



**Tax Commissioner's Office
188 Third Street
Macon, Georgia 31201
Mail to: Tax Commissioner's Office
PO Box 4503
Macon, GA 31208-4503**

Indoor Shooting Range

1. You must have a valid general business license.
2. You must comply with requirements of Macon-Bibb County Code Division 19 Section 7-471 through 7-480. You must provide certification by the manufacturer of the range equipment that such equipment meets or exceeds the specifications set forth in the code along with certification by the installer that the equipment has been properly installed.
3. The owner and agent/representative must be bona fide residents of Macon-Bibb County and must provide a clear copy of the applicant's unexpired government issued identification.
4. You must provide a signed indemnification statement and certificate of insurance (\$100,000 each occurrence) with the Macon-Bibb as additional insured, said policy shall not terminate or be cancelled without 10 days written notice to the Macon-Bibb County.
5. A non refundable application fee of \$87.00 is due at the time the application is submitted. Accepted forms of payment: Cash, Check, Money Order, Debit or Credit Card

Return the completed application and all required documents to the following location:

**Tax Commissioner's Office
188 Third Street
Macon, GA 31201
Or mail to: Tax Commissioner's Office
PO Box 4503
Macon, GA 31208-4503**

6. *For Initial, or if there is a change*
The owner, partner and principal stockholder must be fingerprinted.
YOU MAY REGISTER FOR YOUR FINGERPRINTS AT ANYTIME;
However, You must submit your application before we will approve you for fingerprinting.
7. You must complete the following only if you are NOT a United States Citizen:
(S.A.V.E) Systematic Alien Verification For Entitlements affidavit
and provide a copy of: (SVD) Secure and Verifiable Document (see list attached)

Indoor Shooting Range

Initial _____ Renewal _____

Is the owner a resident of Macon-Bibb County? _____ YES _____ NO

Is the agent/representative a resident of Macon-Bibb County? _____ YES _____ NO

PLEASE TYPE OR PRINT **SECTION 1: BUSINESS INFORMATION**

Business Name: _____ Corporate Name: _____

Business License # _____

Local Business Address _____
Street Address (P.O. Box Not Allowed) City State Zip

Local Business Phone #: _____ Email Address: _____

Mailing Address: _____
Street Address City State Zip

Agent/Representative: _____ Phone #: (____) _____

Agent/Representative Address: _____

Agent/Representative Email: _____

SECTION 2: BUSINESS OWNER INFORMATION

Ownership Status: Sole Proprietor Partnership LLC INC

Name of Business Owner: _____ Owner's Phone #: (____) _____

Home Address: _____

CERTIFICATION

_____ I certify that, as the owner/operator of this indoor shooting range, I will ensure that a National Rifle Association or Georgia POST certified firearm or range instructor shall be on the premises at all times during range operation.

I, the undersigned, do hereby register to operate said business within Macon-Bibb County in accordance with the Macon-Bibb County business ordinance. I certify that I am the person duly authorized by the business herein named to file this return, including the accompanying affidavit(s). In addition, I certify that all information provided is true and correct and that I have paid the correct fees owed by the named business to Macon-Bibb County.

Applicant's Signature: _____ Date: _____

Applicant's Printed Name: _____ Applicant's Job Title: _____

Name-Based Criminal History Record Information Consent/Inquiry Form

I hereby give consent for the **Bibb County Sheriff's Office** to conduct an inquiry and receive any Georgia criminal history record information pertaining to me, which may be contained in the files of any state or local criminal justice agency in Georgia.

Full Name (print):			
Home Address:			
Sex	Race	Date of Birth	Social Security Number

This authorization is valid for 90/180/___ (circle one) days from date of signature.

I, _____, give consent to the above name to perform periodic criminal history background checks for the duration of my employment with this company.

