

## **EMPLOYMENT/LICENSING BACKGROUND CHECK FINGERPRINTING PROCEDURE**

LiveScan fingerprinting is the electronic Georgia Applicant Processing Service (GAPS) managed by Cogent Systems, Inc. Your fingerprints will be scanned electronically.

**You DO NOT need inked fingerprint cards.**

### **REGISTER with Cogent Systems, Inc. before you visit a fingerprinting location:**

STEP 1 Visit the Cogent Systems website at [www.ga.cogentid.com](http://www.ga.cogentid.com).

STEP 2 Select the **APPLICANT REGISTRATION** tab.

STEP 3 Select the **OFFICE OF INSURANCE & SAFETY FIRE COMMISSIONER** tab, and then select the **REGISTER to be FINGERPRINTED** tab.

**Note: All fields highlighted in yellow are required.**

STEP 4 **REASON:** In the drop down menu for **REASON**, select the appropriate reason.

STEP 5 **REQUESTING AGENCY ID:** If you previously registered your agency with 3M Cogent and received a GAP/GAC #, enter it into this field.

STEP 6 **POSITION APPLIED FOR:** Enter the title of the position that you are applying for.

STEP 7 **PAYMENT:** In the drop down menu for Payment, select one of the following choices:

- **Credit Card**
- **Money Order**
- **Agency**
- **Payment by cash or personal check WILL NOT BE ACCEPTED.**

STEP 8 Fill in the required **PERSONAL** and **ADDRESS INFORMATION**, click the continue button to advance to the next section.

STEP 9 Review the **TRANSACTION, PERSONAL, and ADDRESS INFORMATION** for accuracy.

STEP 10 Print your **REGISTRATION RECEIPT**. Bring a copy of your receipt to the fingerprinting site and keep a copy for your records.

### **ELECTRONIC FINGERPRINTING:**

STEP 11 On the home page under the **HELPFUL LINKS** header, select the **FIND A FINGERPRINT LOCATION** link.

STEP 12 Gather the following documents:

- Registration receipt listing your registration confirmation number and your valid and unexpired picture identification document.
- Money order if you chose this as a form of payment in STEP 7.

STEP 13 Visit the **Print Site Location** you chose and electronically scan your fingerprints.

**Note: Your results will be transferred to the agency electronically for review.**

## **COGENT SYSTEMS APPROVED IDENTITY VERIFICATION DOCUMENTS**

Cogent Systems, Inc. requires current, valid, and unexpired picture identification documents. As a primary form of picture identification one of the following will be accepted at the GAPS Print Locations:

### **Primary Documents:**

- State issued driver's license with photograph.
- State issued identification card with photograph.
- U.S. passport with photograph.
- U.S. active duty/retiree/reservist military identification card (000 10-2) with photograph.
- Government issued employee identification card with photograph (includes federal, state, county, city, etc.).
- Tribal identification card with photograph.

However, in the absence of one of the above Primary Documents, applicants may provide **one** or more of the following Secondary Documents, along with **two** of the supporting documents listed below:

### **Secondary Documents:**

- State government issued certificate of birth.
- Social security card.
- Certificate of citizenship (N560).
- Certificate of naturalization (N550).
- INS I-551 Resident alien card issued since 1997.
- INS 1-688 Temporary resident identification card.
- INS1-688B, I-766 Employment authorization card.

### **Secondary Documentation must be supported by at least two of the following:**

- Utility bill (with your current address).
- Voter registration card.
- Vehicle registration card.
- Paycheck stub with your name/address.
- Cancelled check/bank statement.