

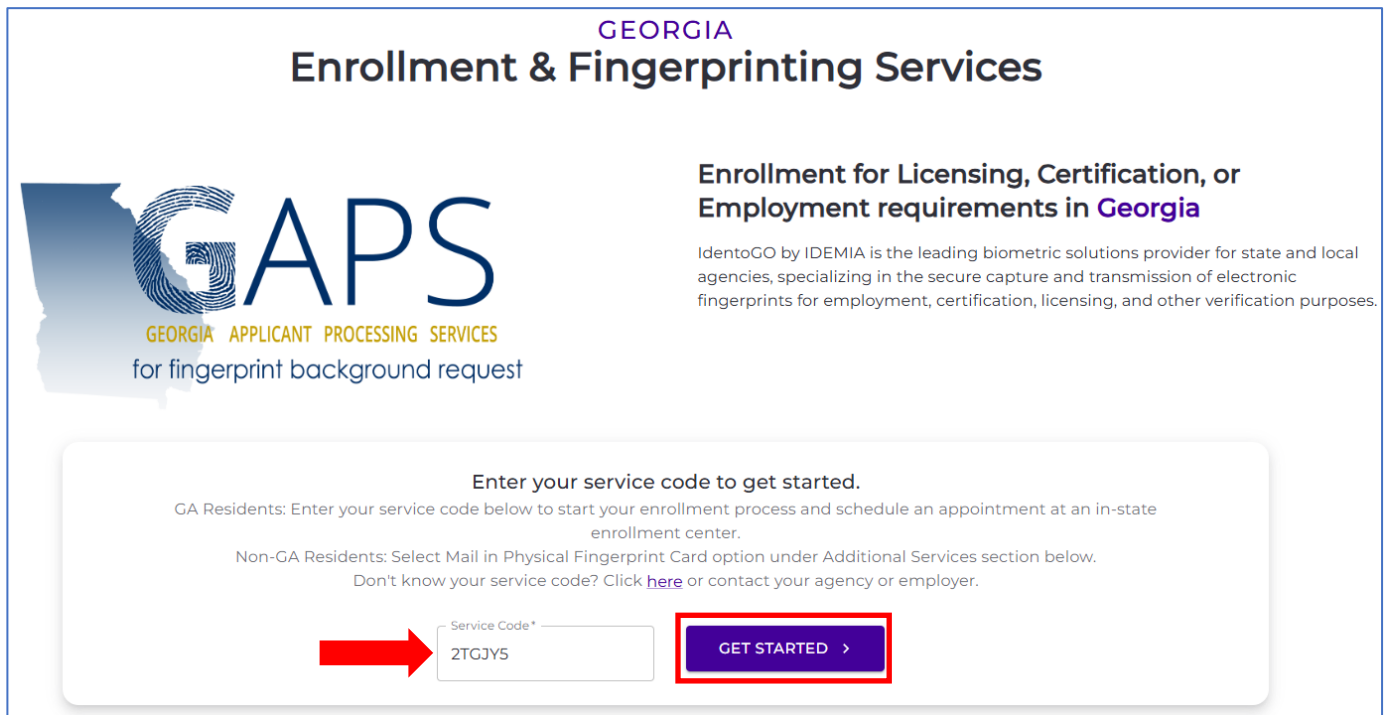
## Georgia GAPS: Fingerprint Registration and Scheduling Instructions for EMS Applicants

**All applicants MUST use the Georgia Applicant Processing Service (GAPS) for the registration and 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.**

### Instructions for GA Residents - Registration

**Step 1:** Go to the Georgia Applicant Processing Services (GAPS) website to register for an account <https://ga.state.identogo.com>

**Step 2:** On the GAPS welcome page, enter the Service Code **2TGJY5** and click **Get Started**



The screenshot shows the Georgia GAPS website. At the top, it says "GEORGIA Enrollment & Fingerprinting Services". Below that is the GAPS logo, which includes a map of Georgia and the text "GAPS GEORGIA APPLICANT PROCESSING SERVICES for fingerprint background request". To the right, there is a heading "Enrollment for Licensing, Certification, or Employment requirements in Georgia" and a paragraph of text: "IdentoGO by IDEMIA is the leading biometric solutions provider for state and local agencies, specializing in the secure capture and transmission of electronic fingerprints for employment, certification, licensing, and other verification purposes." Below this is a white box with the heading "Enter your service code to get started." and instructions for GA and Non-GA residents. At the bottom of this box, there is a text input field labeled "Service Code\*" containing "2TGJY5" and a red arrow pointing to it. To the right of the input field is a blue button with a red border labeled "GET STARTED >".

### Step 3: On the Enrollment Service Lookup page, click **Continue**


**Georgia**  
Enrollment Service Lookup

You have chosen to start an enrollment in Georgia Department of Public Health (DPH) / Emergency Medical Services Personnel (service code 2TGJY5).

If your agency provided a Requesting Agency ID number, enter it below and select Continue. If you were not provided a Requesting Agency ID number, leave it blank and select Continue.

Requesting Agency

CANCEL**CONTINUE >**



### Step 4: On the Enrollment Service Lookup page, click **Start Enrollment** after confirming the information matches what is shown below.

**Georgia**  
Enrollment Service Lookup

Based on your inputs, the following service information is available.


AGENCY:  
Georgia Department of Public Health (DPH)

REASON FOR FINGERPRINTING:  
Emergency Medical Services Personnel

REVIEWING AGENCY:  
GA922993Z - GEORGIA OFFICE OF EMS/TRAUMA

SERVICE CODE:  
2TGJY5

CANCEL**< BACK****START ENROLLMENT**



**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 and conditions then click **Continue****

**NON-CRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS**

As an applicant who is the subject of a Georgia only or a Georgia and Federal Bureau of Investigation (FBI) national fingerprint/biometric-based criminal history check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing. These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulation (CFR), 50.12, among other authorities.

- 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.
- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later) when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared or explained.
- You must be advised in writing of the procedures for obtaining a change, correction, or update of your criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your criminal history record (if you have such a record).
- 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 officials deny you the employment, license, or other benefit based on the information in the criminal history record.
- If agency policy permits, the officials 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, you may find information regarding how to obtain a copy of your Georgia criminal history record at the CBI website: <https://gbi.georgia.gov/services/obtaining-criminal-history-record-information-frequently-asked-questions>
- Information regarding how to obtain a copy of your FBI criminal history record is located at the FBI website: <https://www.edo.cjis.gov>
- If you decide to challenge the accuracy or completeness of your criminal history record, you should contact and send your challenge to the agency that contributed the questioned information. If the disputed arrest occurred in the State of Georgia, you may send your challenge directly to the GCIC. Contact information for the GCIC can be found at <https://gbi.georgia.gov/services/obtaining-criminal-history-record-information-frequently-asked-questions>. Alternatively, you may send your challenge directly to the FBI by submitting a request via <https://www.edo.cjis.gov>. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenge entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for the authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.

**Privacy Act Statement**

This privacy act statement is located on the back of the FD-258 fingerprint card.

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.

TO USE THIS SERVICE, YOU CERTIFY UNDER PENALTY OF LAW, THAT YOU ARE THE SAME PERSON WHO IS BEING FINGERPRINTED, WHO IS REVIEWING ALL OF THE APPLICABLE NOTICES AND COMPLETING THE APPLICABLE FORMS. IT IS STRICTLY PROHIBITED FOR ANYONE ELSE TO PROCEED FURTHER EXCEPT THE PERSON WHO IS BEING FINGERPRINTED, UNLESS YOU HAVE WRITTEN APPROVAL FOR SPECIAL CIRCUMSTANCES, SUCH AS A DISABILITY, FROM IDEMIA OR THE REQUESTING ORGANIZATION/AGENCY.

I acknowledge that I have read, understand, and agree to the above Statement.

DOWNLOAD

CANCEL ENROLLMENT

**CONTINUE >**

**\*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 **Review**. **You must confirm ALL fields are entered correctly (especially your email address).**

GEORGIA DEPARTMENT OF PUBLIC HEALTH (DPH)  
Emergency Medical Services Personnel

1 Personal Information 2 Review

---

**PERSONAL INFORMATION** \* Required fields

**Name**  
Legal name must match exactly on all identification documents brought to enrollment.

↓

< BACK
REVIEW >

**Step 7:** Review all information entered is correct and click on **Submit Enrollment**

GEORGIA DEPARTMENT OF PUBLIC HEALTH (DPH)  
Emergency Medical Services Personnel

✔ Personal Information 2 Review

**Please review and submit your application**  
Your application has not been submitted yet. Please review and submit it below.

**REVIEW ENROLLMENT APPLICATION**

**Personal Information** EDIT INFORMATION  
Please review your personal information below. Legal name must match exactly on all identification documents brought to enrollment.

↓

< BACK
SUBMIT ENROLLMENT

**Step 8:** Once the registration is submitted, you will receive an email confirmation [no-reply@ga.state.identogo.com](mailto:no-reply@ga.state.identogo.com) with additional information and instructions.

