



GEORGIA STATE BOARD OF PHARMACY

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 Cogent Systems 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 Georgia State Board of Pharmacy 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 Cogent Systems/GAPS at 1-866-500-2347.

GAPS REGISTRATION PROCESS

1. Visit the GAPS website: www.cogentid.com.
2. Select **Georgia GAPS**.
3. Locate the Registration menu at the bottom of the page and choose **Applicant Registrations**.
4. On the registrations options page select **Georgia State-Only Background Checks**.
NOTE: DO NOT SELECT "DEPARTMENT OF COMMUNITY HEALTH (DCH)"
Errors in fingerprint results due to improper registration are the responsibility of the users.
5. Read and Accept the Privacy Act Terms and Conditions.
6. You are now at Step 1 of the applicant registration.

Transaction Information. In this area, you must:

- a. Enter GAP236151 in the "Reviewing Agency" field



- b. Click on the drop box next to **Reason**, and select the reason the applicant is being fingerprinted: [GA Check Only](#).
- c. Click on the drop box next to **Payment**, and select the appropriate payment option. If credit card is selected, you will be prompted to enter additional information on the next screen, so please have a credit card available during the registration process. If the applicant is paying with a money order, the applicant must provide the money order, payable to **Cogent Systems – GAPS**, at the GAPS Print Location before being fingerprinted.

Transaction Information and Address Information. In this area, you must:

1. Complete all highlighted fields.
 2. If you have a Social Security Number and Driver’s License, enter information in the appropriate fields.
 3. Once complete, select **Continue**.
7. The next screen is the payment page, complete your payment information and Submit.
 8. 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, 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 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 Cogent Website <https://www.ga.cogentid.com/index.htm>, and summarized below.

Here are the steps to take to complete the process:

- Find someone (local police jurisdiction or State Police) who is able to 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 can be paid online with a credit card or you can submit a money order (if using a **money order** make it payable to **3M Cogent**). 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 PDE Card Receiver, 3M Cogent, 5025 Bradenton Ave., Suite A Dublin, Ohio 43017 (address for 3M 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 (and money order if applicable) to:
3M Cogent
Attn: Fingerprint Card Scan PDE
5025 Bradenton Ave., Suite A
Dublin, OH 43017