



**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 or 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

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) (<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.

Applicant Privacy Rights Notification Signature Form

Applicant Notification and Record Challenge:

Your fingerprints will be used to check the criminal history records of the FBI. You have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. The procedure for obtaining a change, correction or updating an FBI identification record is set forth in Title 28 Code of Federal Regulations 16.34.

Procedures for obtaining a copy of the FBI criminal history record are set forth in 28 CFR 16.30 – 16.33 or go to the FBI website at <http://fbi.gov/about-us/cjis/background-checks>.

Signature

Print Name

Date



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:



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