Signature _____ Date

Include a copy of your valid State/Government issued identification

Date of Inquiry: _____ Time of Inquiry: _____ Operator's Initials: _____

Purpose Code used: (check one)

	Employment (E) – Provides <i>Georgia</i> Criminal History Record Information
	Employment with Mentally Disabled (M) – Provides <i>Georgia</i> Criminal History Record Information
	Employment with Elder Care (N) - Provides <i>Georgia</i> Criminal History Record Information
	Employment with Children (W) - Provides <i>Georgia</i> Criminal History Record Information
	Public Records (P) – Provides <i>Georgia Felony Convictions</i> Only

The inquiry resulted in the following: (check all that apply)

	<input type="checkbox"/> No Georgia CHRI results available.
	<input type="checkbox"/> Georgia CHRI attached/released

	<input type="checkbox"/> No NCIC/GCIC Warrant results available.
	<input type="checkbox"/> Possible NCIC/GCIC Warrant. Contact Agency listed below.
Wanting Agency Name:	
Agency Telephone:	

Agency Designee Signature and Title _____ Date



Bibb County Tax Commissioner
Samuel Wade McCord

Deputy Tax Commissioner Business Services
Tanja Battle

Tax Commissioner's Office
188 Third Street
Macon, GA 31201
Mail to: Tax Commissioner's Office
PO Box 4503
Macon, GA 31206-4503

YOU MAY REGISTER FOR YOUR FINGERPRINTS AT ANYTIME; HOWEVER, YOU MUST SUBMIT YOUR APPLICATION BEFORE WE WILL APPROVE YOU FOR FINGERPRINTING

INSTRUCTIONS FOR APPLICANTS IN THE STATE OF GEORGIA TO OBTAIN FINGERPRINT FOR A BACKGROUND CHECK

The Macon-Bibb Tax Commissioner's Office requires a fingerprint background check on all applicants unless such individuals currently hold one or more categories of alcohol license(s) in good standing. The Georgia Bureau of Investigation (GBI) awarded Gemalto the contract to provide a service for electronic submission of fingerprints for Georgia applicants. The service, Georgia Applicant Processing Service (GAPS), decreases the need for submitting hard-copy fingerprint cards to obtain an applicant's criminal history background check. GAPS Print Sites are strategically located throughout the State of Georgia.

The criminal history results will be available to the Tax Commissioner's Office within 48 hours after the applicant has been fingerprinted, and the prints are received by the GBI, Georgia Crime Information Center (GCIC).

The GAPS fingerprint background check process is simple and easy to use. Follow the instructions below. If assistance is required, contact the Gemalto/GAPS at 1-888-439-2512.

GAPS REGISTRATION PROCESS

- 1. Visit the GAPS website: <https://www.aps.gemalto.com/index.htm>**
- 2. Select Georgia GAPS.**
- 3. Locate the Registration menu at the bottom of the page and choose Applicant Registration.**
- 4. On the registration options page, select City/County and Law Enforcement tab. PLEASE SELECT THE CORRECT OPTION – Errors in fingerprinting results due to improper registration are the responsibility of the user.**
- 5. Select "Alcohol and Liquor License."**
- 6. Read and Accept the Privacy Act Terms and Conditions.**
- 7. You are now at Step 1 of the applicant registration.**

Transaction Information. **In this area, you must:**

- A. Enter **GA923133Z** in the “Reviewing Agency ID” field.
- B. Click on the drop box under “Reason for Fingerprinting” and select “Alcohol/Liquor Licensee.”
- C. Click on the drop box next to **Payment**, and select the Credit Card Option, you will be prompted to enter additional information on the next screen, so please have a credit card available during the registration process.

*******Please Do Not Check the Box Marked Fingerprint Card User *******

Transaction Information and Address Information.

In this area, you must:

- A. Complete all fields marked with an asterisk.
 - B. If you have a Social Security number and Driver’s License, enter the information in the appropriate fields.
 - C. The next screen will allow you to verify your information.
 - D. Once complete, select “Submit.”
8. The next screen is the payment page; complete your payment information and submit.
9. Print your receipt page.

