<http://www.bia.gov/WhoWeAre/BIA/OIS/TribalGovernmentServices/TribalDirectory/index.htm> [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An unexpired United States Permanent Resident Card or Alien Registration Receipt Card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]



**\*\*Required to complete, sign and notarize**

Attachment A

**O.C.G.A. Section § 50-36-1(e)(2)**

As part of my application for licensure from the Georgia Department of Public Health, I hereby swear, under oath, that I am:

**[Check one of the following]**

- (1) A citizen of the United States;
- (2) A legal permanent resident of the United States;
- (3) A qualified alien or non-immigrant under the Federal Immigration and Nationality Act. The alien number assigned to me by the United State Department of Homeland Security or other federal immigration agency is \_\_\_\_\_

I also swear that I am eighteen years of age or older, and that I have provided at least one secure and verifiable identity document with this affidavit, as required by O.C.G.A. Section § 50-36-1(e)(1). The secure and verifiable document is my \_\_\_\_\_

**The original “secure and verifiable document” was shown to the notary public, and a true copy of the document is attached to my application with this affidavit.**

In making these representations, I understand that any person who knowingly and willfully makes a false statement in an affidavit on any matter within the jurisdiction of state government shall be guilty of a violation of O.C.G.A. Section § 16-10-20 and face criminal penalties authorized by the statute.

Printed Name of Applicant  
\_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_\_  
day of \_\_\_\_\_, \_\_\_\_\_.

Signature of Applicant  
\_\_\_\_\_

Notary Public  
\_\_\_\_\_  
My Commission Expires  
\_\_\_\_\_



## Fingerprint Background Instructions for 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. Fingerprint results are only good for 30 days from the date your fingerprints were completed.**

**For Georgia Residents, please complete steps 1 to 9.**

**For Out-of-state Residents, please complete steps 10 to 22.**

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

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

**Georgia Applicant Processing Services**

Helpful Links

- > Find A Fingerprint Location
- > Modify Existing Registration
- > Cancel Existing Registration
- > Reprint Registration Receipt
- > How to Submit Ink Cards

Welcome to the  
Georgia Applicant Processing Service  
for fingerprint background requests

Electronic submission of fingerprint images will involve the use of a Gemalto 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 Gemalto 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 Georgia Agency page, select **Department of Public Health (DPH)** as indicated below.

➤ 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 (OIG)	 DEPARTMENT OF HUMAN SERVICES (DHS)	 GEORGIA BUREAU OF INVESTIGATION (GBI)
 DEPARTMENT OF JUVENILE JUSTICE (DJJ)	 GEORGIA VOCATIONAL REHABILITATION AGENCY	 DEPARTMENT OF DEFENSE
 DEPARTMENT OF COMMUNITY SUPERVISION (DCS)	 GEORGIA DEPARTMENT OF REVENUE	

4. On the Department of Public Health page, select **Emergency Medical Services** as indicated below.

 **Department of Public Health**

<b>EMERGENCY MEDICAL SERVICES</b>	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 18 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:**  
Emergency Medical Services:  
Georgia Office of EMS and Trauma  
1680 Phoenix Blvd, Ste 200  
Atlanta, Georgia 30349-5576  
**Email EMS**  
(770) 996-3133

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

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**

As an applicant that is the subject of a Georgia only or a Georgia and Federal Bureau of Investigation (FBI) national fingerprint/biometric-based criminal history record check for a non-criminal justice purpose (such as an application for a job or license, immigration or naturalization, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification that your fingerprints/biometrics will be used to check the criminal history records maintained by the Georgia Crime Information Center (GCIC) and the FBI, when a federal record check is so authorized.
- If your fingerprints/biometrics are used to conduct a FBI national criminal history check, you are provided a copy of the Privacy Act Statement that would normally appear on the FBI fingerprint card.
- 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 of the procedures for changing, correcting, or updating your criminal history record as set forth in Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a Georgia or FBI 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.
- In the event an adverse employment or licensing decision is made, you must be informed of all information pertinent to that decision to include the contents of the record and the effect the record had upon the decision. Failure to provide all such information to the person subject to the adverse decision shall be a misdemeanor [O.C.G.A. §35-3-34(b) and §35-3-35(b)].

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 the employment/licensing agency policy permits, the agency may provide you with a copy of your Georgia or FBI 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 Georgia, FBI or other state criminal history may be obtained at the GBI website (<http://gbi.georgia.gov/obtaining-criminal-history-record-information>).

*If you decide to challenge the accuracy or completeness of your Georgia or FBI criminal history record, you should send your challenge to the agency that contributed the questioned information.*

**Privacy Act Statement**

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: *emolovino*, governmental or authorized non-governmental agencies.

✓ I have read and accepted these terms.

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

6. Enter all required information on the **Applicant Registration** page and click **Continue**

Select Language ▾

**Applicant Registration**  
Step 1 - Please Enter Your Information

**Transaction Information**

Reviewing Agency ID: GA022993Z Reason: SELECT  
Requesting Agency ID: (if different from Reviewing Agency ID) Position Applied for:  
Payment: Credit Card  By Checking this box, you are agreeing to submit ink cards to Gemalto Cogent. See [here](#) for details.  
No unemployment cards, child support cards or gift cards are accepted. Fingerprint Card User:

**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:

## 7. REGISTRATION IDENTIFICATION NUMBER

Once the registration process has been completed, a Registration Identification Number will be issued. Print the receipt confirmation. You will need to take the receipt with you to present when you get your fingerprints done.

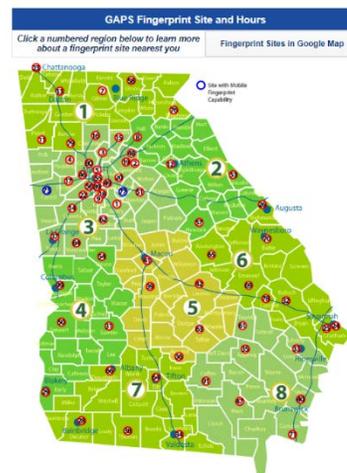
**\*\*\*NOTE – GAPS Registration Identification Number is only valid for 90 days and will be cancelled by GAPS if it has not been used within that timeframe. At the time, re-registration will be required. Additional fees will apply.**

## 8. FIND A FINGERPRINT LOCATION

Once you have completed your registration, you will need to choose a location to have your fingerprints completed. On the GAPS welcome page, select **FIND a Fingerprint Location** under the Helpful Links as indicated below.

### Helpful Links

- > Find A Fingerprint Location
- > Modify Existing Registration
- > Cancel Existing Registration
- > Reprint Registration Receipt
- > How to Submit Ink Cards



## 9. FINGERPRINT BACKGROUND HISTORY RESULTS

Once your fingerprints has been processed and received, Georgia Office of EMS and Trauma will receive the results electronically, usually within 2-3 business days.

**\*\*\*NOTE – The fingerprint results are only good for 30 days from the date your fingerprints are completed. If the application is still incomplete after 30 days, the applicant will have to submit a new fingerprint-based criminal history records check. All applicable fees will apply.**

## Fingerprint Instructions for Out-of-state Residents

10. Obtain two (2) blank FBI Standard Fingerprint Forms from the Georgia Office of EMS and Trauma. Email us at [dph-phemsinfo@dph.ga.gov](mailto:dph-phemsinfo@dph.ga.gov) with your mailing address.

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

12. On the GAPS Welcome page, select **Applicant Registration** as indicated below.

**Georgia Applicant Processing Services**

Helpful Links

- > Find A Fingerprint Location
- > Modify Existing Registration
- > Cancel Existing Registration
- > Reprint Registration Receipt
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Welcome to the  
**Georgia Applicant Processing Service**  
for fingerprint background requests

Electronic submission of fingerprint images will involve the use of a Gemalto 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 Gemalto 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

13. On the Georgia Agency page, select **Department of Public Health (DPH)** as indicated below.



14. On the Department of Public Health page, select **Emergency Medical Services** as indicated below.



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 18 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:**  
 Emergency Medical Services:  
 Georgia Office of EMS and Trauma  
 1680 Phoenix Blvd, Ste 200  
 Atlanta, Georgia 30349-5576  
[Email EMS](#)  
 (770) 996-3133

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

15. 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**

As an applicant that is the subject of a Georgia only or a Georgia and Federal Bureau of Investigation (FBI) national fingerprint/biometric-based criminal history record check for a non-criminal justice purpose (such as an application for a job or license, immigration or naturalization, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification that your fingerprints/biometrics will be used to check the criminal history records maintained by the Georgia Crime Information Center (GCIC) and the FBI, when a federal record check is so authorized.
- If your fingerprints/biometrics are used to conduct a FBI national criminal history check, you are provided a copy of the Privacy Act Statement that would normally appear on the FBI fingerprint card.
- 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 of the procedures for changing, correcting, or updating your criminal history record as set forth in Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a Georgia or FBI 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.
- In the event an adverse employment or licensing decision is made, you must be informed of all information pertinent to that decision to include the contents of the record and the effect the record had upon the decision. Failure to provide all such information to the person subject to the adverse decision shall be a misdemeanor [O.C.G.A. §35-3-34(b) and §35-3-35(b)].

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 the employment/licensing agency policy permits, the agency may provide you with a copy of your Georgia or FBI 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 Georgia, FBI or other state criminal history may be obtained at the GBI website (<http://gbi.georgia.gov/obtaining-criminal-history-record-information>).

*If you decide to challenge the accuracy or completeness of your Georgia or FBI criminal history record, you should send your challenge to the agency that contributed the questioned information.*

**Privacy Act Statement**

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employment, governmental or authorized non-governmental agencies.

I have read and accepted these terms

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16. Enter all required information on the **Applicant Registration** page. Check the box under the Fingerprint Card User option as indicated below and click **Continue**.

**Applicant Registration**  
Step 1 - Please Enter Your Information

Select Language: [v]

**Transaction Information**

Reviewing Agency ID: GA022993Z  
 Reason: SELECT  
 Requesting Agency ID: (If different from Reviewing Agency ID)  
 Position Applied for:  
 Payment: Credit Card  
 No unemployment cards, child support cards or gift cards are accepted.  
 Fingerprint Card User:  By Checking this box, you are agreeing to submit ink cards to Gemalto Cogent. See [here](#) for details.

**Personal Information**

Last Name: [redacted] First Name: [redacted]  
 Middle Name: [redacted] Suffix: SELECT  
 Social Security #: No dashes Re-enter SSN: No dashes  
 Date of Birth: MMDDYYYY Weight: [redacted]  
 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: [redacted] Address 2: [redacted]  
 City: [redacted] APT: [redacted]  
 State: SELECT Zip: [redacted]  
 Phone #: [redacted] Email: [redacted]

## 17. PAYMENT

Payment can be made online or a money order can be sent with your fingerprint ink card.

*Option 1: Online Payment* – Applicants can pay online at the time of registration using a credit/debit card.

*Option 2: Send payment with fingerprint ink card* – Money orders only. Cash and personal checks are not accepted.

## 18. REGISTRATION IDENTIFICATION NUMBER

Once the registration process has been completed, a Registration Identification Number will be issued. **Write the registration number on the back of your fingerprint ink card.**

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

19. Take the fingerprint ink cards to a law enforcement agency that offers fingerprinting services. Retain your cards.

20. Mail both completed fingerprint ink cards and payment (if applicable) to:

**Gemalto Cogent, Georgia CardScan  
639 N. Rosemead Boulevard  
Pasadena, CA 91107**

21. Mail the completed application with the required documents and license fee to:

**Office of EMS and Trauma  
Georgia Department of Public Health  
1680 Phoenix Boulevard, Suite 200  
Atlanta, GA 30349**

22. Once your fingerprints has been processed and received, Georgia Office of EMS and Trauma will receive the results electronically, usually within 1 to 2 weeks.

## NON-CRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant that is the subject of a Georgia only or a Georgia and Federal Bureau of Investigation (FBI) national fingerprint/biometric-based criminal history record check for a non-criminal justice purpose (such as an application for a job or license, immigration or naturalization, security clearance, or adoption), you have certain rights which are discussed below.

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- 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 of the procedures for changing, correcting, or updating your criminal history record as set forth in Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a Georgia or FBI 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.
- In the event an adverse employment or licensing decision is made, you must be informed of all information pertinent to that decision to include the contents of the record and the effect the record had upon the decision. Failure to provide all such information to the person subject to the adverse decision shall be a misdemeanor [O.C.G.A. § 35-3-34(b) and §35-3-35(b)].

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 the employment/licensing agency policy permits, the agency may provide you with a copy of your Georgia or FBI 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 Georgia, FBI or other state criminal history may be obtained at the [GBI website](http://gbi.georgia.gov/obtaining-criminal-history-record-information) (<http://gbi.georgia.gov/obtaining-criminal-history-record-information>).

If you decide to challenge the accuracy or completeness of your Georgia or FBI 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 the [GBI website](http://gbi.georgia.gov/obtaining-criminal-history-record-information) (<http://gbi.georgia.gov/obtaining-criminal-history-record-information>).

## PRIVACY ACT STATEMENT

**Authority:** The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

**Principal Purpose:** Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

**Routine Uses:** During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

## 28 CFR 16.30 through 16.34

### **§ 16.30 Purpose and Scope**

This subpart contains the regulations of the Federal Bureau of Investigation (FBI) concerning procedures to be followed when the subject of an identification record requests production of that record to review it or to obtain a change, correction, or updating of that record.

