

EMPLOYMENT/LICENSING BACKGROUND CHECK FINGERPRINTING PROCEDURE

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

You DO NOT need inked fingerprint cards.

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 **OFFICE OF INSURANCE & SAFETY FIRE COMMISSIONER** tab, and then select the **REGISTER to be FINGERPRINTED** tab.

Note: All fields highlighted in yellow are required.

STEP 4 **REASON:** In the drop down menu for **REASON**, select the appropriate reason.

STEP 5 **REQUESTING AGENCY ID:** If you previously registered your agency with 3M Cogent and received a GAP/GAC #, enter it into this field.

STEP 6 **POSITION APPLIED FOR:** Enter the title of the position that you are applying for.

STEP 7 **PAYMENT:** In the drop down menu for Payment, select one of the following choices:

- **Credit Card**
- **Money Order**
- **Agency**
- **Payment by cash or personal check WILL NOT BE ACCEPTED.**

STEP 8 Fill in the required **PERSONAL** and **ADDRESS INFORMATION**, click the continue button to advance to the next section.

STEP 9 Review the **TRANSACTION, PERSONAL, and ADDRESS INFORMATION** for accuracy.

STEP 10 Print your **REGISTRATION RECEIPT**. Bring a copy of your receipt to the fingerprinting site and keep a copy for your records.

ELECTRONIC FINGERPRINTING:

STEP 11 On the home page under the **HELPFUL LINKS** header, select the **FIND A FINGERPRINT LOCATION** link.

STEP 12 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 13 Visit the **Print Site Location** you chose and electronically scan your fingerprints.

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

COGENT SYSTEMS APPROVED IDENTITY VERIFICATION DOCUMENTS

Cogent Systems, Inc. requires current, valid, and unexpired picture identification documents. As a primary form of picture identification one of the following will be accepted at the GAPS Print Locations:

Primary Documents:

- State issued driver's license with photograph.
- State issued identification card with photograph.
- U.S. passport with photograph.
- U.S. active duty/retiree/reservist military identification card (000 10-2) with photograph.
- Government issued employee identification card with photograph (includes federal, state, county, city, etc.).
- Tribal identification card with photograph.

However, in the absence of one of the above Primary Documents, applicants may provide **one** or more of the following Secondary Documents, along with **two** of the supporting documents listed below:

Secondary Documents:

- State government issued certificate of birth.
- Social security card.
- Certificate of citizenship (N560).
- Certificate of naturalization (N550).
- INS I-551 Resident alien card issued since 1997.
- INS 1-688 Temporary resident identification card.
- INS1-688B, I-766 Employment authorization card.

Secondary Documentation must be supported by at least two of the following:

- Utility bill (with your current address).
- Voter registration card.
- Vehicle registration card.
- Paycheck stub with your name/address.
- Cancelled check/bank statement.