



Tax Commissioner's Office  
188 Third Street  
Macon, GA 31201

## **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. 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:

1. Complete all fields marked with an asterisk.
  2. If you have a Social Security number and Driver’s License, enter the information in the appropriate fields.
  3. The next screen will allow you to verify your information.
  4. Once complete, select “Submit.”
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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@gbj.ga.gov](mailto:GAApplicant@gbj.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 <a href="https://www.aps.gemalto.com">https://www.aps.gemalto.com</a>. 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><b>Registration ID</b> - All applicants will receive a Registration ID. Write this number on the back of your fingerprint cards.</p> <p><b>Submission</b> Mail the cards (and if applicable, payment) to:</p> <p>Gemalto Cogent, Georgia CardScan APS Department #165 2964 Bradley Street Pasadena, CA 91107</p> <p><b>Results</b> - 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 Livescan 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 CardScan  
APS Department #165  
2964 Bradley Street  
Pasadena, CA 91107**