

# GAPS

General – Agency Approval Required

GEORGIA  
Enrollment & Fingerprinting Services



Enrollment for Licensing, Certification, or Employment requirements in Georgia

IdentoGO by IDEMIA is the leading biometric solutions provider for state and local agencies, specializing in the secure capture and transmission of electronic fingerprints for employment, certification, licensing, and other verification purposes.

Enter your service code to get started.

GA Residents: Enter your service code below to start your enrollment process and schedule an appointment at an in-state enrollment center.  
Non-GA Residents: Select Mail in Physical Fingerprint Card option under Additional Services section below.  
Don't know your service code? Click [here](#) or contact your agency or employer.

Service Code\*

GET STARTED >



User navigates to new GAPS website; enters the provided Service Code and clicks "GET STARTED" button to begin registration process.

Additional Services

To look up an existing registration status or make changes to your appointment, please select 'Reschedule or Manage Appointment.' For all other services, make a selection below. Applicants that do not reside in Georgia should choose the Mail-In Physical Fingerprint card option below.



Check Enrollment Status



Reschedule or Manage Appointment



Mail-in Physical Fingerprint Card



Schedule a Reprint Appointment

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Georgia  
Enrollment Service Lookup

You have chosen to start an enrollment in Example Georgia Service.

If your agency provided a Requesting Agency ID number, enter it below and select Continue. If you were not provided a Requesting Agency ID number, leave it blank and select Continue.

Requesting Agency

User may enter an optional Requesting Agency ID number, if provided. User selects “CONTINUE” to proceed.

---

CANCEL

CONTINUE >

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Georgia  
Enrollment Service Lookup

Based on your inputs, the following service information is available.

AGENCY:

Georgia Example Applicant Service

REASON FOR FINGERPRINTING:

Example fingerprint reason

REVIEWING AGENCY:

Entered Value

REQUESTING AGENCY:

Entered Value

SERVICE CODE:

Example Service Code

User then verifies that you have entered the correct Service Code, correct Reviewing Agency, and Requesting Agency (if provided). Then user proceeds by clicking on “START ENROLLMENT” button.

---

CANCEL

< BACK

START ENROLLMENT

## Georgia Example Agency Name

### Georgia Example Applicant Service

1 Privacy Statement

2 Information

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#### NON-CRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a Georgia only or a Georgia and Federal Bureau of Investigation (FBI) national fingerprint/biometric-based criminal history check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing. These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulation (CFR), 50.12, among other authorities.

- 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.
- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later) when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared or explained.
- You must be advised in writing of the procedures for obtaining a change, correction, or update of your criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your criminal history record (if you have such a record).
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on the information in the criminal history record.
- If agency policy permits, the officials may provide you with a copy of your criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may find information regarding how to obtain a copy of your Georgia criminal history record at the FBI website: <https://fbi.georgia.gov/services/obtaining-criminal-history-record-information-frequently-asked-questions>
- Information regarding how to obtain a copy of your FBI criminal history record is located at the FBI website: <https://www.edo.ois.gov>
- If you decide to challenge the accuracy or completeness of your criminal history record, you should contact and send your challenge to the agency that contributed the questioned information, if the disputed arrest occurred in the State of Georgia, you may send your challenge directly to the GCIC. Contact information for the GCIC can be found at <https://fbi.georgia.gov/services/obtaining-criminal-history-record-information-frequently-asked-questions>. Alternatively, you may send your challenge directly to the FBI by submitting a request via <https://www.edo.ois.gov>. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenge entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for the authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.

#### Privacy Act Statement

This privacy act statement is located on the back of the FD-256 fingerprint card.

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.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

TO USE THIS SERVICE, YOU CERTIFY UNDER PENALTY OF LAW, THAT YOU ARE THE SAME PERSON WHO IS BEING FINGERPRINTED, WHO IS REVIEWING ALL OF THE APPLICABLE NOTICES AND COMPLETING THE APPLICABLE FORMS. IT IS STRICTLY PROHIBITED FOR ANYONE ELSE TO PROCEED FURTHER EXCEPT THE PERSON WHO IS BEING FINGERPRINTED, UNLESS YOU HAVE WRITTEN APPROVAL FOR SPECIAL CIRCUMSTANCES, SUCH AS A DISABILITY, FROM IDENIA OR THE REQUESTING ORGANIZATION/AGENCY.

I acknowledge that I have read, understand, and agree to the above Statement.

DOWNLOAD

CANCEL ENROLLMENT

CONTINUE

User acknowledges that you have read the statement and agree by checking the box, and then click "CONTINUE".

# Georgia Example Agency Name

## Georgia Example Applicant Service

1 Privacy Statement

2 Information

3 Review

### Personal Information

\* Required fields

#### Name

Legal name must match exactly on all identification documents brought to enrollment.

First Name*	Middle Name	Last Name*	Suffix
-------------	-------------	------------	--------

Have you ever used an alias?

Yes  No

Have you ever used a maiden or previous name?

Yes  No

#### SSN

Social Security Number

#### Biographic Information

Date of birth\*

Gender*	Hair Color*	Eye Color*
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Race\*

US  Metric

Height (ft)*	Height (in)*	Weight (lbs)*
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#### Citizenship

Country of Birth*	City of Birth
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Country of Citizenship\*

Demographic entry,  
partial screen, screen 1  
of 2.

### Residential Address

Country*	Address Line 1*	Address Line 2 (optional)
City*	Postal Code*	

Is your residential address and mailing address the same? \*

Yes  No

### Employer

Employer Name
Occupation/Position

### Employer Address

Country	Address Line 1	Address Line 2 (optional)
City	Postal Code	

### Contact

Remember the email address and phone number below, as they will be used to look-up application information during your in person appointment and to check your status online. **Email is recommended so we can provide a receipt and keep you updated.**

Email *	Confirm Email *
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Sign up for Text Alerts (US Country Code required. Standard text messaging rates will apply.)  
Text alerts will supplement our default notifications by sending you appointment reminders, renewal, or action based notifications directly to your mobile device.

Main phone country code United States (+1)	Main phone number
Alternate phone country code United States (+1)	Alternate phone number
Preferred method of contact* Email	Preferred language*

[CANCEL ENROLLMENT](#)

[< BACK](#) [REVIEW >](#)

Demographic entry,  
partial screen, screen 2  
of 2.

# Georgia Example Agency Name

## Georgia Example Applicant Service

1 Privacy Statement

2 Information

3 Review

Please review and submit your application

Your application has not been submitted yet. Please review and submit it below.

### Review Enrollment Application

#### Personal Information

Please review your personal information below. Legal name must match exactly on all identification documents brought to enrollment

[EDIT INFORMATION](#)

##### NAME & BIOGRAPHICS

FIRST NAME

Sample Data

MIDDLE NAME

Sample Data

LAST NAME

Sample Data

SUFFIX

GENDER

Sample Data

DATE OF BIRTH

Sample Data

EYE COLOR

Sample Data

HAIR COLOR

Brown

HEIGHT(FT)

Sample Data

HEIGHT(IN)

0"

WEIGHT(LBS)

Sample Data

CITIZENSHIP

COUNTRY OF CITIZENSHIP

Sample Data

COUNTRY OF BIRTH

Sample Data

CITY OF BIRTH

STATE/PROVINCE OF BIRTH

Sample Data

RESIDENTIAL ADDRESS

COUNTRY OF RESIDENCE

Ramón Lozano

STATE/PROVINCE

Ramón Lozano

CITY

Ramón Lozano

POSTAL CODE

Ramón Lozano

ADDRESS LINE 1

Sample Data

ADDRESS LINE 2

E MAIL ADDRESS

Sample Data

PHONE COUNTRY CODE

United States (+1)

MAIN PHONE NUMBER

[CANCEL ENROLLMENT](#)

[← BACK](#)

[SUBMIT ENROLLMENT](#)

Review your enrollment information and verify it is correct. If you must make any corrections use the Edit Information at the right-hand side. Note: Once you submit enrollment, you will be unable to change the information provided.

## Georgia Example Agency Name

Georgia Example Applicant Service

### Application Approval

Your application has been sent to the appropriate agency for approval. You will receive an email with further instructions.

[RETURN TO HOMEPAGE](#)

Your registration information has been submitted to the appropriate agency for approval. You will receive additional instructions through the email address provided.

**IdentoGO**

by IDEMIA

IdentoGO by IDEMIA provides a wide range of identity-related services with our primary service being the secure capture and transmission of authentic fingerprints for employment, verification, screening

#### About

IDEMIA North America

IdentoGO by IDEMIA

Terms of Service

Subject: Your application for Georgia Example Applicant Service eligibility has been approved



Your enrollment request has been approved. Please visit the link below to schedule an in-person appointment at a location convenient to you.

[SCHEDULE APPOINTMENT](#)

### ENROLLMENT DETAILS

UEID	AGENCY / ORI	SERVICE
Example UEID	Example Agency	Georgia Example Applicant Service

To check your application status or cancel your request, please follow the link below.



[Check Enrollment Status](#)



[Look Up Or Change Existing Appointment](#)

Thank you,  
The IDEMIA team



Once approved, you will receive an email instructing you to schedule your appointment. You may click on the link provided. Be sure to note your UEID, as that is the assigned registration number in the new solution.

# GEORGIA Enrollment & Fingerprinting Services

Enrollment for Licensing, Certification, or  
Employment requirements in Georgia



## Service & Appointment Management

To look up previous enrollments and manage upcoming appointments, please enter your information below.

### Notice

Information entered below must match information provided during pre-enrollment.

PHONE NUMBER    EMAIL ADDRESS    UE ID

Date of birth\*



Last Name\*

UE ID\*

exampleUEID

CANCEL

CONTINUE >

User will enter your date of birth and last name along with the assigned UEID in order to retrieve the registration and continue.

Note: There are options for looking up by phone number and email address as well.



Check Enrollment Status

Look Up or Change Existing Appointment

Mail-in Physical Fingerprint Card



Schedule a Reprint appointment

# Georgia Example Agency Name

## Georgia Example Applicant Service

1 Schedule Appointment ————— 2 Review ————— 3 Payment & Confirmation

### Schedule Appointment

Find a convenient time and place for you to complete your in-person enrollment appointment. If you're not ready to schedule at this time, you can also walk-in to a center at your earliest convenience. Please note that scheduled appointments will be prioritized.

Select a location near you

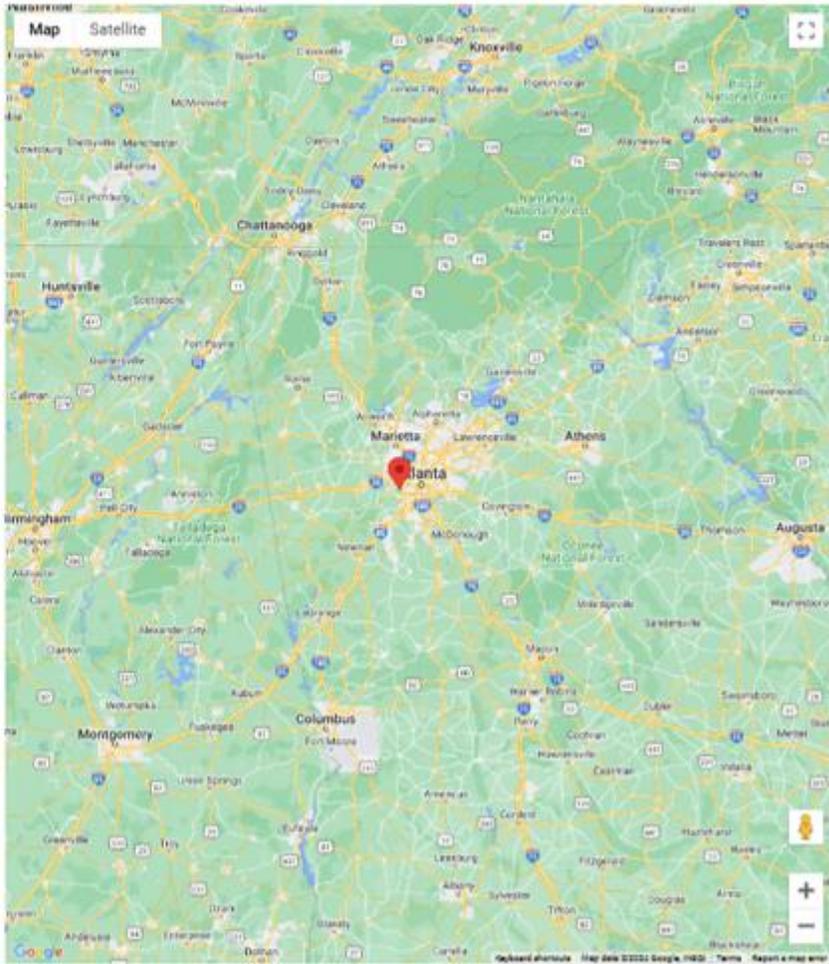
Show closest  Show soonest available

Search by state/city or account code\*  X Radius\*

**SEARCH**

Example Enrollment Center  
Address, City, State ZIP 10.8 miles  
Next Available Appointment: Day Time

Example Enrollment Center  
Address, City, State ZIP 10.8 miles  
Next Available Appointment: Day Time



User will enter a city, state, and/or ZIP code in the location search field. From the displayed choices, click on the location that you would like to be fingerprinted at.

# Georgia Professional Standards (GPS)

School Employment - Public Schools

1 Schedule Appointment

2 Review

3 Payment & Confirmation

## Schedule Appointment

Find a convenient time and place for you to complete your in-person enrollment appointment. If you're not ready to schedule at this time, you can also walk-in to a center at your earliest convenience. Please note that scheduled appointments will be prioritized.

Select a location near you

Show closest  Show soonest available

Search by zipcode, city or airport code\*  X Radius\*

SEARCH

Just Peachy Home Care LLC

10.8 miles

550 Fairburn Rd Ste B1, Atlanta, GA US 30331  
Next Available Appointment: 6/24/24 at 10:30 AM

details

### Schedule Appointment

Date

6/24/2024

[6/24/24 at 10:30 AM](#)

[6/24/24 at 11:00 AM](#)

[6/24/24 at 11:30 AM](#)

[6/24/24 at 12:00 PM](#)

Show more appointments v

Location Hours

Monday: 09:30AM - 04:30PM

Tuesday: 09:30AM - 04:30PM

Wednesday: 09:30AM - 04:30PM

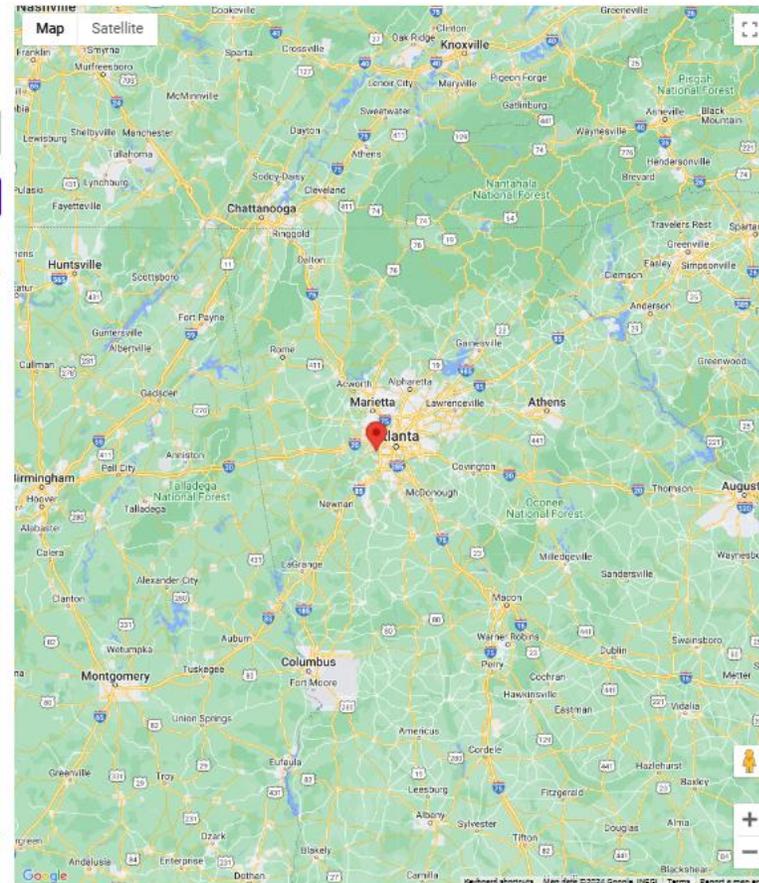
Thursday: 09:30AM - 04:30PM

Saturday: 09:30AM - 12:30PM

Just Peachy Home Care LLC

10.8 miles

550 Fairburn Rd Ste B1, Atlanta, GA US 30331  
Next Available Appointment: 6/24/24 at 11:00 AM



Select  
appointment  
Date and Time

# Georgia Example Agency Name

## Georgia Example Applicant Service

1 Schedule Appointment

2 Review

3 Payment & Confirmation

### Schedule Appointment

Find a convenient time and place for you to complete your in-person enrollment appointment. If you're not ready to schedule at this time, you can also walk-in to a center at your earliest convenience. Please note that scheduled appointments will be prioritized.

Select a location near you

Show closest  Show soonest available

Search for enrollment sites by address or state  
Sample ZIP CODE X Radius 10 miles

SEARCH

Example Enrollment Center  
Address, City, State ZIP  
Next Available Appointment: Day Time

details

#### Confirm Appointment

Example Enrollment Center  
Address, City, State ZIP  
Appointment Day Time

Back

Confirm

Location Hours

Monday: 09:00AM - 05:00PM

Tuesday: 09:00AM - 05:00PM

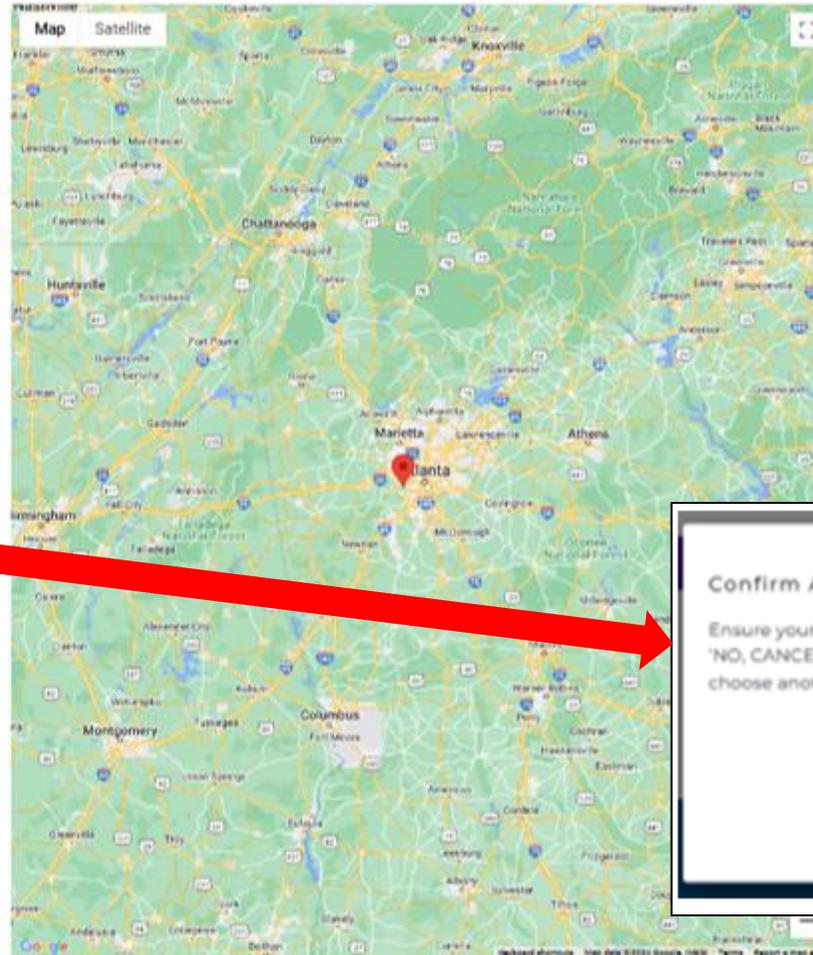
Wednesday: 09:00AM - 05:00PM

Thursday: 09:00AM - 05:00PM

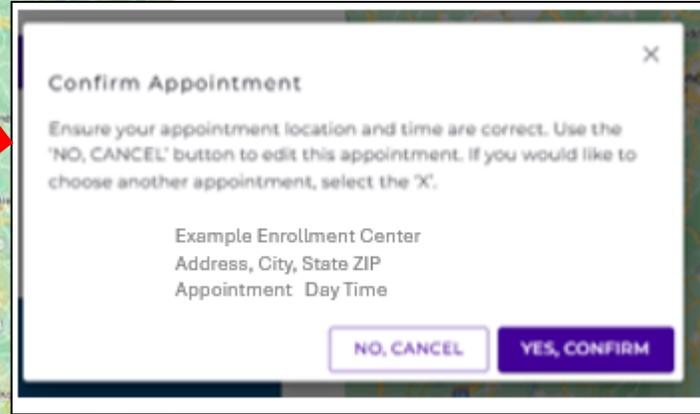
Friday: 09:00AM - 05:00PM

Example Enrollment Center  
Address, City, State ZIP

Next Available Appointment: Day Time



Click "Confirm" to continue after you have selected your appointment. Once you click confirm, you will be presented with one additional confirmation button.



# Georgia Example Agency Name

Georgia Example Applicant Service

1 Schedule Appointment      2 Review      3 Payment & Confirmation

**Please review and submit your application**  
Your application has not been submitted yet. Please review and submit it below.

## Review Enrollment Application

### Appointment Details

Please review your scheduled appointment below.

[EDIT INFORMATION](#)

APPLICATION TYPE	DATE AND TIME	APPOINTMENT LOCATION
Georgia Example Applicant Service	Appointment Day and Time	Example Enrollment Center address info

[CANCEL ENROLLMENT](#)

[← BACK](#) [CONTINUE TO PAYMENT →](#)

Review your appointment information and verify it is correct. If you must make any corrections use the Edit Information at the right-hand side.

**IdentoGO**

By IDEMIA

IdentoGO by IDEMIA provides a wide range of identity-related services with our primary service being the secure capture and transmission of electronic fingerprints for employment, certification, licensing and other verification purposes.

**About**

[IDEMIA North America](#)

[IdentoGO by IDEMIA](#)

[Terms of Service](#)

[Privacy Policy](#)

[Contact Us](#)

## Georgia Example Agency Name

Georgia Example Applicant Service

Schedule Appointment — Review — **Payment & Confirmation**

### Payment

#### PAYMENT METHOD

Credit Card

eCheck

Service fee descriptions

TOTAL \$XX.XX

If you have a payment voucher or coupon code, enter it below before continuing.

Payment Code

APPLY

CANCEL ENROLLMENT

< BACK

**PAY AND SUBMIT**

Payment entry screen, user will be prompted to enter payment information if applicable.

### Enrollment Payment

Amount \$XX.XX

Name  
Example Data

Card Number  
- - - - -

Exp Month June Exp Year 2026 DIV/DIC  
- - - - -

Address  
Any St

Secondary Address

City Any State Province Example Postal Code 02333

Email

CANCEL **Pay**

# IdentoGO

By IDEMIA

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#### About

[IDEMIA North America](#)  
[IdentoGO by IDEMIA](#)  
[Terms of Service](#)  
[Privacy Policy](#)  
[Contact Us](#)

# Georgia Example Agency Name

## Georgia Example Applicant Service

### Notice

Please arrive on-time and be ready to provide your required documentation and be fingerprinted. You'll need to attend an appointment and complete your enrollment within 120 days of this application.

### Your application has been submitted!

A confirmation e-mail has been sent to [Example email address](#). You may look-up your appointment details in the future by entering your contact details or your UE ID on the home page.

### Appointment Details

SERVICE CODE	DBI / AGENCY	DATE AND TIME	APPOINTMENT LOCATION
Example Service	Example Agency	Appointment Day Time	Example Enrollment Center information
Georgia Example Applicant Service			

### List Of Acceptable ID Documents

One of the following Primary Documents will be accepted at the GAPS Print Locations:

- Driver's License issued by a State or outlying possession of the U.S
- Driver's License PERMIT issued by a State or outlying possession of the U.S
- Driver's License PAPER/TEMPORARY issued by a State or outlying possession of the U.S
- Enhanced Driver's License (EDL)
- Commercial Driver's License issued by a State or outlying possession of the U.S
- Commercial Driver's License PERMIT issued by a State or outlying possession of the U.S
- ID card issued by a federal, state, or local government agency or by a Territory of the United States
- Enhanced Tribal Identification Card (for federally recognized U.S. tribes)
- Department of Defense Common Access Card
- Uniformed Services Identification Card (Form DD-1172-2)
- U.S. Military Identification Card
- U.S. Coastguard Merchant Mariner Card
- Military Dependent's Identification Card
- U.S. Passport
- Foreign Passport
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Employment Authorization Card/Document (I-766) that contains a photograph
- Canadian Driver's License
- Foreign Driver's License (Mexico and Canada Only)
- U.S. Visa issued by the U.S. Department of Consular Affairs for travel to or within, or residence within, the United States

### Confirmation Details

UE ID	TOTAL DUE
<a href="#">Example UEID</a>	\$0.00

For in-person enrollment, you'll need to pay the non-refundable fee with a credit card, money order, company check or certified/cashier's check. Cash is not accepted and the cardholder must be present at the time of payment. If you have received a coupon code or voucher, present it during payment.

[PRINT PAGE](#)

[DOWNLOAD](#)

[RETURN TO HOMEPAGE](#)

Your application has been completed and summary information provided onscreen. You may print this page or download a copy of this information by using the buttons on the lower left. You will then visit the selected Enrollment Center at the appropriate day and time. This information will also be emailed to the provided email address.