

# **Georgia State Board of Pharmacy**

2 MLK Jr. Drive, SE, 11th Floor East Tower Atlanta, GA 30334 (404) 651-8000 www.gbp.georgia.gov

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

The Georgia State Board of Pharmacy requires a fingerprint background check on all applicants. The Georgia Bureau of Investigation (GBI) awarded IdentoGO by IDEMIA the contract to provide a service for electronic submission of fingerprints for Georgia applicants. The service, IdentoGO by IDEMIA decreases the need for submitting hardcopy fingerprint cards to obtain an applicant's criminal history background check. IdentoGO by IDEMIA print sites are strategically located throughout the State of Georgia.

The criminal history results will be available to the Georgia State Board of Pharmacy after the applicant has been fingerprinted, and the prints are received by the GBI, Georgia Crime Information Center (GCIC).

### The fingerprint background check process is simple and easy to follow.

#### FINGERPRINTING

Please visit: <u>https://ga.state.identogo.com/ata</u> to register for fingerprints.

#### **Registration Instructions:**

- 1. Please enter **2TGRNG** for the service code.
- 2. Please enter **GAP236151** for the **Reviewing Agency** and then click continue. <u>DO NOT</u> enter a requesting agency ID number.
- 3. Verify the information and click "start enrollment".
- 4. Please read the Non-Criminal Justice Applicant's Privacy Rights and check the box that states, "I acknowledge that I have read, understand, and agree to the above statement" and click continue.
- 5. Input your personal information, then click "review" to verify your information.
- 6. Click "submit enrollment" and follow the steps to finish the registration process.

## Reason for fingerprinting, should indicate: GA Check Only

# If assistance is required, contact IdentGo by Idemia at <u>1-833-542-9283</u>

Out of State Applicants should review the instructions provided. DO NOT mail fingerprint cards to the Georgia State Board of Pharmacy.