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 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.

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.