

GAPS Fingerprinting Instructions for Applicants

Live scan fingerprinting is the electronic Georgia Applicant Processing Service (GAPS) managed by 3M Cogent Systems, Inc. Your fingerprints will be scanned electronically.

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

STEP 1 Visit the Cogent Systems website at <https://www.aps.gemalto.com/ga/index.htm>

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

STEP 3 Select the **CITY/COUNTY GOVERNMENT AND LAW ENFORCEMENT AGENCIES** tab, and then select the tab.

STEP 4 REASON: Select **ALCOHOL AND LIQUOR LICENSE**.

STEP 5 Read and accept the Non-Criminal Justice Applicant's Privacy Rights and Privacy Act Statement.

Note: All fields highlighted in yellow are required.

STEP 6 REVIEWING AGENCY ID: **GA923315Z**

STEP 7 PAYMENT: Select **Credit Card or Money Order**. Cash and personal checks are not accepted. ****Do NOT select Agency – City of Gray does not pay for fingerprinting.**

STEP 8 REASON: In the drop-down menu for REASON, select **ALCOHOL/LIQUOR LICENSEE**.

STEP 7 POSITION APPLIED FOR: **N/A**

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.

IN STATE ELECTRONIC FINGERPRINTING:

STEP 1 On the home page under the **HELPFUL LINKS** header, select the **FIND A FINGERPRINT LOCATION** link.

STEP 2 Gather the registration receipt listing your registration confirmation number and your valid and unexpired picture identification document and money order if in STEP 7 you chose this as a form of payment.

STEP 3 Visit the Print Site Location you chose and electronically scan your fingerprints.

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

OUT OF STATE MAIL IN FINGERPRINT CARDS:

STEP 1 On the home page under the **HELPFUL LINKS** header, select the **HOW TO SUBMIT INK CARDS** link.

STEP 2 Follow instructions to mail the cards to 3M Cogent.

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

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.