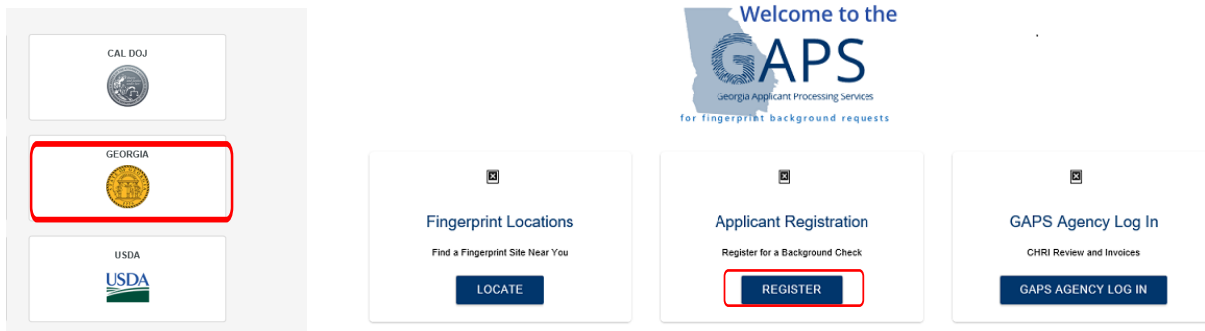


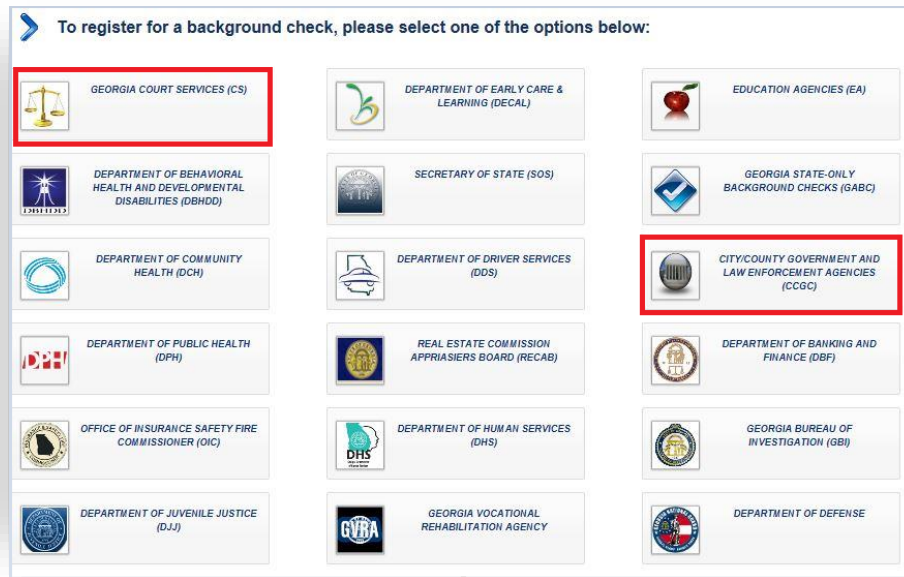
# Applicant Registration Steps

**Step 1** – Access the GAPS site at <https://www.aps.gemalto.com/index.htm>, select "Georgia" and then select "Applicant Registration."



**Step 2** – Select the appropriate agency.

**\*\*Note:** The agency selected will be the agency receiving the applicant's criminal history record information.



For adoptions you may select 'Georgia Court Services (CS)' or 'City/County Government and Law Enforcement Agencies (CCGC)'

To register for a background check, please select one of the options below.

|                                     |               |
|-------------------------------------|---------------|
| ADMINISTRATIVE OFFICE OF THE COURTS | PROBATE COURT |
| PROSECUTING ATTORNEY COUNSEL        | STATE COURTS  |
| <b>SUPERIOR COURT</b>               | SUPREME COURT |

Some agencies will have additional options when selected.

**\*\*Note:** If you are unsure of the correct selection, please contact the agency.

**Step 3** – Read the “Non-Criminal Justice Applicant Privacy Rights” and “Privacy Act Statement”, then select “I have read and accepted the terms” to continue with registration.

**Note:** If your agency registers on behalf of the applicant you **MUST** provide a copy of these rights to each applicant; there is an option to print or download a copy of the Privacy Rights.

**Non-Criminal Justice Applicant's Privacy Rights**

As an applicant that is the subject of a Georgia only or a Georgia and Federal Bureau of Investigation (FBI) national fingerprint/biometric-based criminal history record check for a non-criminal justice purpose (such as an application for a job or license, immigration or naturalization, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification that your fingerprints/biometrics will be used to check the criminal history records maintained by the Georgia Crime Information Center (GCIC) and the FBI, when a federal record check is so authorized.
- If your fingerprints/biometrics are used to conduct a FBI national criminal history check, you are provided a copy of the Privacy Act Statement that would normally appear on the FBI fingerprint card.
- If you have a criminal history record, the agency making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.

**Privacy Act Statement**

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

I have read and accepted these terms.

[Print](#) | [Download](#)

**CANCEL** **CONTINUE**

**Step 4** – Complete the applicant registration **\*\*Areas marked with a red asterisk indicates a mandatory field.\*\***

- **Reviewing Agency ID (ORI)** – Agency receiving the criminal history results.
- **Requesting Agency ID (ORI)** – Agency employing or licensing the applicant.

**\*\* Note:** the results will NOT go back to the requesting agency\*\*

Step 1 - Please Enter Your Information Required fields \*

Transaction Information

Reviewing Agency ID \*  
GA922750Z

Reason for Fingerprinting \*  
Adoption Investigation by Court Appointed Agent

Requesting Agency ID (If different from Reviewing Agency ID)

Payment Type \*  
Credit Card

Position Applied for

Fingerprint Card User  
By checking this box you are agreeing to submit ink cards to Gemalto Cogent. Click [here](#) for details.

- There are three acceptable forms of payment:
  - Credit Card
  - Money Order
  - Agency (requesting agency must have a billing account with GAPS)
- **Reason - Adoption Investigation by Court Appointed Agent**
- **Fingerprint Card User – Only applicants residing outside of the state of Georgia will need select this box.**

**\*\*Note:** (Instructions on how to submit hard copy fingerprint cards are on the home page under “Helpful Links” and “How to Submit Ink Cards”)

- After completing all required fields, click “Continue”.

**Step 5** – Print the registration receipt.

**\*\*Note:** This receipt must be taken, along with a photo ID, to a GAPS print site location.

**Step 6** – Locate a GAPS print site.

- On the homepage under select “LOCATE” under 'Fingerprint Locations'



Fingerprint Locations  
Find a Fingerprint Site Near You  
**LOCATE**

Applicant Registration  
Register for a Background Check  
**REGISTER**

GAPS Agency Log In  
CHRI Review and Invoices  
**GAPS AGENCY LOG IN**