### **§ 16.31 — Definition of identification record**

An FBI identification record, often referred to as a “rap sheet,” is a listing of certain information taken from fingerprint submissions retained by the FBI in connection with arrests and, in some instances, includes information taken from fingerprints submitted in connection with federal employment, naturalization, or military service. The identification record includes the name of the agency or institution that submitted the fingerprints to the FBI. If the fingerprints concern a criminal offense, the identification record includes the date of arrest or the date the individual was received by the agency submitting the fingerprints, the arrest charge, and the disposition of the arrest if known to the FBI. All arrest data included in an identification record are obtained from fingerprint submissions, disposition reports, and other reports submitted by agencies having criminal justice responsibilities. Therefore, the FBI Criminal Justice Information Services Division is not the source of the arrest data reflected on an identification record.

### **§ 16.32 — Procedure to obtain an identification record**

The subject of an identification record may obtain a copy thereof by submitting a written request via the U.S. mails directly to the FBI, Criminal Justice Information Services (CJIS) Division, ATTN: SCU, Mod. D-2, 1000 Custer Hollow Road, Clarksburg, WV 26306. Such request must be accompanied by satisfactory proof of identity, which shall consist of name, date and place of birth and a set of rolled-inked fingerprint impressions placed upon fingerprint cards or forms commonly utilized for applicant or law enforcement purposes by law enforcement agencies.

### **§ 16.33 — Fee for production of identification record**

Each written request for production of an identification record must be accompanied by a fee of \$18 in the form of a certified check or money order, payable to the Treasury of the United States. This fee is established pursuant to the provisions of [31 U.S.C. 9701](#) and is based upon the clerical time beyond the first quarter hour to be spent in searching for, identifying, and reproducing each identification record requested as specified in § [16.10](#). Any request for waiver of the fee shall accompany the original request for the identification record and shall include a claim and proof of indigency. Subject to applicable laws, regulations, and directions of the Attorney General of the United States, the Director of the FBI may from time to time determine and establish a revised fee amount to be assessed under this authority. Notice relating to revised fee amounts shall be published in the *Federal Register*.

### **§ 16.34 — Procedure to obtain change, correction or updating of identification records**

If, after reviewing his/her identification record, the subject thereof believes that it is incorrect or incomplete in any respect and wishes changes, corrections or updating of the alleged deficiency, he/she should make application directly to the agency which contributed the questioned information. The subject of a record may also direct his/her challenge as to the accuracy or completeness of any entry on his/her record to the FBI, Criminal Justice Information Services (CJIS) Division, ATTN: SCU, Mod. D-2, 1000 Custer Hollow Road, Clarksburg, WV 26306. The FBI will then forward the challenge to the agency which submitted the data requesting that agency to verify or correct the challenged entry. Upon the receipt of an official communication directly from the agency which contributed the original information, the FBI CJIS Division will make any changes necessary in accordance with the information supplied by that agency.

- An unexpired Employment Authorization Document that contains a photograph of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An unexpired passport issued by a foreign government, provided that such passport is accompanied by a United States Department of Homeland Security (“DHS”) Form I-94, DHS Form I-94A, DHS Form I-94W, or other federal form specifying an individual’s lawful immigration status or other proof of lawful presence under federal immigration law<sup>1</sup> [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An unexpired Merchant Mariner Document or Merchant Mariner Credential issued by the United States Coast Guard [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An unexpired Free and Secure Trade (FAST) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- An unexpired NEXUS card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- An unexpired Secure Electronic Network for Travelers Rapid Inspection (SENTRI) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- An unexpired driver’s license issued by a Canadian government authority [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A Certificate of Citizenship issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-560 or Form N-561) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- A Certificate of Naturalization issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-550 or Form N-570) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- Certification of Report of Birth issued by the United States Department of State (Form DS-1350) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- Certification of Birth Abroad issued by the United States Department of State (Form FS-545) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]

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<sup>1</sup> Senate Bill 160 (Act No. 27), effective July 1, 2013, limited the use of passports issued by foreign nations to satisfy the requirements for submission of secure and verifiable documents to only those passports submitted in conjunction with a United States Department of Homeland Security (“DHS”) Form I-94, DHS Form I-94A, DHS Form I-94W, or other federal form specifying an individual’s lawful immigration status or other proof of lawful presence under federal immigration law.

- Consular Report of Birth Abroad issued by the United States Department of State (Form FS-240) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- An original or certified copy of a birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- In addition to the documents listed herein, if, in administering a public benefit or program, an agency is required by federal law to accept a document or other form of identification for proof of or documentation of identity, that document or other form of identification will be deemed a secure and verifiable document solely for that particular program or administration of that particular public benefit. [O.C.G.A. § 50-36-2(c)]