Identification Needed for Fingerprinting

Click on the Identification Needed for Fingerprinting link located under the Print Site Locations tab on the GAPS main web page. In addition to the Registration ID number, you will be asked to present identification documents prior to being fingerprinted. This link provides a list of acceptable identification documents.

Print Locations and Hours

Once you have completed the registration process, click on Print Location and Hours on the GAPS main web page to find the nearest GAPS Print Location to go to for fingerprinting. Click on the region most convenient for you. The numbers in red circles indicate sites that have GAPS Print Locations available. Under Company, select the site that is most convenient for you to go for fingerprinting. If you click on the link for a site, information concerning the site such as Location, Hours of Operation, Directions, etc. will be displayed. Prior to traveling to the Print Location, please verify that the site is still a GAPS Print Location and that the hours of operation are accurate.

NOTE: If a site is no longer providing fingerprint services, please email GAApplicant@gbi.ga.gov, and provide the Print Location’s name, address, phone number (if available), and the date that the applicant was told that the location is no longer providing services. Thank you.

OUT-OF-STATE APPLICANTS ONLY

Georgia Applicant Processing Service

Hardcopy Fingerprint Card Submission Instructions

Overview	Applicants that are out-of-state, unable to visit an electronic fingerprinting location, or are otherwise unable to be electronically fingerprinted may submit hardcopy fingerprint cards to Gemalto Cogent.
Process	<p>Applicants who are submitting ink cards for a required Georgia background check should follow the steps below:</p> <p>All applicants must be registered prior to sending hardcopy fingerprint cards. You can register online at https://www.aps.gemalto.com. Be sure to select the Fingerprint Card User box. Applicants may also contact the Registration Call Center to register by phone: 1-888-439-2512</p> <p>Payment may be made online or a money order can be sent with your fingerprint card:</p> <p><i>Online Payment</i> Applicants may pay online at the time of registration using a credit/debit card, or the transaction may be billed to your employer using agency pay.</p> <p>Registration ID - All applicants will receive a Registration ID. Write this number on the back of your fingerprint cards.</p> <p>Submission Mail the cards (and if applicable, payment) to:</p> <p>Gemalto Cogent, Georgia Card Scan APS Department #165 2964 Bradley Street Pasadena, CA 91107</p> <p>Results - Background check results will be sent directly to the Tax Commissioner's Office. Gemalto Cogent does not have access to background check results or make employment determinations. Please check with the Tax Commissioner's Office regarding questions about your background check results.</p>

Out-of- State Fingerprinting Process

Fingerprint cards are the only option for out-of-state applicants or optional for applicants who are unable to be printed electronically at a Live scan system. The instructions for Hardcopy Fingerprint Card Submissions may be found at Gemalto Website <https://www.aps.gemalto.com/ga/index.htm> , and summarized below.

Here are the steps to take to complete the process:

- Find someone (local police jurisdiction or State Police) who can take ink-based fingerprints and place them on FBI fingerprint cards. If you need fingerprint cards, you can download them from the FBI's website at <http://www.fbi.gov/about-us/cjis/background-checks/standard-fingerprint-form- fd-258>.
- Complete registration as outlined above. In Step 1 on the Applicant Registration page, select the box in the Transaction Information section next to Fingerprint Card User, and complete the registration and payment. The fee must be paid online with a credit card. Registration may also be done by phone by calling 1-888-439-2512.
- Mail in the completed cards, a copy of the registration receipt and a money order (if applicable) to the address below (address for Gemalto Cogent will be provided once you finish registering online).
- **Important Note** - The FBI needs two separate sets of ink print cards submitted before they will do a name search. So, if there are any issues with having difficulty obtaining clear prints (medical condition that doesn't allow you to fully open your hands, worn fingerprints, etc.) you might be required to submit a second set of fingerprints. This isn't always necessary, but if the first set isn't clear and the FBI rejects them this will add a significant delay if you did not get two sets completed initially. Please be sure to get two done, send them both and the second set will be held to see if the FBI rejects the first set.