**Application Approval**

Your application has been sent to the appropriate agency for approval. You will receive an email with further instructions.

RETURN TO HOMEPAGE >

**Note:**

- You **cannot** proceed to fingerprinting until the Office of EMS and Trauma has approved your GAPS registration.
- The Office of EMS and Trauma will **not** approve your GAPS registration until you have submitted **AND** paid for your EMS license application fee on the Georgia OEMST License Management System (<https://www.mygemsis.org/lms/public/portal#/login>)
- An email notification from [no-reply@ga.state.identogo.com](mailto:no-reply@ga.state.identogo.com) will be sent from the GAPS system once the Office of EMS and Trauma approves your GAPS registration.

### Instructions for GA Residents - Schedule Fingerprint Appointment


**Step 9:** Once your registration is approved, you will receive an email instructing you to **schedule your appointment**. Be sure to note your UEID.

**GEORGIA**



**Enrollment Request Approved**

Hello Test OEMST,

Your enrollment request has been approved. Please visit the link below to schedule an in-person appointment at a fingerprint site to have your fingerprints scanned and submitted to the Georgia Bureau of Investigation (GBI) and the Federal Bureau of Investigation (FBI), if applicable, within 90 days. If you fail to submit prints within 90 days, your registration will be canceled and you will need to register again. If you need assistance, please contact IDEMIA at 833-542-9283 or GBI Applicant Services Help Desk at 404-244-2639 opt 2 or [GAApplicant@gbj.ga.gov](mailto:GAApplicant@gbj.ga.gov).


  
[SCHEDULE APPOINTMENT](#)

**ENROLLMENT DETAILS**

UEID  	ORI / AGENCY GA922993Z	SERVICE Emergency Medical Services Personnel
--	---------------------------	---


**Step 10:** Once you click on Schedule Appointment within the email, you will be required to continue with your enrollment. Enter the required information and click on **Continue**.

### Continue Enrollment


To look up previous enrollments and manage upcoming appointments, please enter your information below.

**Notice**  
Information entered below must match information provided during pre-enrollment.

PHONE NUMBER    EMAIL ADDRESS    UE ID

Date of Birth\*  
MM/DD/YYYY 

Last Name\*

UE ID\*  


[CANCEL](#)    [CONTINUE >](#)

**Step 11:** You will need to enter a city, state and/or zip code in the location search field. Sites can be sorted by distance or soonest available time. From the displayed choices, click on the location that you would like to be fingerprinted at.

1 Schedule Appointment      2 Review      3 Payment & Confirmation

### SCHEDULE APPOINTMENT

Find a convenient time and place for you to complete your in-person enrollment appointment.  
If there's no location that's suitable for you, [click here](#) to mail in a physical fingerprint card.

Select a location near you

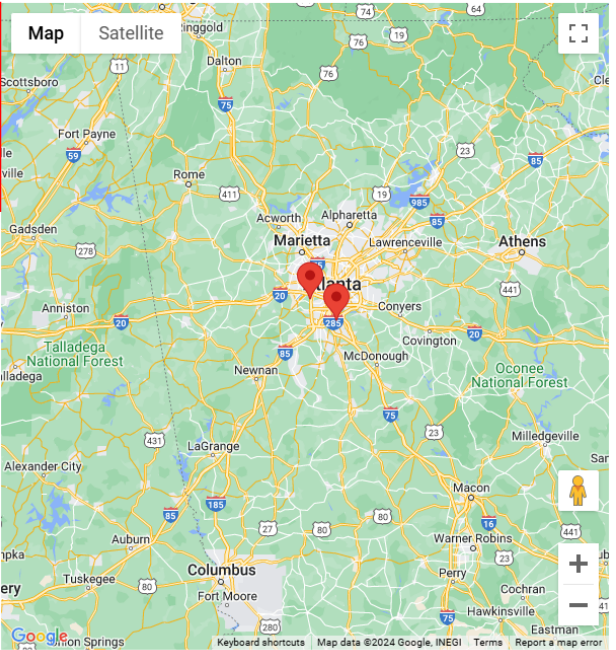
Show closest     Show soonest available

Search by zipcode, city or airport code\*    Radius\*  
 30349    10 miles

SEARCH

**Forest Park, GA-Jonesboro Rd**    12.7 miles  
 4140 Jonesboro Rd, Forest Park, GA 30297-1071  
 Next Available Appointment: 12/21/24 at 9:10 AM

**Atlanta, GA-Fairburn Rd SW**    13.5 miles  
 550 Fairburn Rd SW, Atlanta, GA 30331-2016  
 Next Available Appointment: 12/21/24 at 9:40 AM



**Step 12:** Select an appointment Date and Time from the available options.

### Schedule Appointment

Date  
 12/21/2024

[12/21/24 at 9:10 AM](#)

[12/21/24 at 9:20 AM](#)

[12/21/24 at 9:30 AM](#)

[12/21/24 at 9:40 AM](#)

**Step 13:** Click on **Confirm** to continue after you have selected your appointment. Once you click confirm, you will be presented with another confirmation button.

**Step 14:** Review your appointment information and verify it is correct, then click on **Continue to Payment**.





**Step 15:** On the Payment and Confirmation page, select the Payment Method and click on **Pay and Submit**. You will then be prompted to enter payment information and click **Pay**.

**Step 16:** Once your payment is processed, you will receive a confirmation summary screen with all the details. You may print or download a copy. The same information will also be emailed to you.

Note: You can look up additional services offered under Additional Services on the GAPS website <https://ga.state.identogo.com>

**Additional Services**

To look up an existing registration status or make changes to your appointment, please select 'Reschedule or Manage Appointment.' For all other services, make a selection below. Applicants that do not reside in Georgia should choose the 'Mail-In Physical Fingerprint Card' option below.

 <b>Check Enrollment Status</b>	 <b>Reschedule or Manage Appointment</b>	 <b>Mail-In Physical Fingerprint Card</b>	 <b>Schedule a Reprint Appointment</b>
---	--	--	--

## Instructions for Non-GA Residents – Registration

**Step 1:** Go to the Georgia Applicant Processing Services (GAPS) website to register for an account <https://ga.state.identogo.com>

**Step 2:** Select **Mail-In Physical Fingerprint Card** under Additional Services

**GAPS**  
GEORGIA APPLICANT PROCESSING SERVICES  
for fingerprint background request

**Enrollment for Licensing, Certification, or Employment requirements in Georgia**

IdentoGO by IDEMIA is the leading biometric solutions provider for state and local agencies, specializing in the secure capture and transmission of electronic fingerprints for employment, certification, licensing, and other verification purposes.

Enter your service code to get started.

GA Residents: Enter your service code below to start your enrollment process and schedule an appointment at an in-state enrollment center.  
Non-GA Residents: Select Mail in Physical Fingerprint Card option under Additional Services section below.  
Don't know your service code? Click [here](#) or contact your agency or employer.

Service Code\*  GET STARTED >

**Additional Services**

To look up an existing registration status or make changes to your appointment, please select 'Reschedule or Manage Appointment.' For all other services, make a selection below. Applicants that do not reside in Georgia should choose 'Mail-In Physical Fingerprint Card' option below.

Check Enrollment Status    Reschedule or Manage Appointment    **Mail-In Physical Fingerprint Card**    Schedule a Reprint Appointment

**Step 3:** Read the instructions carefully and enter the Service Code **2TGJYS** and click **Get Started**

**Attention!**

You have selected the ink card submission process. You will be asked to send in two (2) separately rolled fingerprint cards to Identogo after making payment arrangements. You are verifying that you are either a non-resident of the State or you are physically unable to travel to an Enrollment Center to be printed.

Applicants that reside in Georgia should return and schedule an appointment. **Only out of state residents or individuals physically unable to be digitally printed are able to use this option.**

- Fingerprint cards must be sent to the correct address for processing:  
IdentoGO Cardscan Department - GA  
340 Seven Springs Way, Suite 250  
Brentwood, TN 37027
- Fingerprints submitted on hard cards are typically of lower quality and result in a higher rate of FBI rejections.
- Processing of fingerprint cards takes significantly longer than fingerprinting at an enrollment center.

Please be aware that submission of incorrect or invalid data, including but not limited to incorrect agency fingerprint reason or applicant demographic data that results in the need to conduct a new fingerprint card submission will be at the applicant's cost. Demographic information provided on the fingerprint card must exactly match the demographic information entered during this registration process or the card will be returned.

Please confirm with your agency or organization that you are eligible to submit your fingerprints on a hard card.

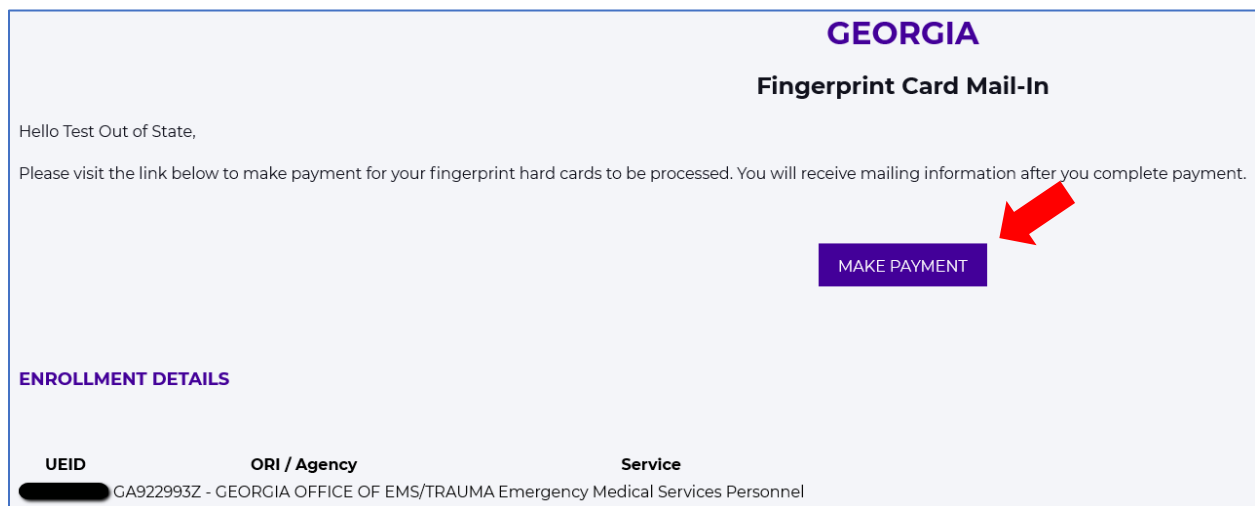
Service Code\*  GET STARTED >

Follow the instructions listed above from Step 3-8 then return to Step 9 when ready.

**Note:**

- You cannot proceed to fingerprinting until the Office of EMS and Trauma has approved your GAPS registration.
- The Office of EMS and Trauma will not approve your GAPS registration until you have submitted **AND** paid for your EMS license application fee on the Georgia OEMS License Management System (<https://www.mygemsis.org/lms/public/portal#/login>)
- An email notification from [no-reply@ga.state.identogo.com](mailto:no-reply@ga.state.identogo.com) will be sent from the GAPS system once the Office of EMS and Trauma approves your GAPS registration.

**Step 9:** Once your registration is approved, you will receive an email instructing you to **Make Payment**. Be sure to note your UEID.



**GEORGIA**  
**Fingerprint Card Mail-In**

Hello Test Out of State,

Please visit the link below to make payment for your fingerprint hard cards to be processed. You will receive mailing information after you complete payment.

[MAKE PAYMENT](#)

**ENROLLMENT DETAILS**

UEID	ORI / Agency	Service
[REDACTED]	GA922993Z - GEORGIA OFFICE OF EMS/TRAUMA	Emergency Medical Services Personnel

**Step 10:** On the Payment and Confirmation page, select the Payment Method and click on **Pay and Submit**. You will then be prompted to enter payment information and click **Pay**.

The screenshot shows the 'Enrollment Payment' page. At the top, there are three progress indicators: 'Schedule Appointment', 'Review', and 'Payment & Confirmation'. The main section is titled 'PAYMENT' and includes a note: 'Please note that payment is required for your enrollment. Credit Card is the preferred method of payment. Cash and personal checks are NOT accepted in-person.' Under 'PAYMENT METHOD', 'Credit Card' is selected with a radio button, and 'eCheck' is unselected. A red arrow points to the 'Credit Card' option. To the right, a table shows 'TOTAL' under 'SERVICES' with a 'SERVICE COST' of '\$53.24'. Below this is a field for 'Payment Code' with an 'APPLY' button. At the bottom left, there is a 'CANCEL ENROLLMENT' link and a 'BACK' button. A red arrow points to the 'PAY AND SUBMIT' button. On the right side, there is an 'Enrollment Payment' form with fields for 'Name\*', 'Card Number\*', 'Exp Month\*' (set to 'December'), 'Exp Year\*' (set to '2024'), 'CVV/CVC\*', 'Address\*', 'Secondary Address', 'City\*', 'State/Province\*' (set to 'Alabama'), and 'Code\*'. A red arrow points to the 'Pay' button at the bottom right of this form.

**Step 11:** Once your payment is processed, you will receive a confirmation summary screen with all the details. You may print or download a copy. The same information will also be emailed to you.

If you have questions about the Georgia Applicant Processing Service (GAPS), contact Georgia Bureau of Investigation at 404-244-2639 Option 2 or email [GAapplicant@gbj.ga.gov](mailto:GAapplicant@gbj.ga.gov) during the operating hours Monday through Friday 9:00 AM until 4:00 PM ET.