



GEORGIA BOARD OF NURSING

Instructions for Applicants in the State of Georgia to Obtain Fingerprint for a Background Check

The Georgia Board of Nursing requires a fingerprint background check on all applicants. The Georgia Bureau of Investigation (GBI) awarded Cogent Systems the contract to provide a service for electronic submission of fingerprints for Georgia applicants. The service, Georgia Applicant Processing Service (**GAPS**), decreases the need for submitting hard copy fingerprint cards to obtain an applicant's criminal history background check. GAPS Print Sites are strategically located throughout the State of Georgia.

The Federal/State criminal history results will be available to the Georgia Board of Nursing within 48 hours after the applicant has been fingerprinted and the prints are received by GBI, Georgia Crime Information Center (GCIC).

The GAPS fingerprint background check process is simple and easy to use. Follow the instructions below. If assistance is required you may contact the Cogent Systems/GAPS at 1-888-439-2512.

GAPS REGISTRATION PROCESS

1. Visit the GAPS website at www.cogentid.com
 - a. Select "Georgia/GAPS"
 - b. Select "Applicant Registration"
 - c. Select "Secretary of State"
 - d. Select "Board of Nursing"
2. Read and accept the Terms of Use
3. Complete the Applicant Registration Form. (All of the fields highlighted in yellow must be completed)
4. Click Next at the bottom of the page and you will be taken to another screen. If all of the information displayed is correct, click Next and you will be given a Registration ID number. The Registration ID number will be needed by the applicant when they go to the GAPS Print Location to get their fingerprints taken.

Identification Needed for Fingerprinting

Click on the **Frequently Asked Question** link located on the GAPS main web page. In addition to the **Registration ID** number the applicant will also be asked to present **identification documents** prior to be fingerprinted. This link provides a list of acceptable identification documents.

Print Locations & Hours

Once you have completed the registration process, click on **Find a Fingerprint Location** on the GAPS main web page to find the nearest GAPS Print Location to go to for fingerprinting. Click the region that is most convenient for you. The numbers in the red circles indicate sites that have GAPS Print Locations available. Under **Company**, select the site that is most convenient for the applicant to go to for fingerprinting. If you click on the link for a site, information concerning the site such as Location, Hours of Operation, Directions, etc. will be displayed. Prior to traveling to the Print Location, **the applicant should verify that the site is still a GAPS Print Location and that the hours of operation are accurate.**

NOTE: If a site is no longer providing fingerprint services, please send an email to GAApplicant@gbi.ga.gov and provide the Print Location's name, address and phone number if available and the date the applicant was told the location is no longer providing the service.