Mail the completed fingerprint card to:

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



Macon-Bibb County

Certificate of Good Standing

Instructions: This Certificate is used to certify the tax compliance status of certain individuals or business entities with a connection to a person or business that is applying for or being considered for some privilege with the Macon-Bibb County Government. These privileges may include:

- Obtaining a building permit, plat approval, building inspection report, or certificate of occupancy
- Obtaining or renewing any alcohol or privilege license
- Being appointed to any board or position of trust requiring confirmation of the County Commission.
- Being awarded a contract through a formal competitive bid or proposal process
- Being awarded a non-competitive contract over \$50,000.00
- Registering to bid on any surplus real property sold by the Macon-Bibb County Government or the Macon-Bibb County Tax Commissioner
- Any other privilege granted by Macon-Bibb County which may require certifying tax compliance status

If **AN INDIVIDUAL OR SOLE PROPRIETORSHIP** is applying for a privilege requiring this form, then that individual must complete this Certificate using his or her name as both the applicant and the subject.

If **AN ENTITY** is applying for a privilege requiring this form, then an owner or manager must complete this Certificate using the entity's name as both the applicant and the subject; and **ONE ADDITIONAL CERTIFICATE** must be completed **FOR EACH** individual identified as an owner in the entity's Certificate.

FOR BOTH INDIVIDUALS AND ENTITIES, if the privilege requested is a building permit, plat approval, building inspection report, certificate of occupancy, alcohol license, or other privilege license, then **ONE ADDITIONAL CERTIFICATE** must be completed listing the landowner of the construction site or business location as the subject.

All required completed certificates must be submitted together. Giving false, incomplete, or inaccurate information on this Certificate may result in the denial of any privilege the applicant is applying for, as well as the revocation of any privilege previously granted by Macon-Bibb County, and may constitute the crimes of false writing or false swearing, which carry a penalty of up to five years in prison and up to a \$1,000 fine.

Macon-Bibb County Certificate of Good Standing

1. Name and Title of the applicant: _____

2. Name of the subject of this Certificate, if different from the applicant:

3. Benefit or privilege for which the applicant is applying (mark one):

<input type="checkbox"/> Building Permit	<input type="checkbox"/> Plat Approval	<input type="checkbox"/> Building Inspection Report	<input type="checkbox"/> Certificate of Occupancy
<input type="checkbox"/> Alcohol License (Any)	<input type="checkbox"/> Privilege License (Any other than alcohol)	<input type="checkbox"/> Political Appointment	<input type="checkbox"/> Competitive Contract Bid or Proposal
<input type="checkbox"/> Non-Competitive Contract over \$50,000	<input type="checkbox"/> Registering to Bid on Real Property	<input type="checkbox"/> Other: _____	

4. If the subject is an individual or sole proprietorship, then list all business entities in which the subject has a direct or indirect ownership interest of 25% or more, or legal control over. If the subject is an entity, then list all individuals who have a direct or indirect ownership interest of 25% or more in the subject entity, or who exercise legal control of the entity. Use additional sheets if needed.

5. I, the undersigned, do hereby swear or affirm that the information contained in this Certificate is true and complete to the best of my available knowledge. I further swear or affirm that, as of today, none of the individuals or entities listed in this Certificate are more than 90 days delinquent on the payment of any ad valorem property taxes due to the Macon-Bibb County Government. I understand that giving false, incomplete, or inaccurate information on this Certificate may result in the denial of any privilege the applicant is applying for, as well as the revocation of any privilege previously granted by Macon-Bibb County, and may constitute the crimes of false writing or false swearing, which carry a penalty of up to five years in prison and up to a \$1,000 fine.

Print and Sign Name

Sworn to and subscribed before me this
_____ day of _____, 20____.

Notary Public
My commission expires: