

GEORGIA BOARD OF PHARMACY
2 Peachtree Street, N.W.
6th Floor
Atlanta, Georgia 30303

PHARMACY TECHNICIAN APPLICATION SUPPLEMENT

THIS IS NOT AN APPLICATION. THIS IS A SUPPLEMENT. DO NOT SUBMIT THIS SUPPLEMENT UNTIL YOU HAVE SUBMITTED YOUR APPLICATION ONLINE.

In accordance with O.C.G.A. §26-4-28, the Georgia Board of Pharmacy has adopted Rule 480-15-.02, which requires that pharmacy technicians register with the Georgia Board of Pharmacy.

Please read the instructions carefully and be familiar with the laws and rules governing pharmacy technicians in the State of Georgia. Visit our website for information: www.gbp.georgia.gov.

Applications are valid for one year. Incomplete applications will become void after one year. Information cannot be transferred between applications. Pharmacy technicians who have already submitted their applications online must submit the information included in this application packet to complete their applications.

The following checklist is an important part of your application. Please use this checklist to ensure that you submit a COMPLETE application after you have submitted your online application.

- **AFFIDAVIT OF APPLICATION INFORMATION:** You must swear or affirm that all of the information submitted with your application is true and correct to the best of your knowledge.
- **CITIZENSHIP/QUALIFIED ALIEN STATUS:** In accordance with O.C.G.A. §50-36-1, you must submit an affidavit regarding citizenship and a copy of a secure and verifiable document that appropriately reflect your citizenship status.
- **GAPS FINGERPRINT BACKGROUND CHECK:** You are required to obtain a criminal background check through GAPS/Cogent. Your application fee does *not* include the charge for this service. See the instructions on page 6.
- **ADDITIONAL EMPLOYMENT FORM:** You are only required to submit this form if you are employed at more than one pharmacy.

You must submit your supplemental application packet by mail. You must use a 9x12 or larger envelope and should not fold or staple the pages.

When a registration is approved, the registrant can print a pocket license card, free of charge, through the Georgia Board of Pharmacy website: www.gbp.georgia.gov.

Questions? Please call (404) 651-8000 at your convenience.

DO NOT SUBMIT THIS SUPPLEMENT PACKET UNTIL YOU HAVE COMPLETED YOUR ONLINE APPLICATION AND PAID THE FEE ELECTRONICALLY.

AFFIDAVIT OF APPLICATION INFORMATION:

I, being duly sworn upon oath, depose and say that the answers to the questions and statements made on my pharmacy technician registration application are true and correct to the best of my knowledge and belief. I affirm this with the understanding that any omissions, inaccuracies or failure to make full disclosures may be deemed sufficient reason to suspend or revoke a registration issued by the Georgia Board of Pharmacy.

I further state that I have read the current state laws and board rules and regulations of the Georgia Board of Pharmacy, governing the practice of pharmacy technicians in the State of Georgia. I swear or affirm that I understand these laws and rules. I agree to abide by these laws and rules. I also agree to abide by future laws and rules that may be established by the Georgia Board of Pharmacy. I understand that violation of the laws and rules governing pharmacy technicians may result in disciplinary action being taken against me which may include suspension or revocation of my registration as a pharmacy technician.

Signature of Applicant: _____

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

Notary Public: _____

(seal) My commission expires: _____

AFFIDAVIT OF APPLICANT

I hereby swear and affirm that all information provided in this application is true and correct to the best of my knowledge and belief. I further swear and affirm that I have read and understand the current state laws and rules and regulations of the Georgia State Board of Pharmacy and I agree to abide by these laws and rules, as amended from time to time.

By signing this application, electronically or otherwise, I hereby swear and affirm one of the following to be true and accurate pursuant to O.C.G.A. § 50-36-1:

1) _____ I am a United States citizen 18 years of age or older. Please submit a copy of your current Secure and Verifiable Document(s) such as driver’s license, passport, or document as indicated on the following pages of this application.

