

GAPS Fingerprinting Instructions for Applicants

Live scan fingerprinting is the electronic Georgia Applicant Processing Service (GAPS) managed by 3M Cogent Systems, Inc. Your fingerprints will be scanned electronically.

REGISTER with Cogent Systems, Inc. before you visit a fingerprinting location

STEP 1 Visit the Cogent Systems website at www.ga.cogentid.com.

STEP 2 Select the **APPLICANT REGISTRATION** tab.

STEP 3 Select the **<Insert tab name>** tab, and then select the **<Insert sub tab name>** tab.

STEP 4 Read and accept the **Noncriminal Justice Applicant's Privacy Rights** statement.

Note: All fields highlighted in yellow are required.

STEP 5 **REVIEWING AGENCY ID:** **<Insert agency ORI or selection>**

STEP 6 **REASON:** In the drop-down menu for **REASON**, select **<Insert reason>**.

STEP 7 **POSITION APPLIED FOR:** Enter position applied for.

STEP 8 **PAYMENT:** In the drop-down menu select the payment option. **Cash and personal checks are not accepted.**

STEP 9 Fill in the required **PERSONAL** and **ADDRESS INFORMATION**, click the continue button to advance to the next section.

STEP 10 Review the **TRANSACTION, PERSONAL, and ADDRESS INFORMATION** for accuracy.

STEP 11 Print your **REGISTRATION RECEIPT**. Bring a copy of your receipt to the fingerprinting site and keep a copy for your records.

IN STATE ELECTRONIC FINGERPRINTING:

STEP 1 On the home page under the **HELPFUL LINKS** header, select the **FIND A FINGERPRINT LOCATION** link.

STEP 2 Gather the following documents:

- Registration receipt listing your registration confirmation number and your valid and unexpired picture identification document.
- Money order if you chose this as a form of payment in STEP 7.

STEP 3 Visit the **Print Site Location** you chose and electronically scan your fingerprints.

Note: Your results will be transferred to the agency electronically for review.

OUT OF STATE MAIL IN FINGERPRINT CARDS:

STEP 1 On the home page under the **HELPFUL LINKS** header, select the **HOW TO SUBMIT INK CARDS** link.

STEP 2 Follow instructions to mail the cards to 3M Cogent.

Note: Your results will be transferred to the agency electronically for review.