2) _____ I am not a United States citizen, but I am a legal permanent resident of the United States 18 years of age or older, or I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older with an alien number issued by the Department of Homeland Security or other federal immigration agency. Please submit a copy of your current immigration document(s) which includes either your Alien number or your I-94 number and, if needed, SEVIS number.

In making the above attestation, I understand that any failure to make full and accurate disclosures may result in disciplinary action by the Georgia State Board of Pharmacy and/or criminal prosecution.

Signature of Applicant Date

Print Applicant’s Name

Personally appeared before me, the undersigned official authorized to administer oaths, comes

_____ who deposes and swears that he/she is the person who executed this
(Applicant’s Name)

application for a pharmacy technician registration in the State of Georgia; and that all of the statements herein contained are true to the best of his/her knowledge and belief.

Sworn to and subscribed before me this _____ day of _____, 2_____

Notary Public Signature _____
County State

My Commission Expires _____

(seal)

**APPLICANT: PLEASE CHECK THE FORM OF IDENTIFICATION BELOW THAT YOU POSSESS.
RETURN THIS FORM ALONG WITH A COPY OF YOUR APPROPRIATE DOCUMENTATION.**

Name

Secure and Verifiable Documents under O.C.G.A. § 50-36-2
Issued August 1, 2011 by the Office of the Attorney General, Georgia

The Illegal Immigration Reform and Enforcement Act of 2011 (“IIRA”) provides that “[n]ot later than August 1, 2011, the Attorney General shall provide and make public on the Department of Law’s website a list of acceptable secure and verifiable documents. The list shall be reviewed and updated annually by the Attorney General.” O.C.G.A. § 50-36-2(f). The Attorney General may modify this list on a more frequent basis, if necessary.

The following list of secure and verifiable documents, published under the authority of O.C.G.A. § 50-36-2, contains documents that are verifiable for identification purposes, and documents on this list may not necessarily be indicative of residency or immigration status.

_____ A United States passport or passport card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____ A United States military identification card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____ A driver’s license issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____ An identification card issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____ A tribal identification card of a federally recognized Native American tribe, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer. A listing of federally recognized Native American tribes may be found at:
<http://www.bia.gov/WhoWeAre/BIA/OIS/TribalGovernmentServices/TribalDirectory/index.htm>
[O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____ A United States Permanent Resident Card or Alien Registration Receipt Card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____ An Employment Authorization Document that contains a photograph of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____ A passport issued by a foreign government [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____ A Merchant Mariner Document or Merchant Mariner Credential issued by the United States Coast Guard [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

- _____A Free and Secure Trade (FAST) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- _____A NEXUS card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- _____A Secure Electronic Network for Travelers Rapid Inspection (SENTRI) card [O.C.G.A. §50-36-2(b)(3); 22 CFR § 41.2]
- _____A driver's license issued by a Canadian government authority [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- _____A Certificate of Citizenship issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-560 or Form N-561) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- _____A Certificate of Naturalization issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-550 or Form N-570) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- _____A Certification of Report of Birth issued by the United States Department of State (Form DS-1350) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- _____A Certification of Birth Abroad issued by the United States Department of State (Form FS-545) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- _____A Consular Report of Birth Abroad issued by the United States Department of State (Form FS-240) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- _____An original or certified copy of a birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- _____In addition to the documents listed herein, if, in administering a public benefit or program, an agency is required by federal law to accept a document or other form of identification for proof of or documentation of identity, that document or other form of identification will be deemed a secure and verifiable document solely for that particular program or administration of that particular public benefit. [O.C.G.A. § secure and 50-36-2(c)]



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@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 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 the address below (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, Georgia CardScan
639 N Rosemead Blvd
Pasadena, CA 91107**

Pharmacy Technician Registration

Additional Employment Form

If you are employed as a pharmacy technician at more than one pharmacy, please submit this page. You should have already listed one employer on page 3 of the application; do not list the same employer on this page.

Name of Applicant: _____

Name and license number of additional pharmacy where you are employed:

Name and license number of additional pharmacy where you are employed:
