



GEORGIA BOARD OF NURSING

Instructions for Out of State Applicants to Obtain Fingerprints for a Background Check

The Georgia Board of Nursing requires a fingerprint background check on all applicants. Because the State of Georgia does not have an electronic method in place to process background check requests for out of state applicants for licensure as a nurse, you may use the manual process below for submitting fingerprint cards directly to Cogent Systems. Cogent Systems will scan the fingerprint card and submit the images to the State. The fingerprint cards will be used to conduct a Federal/State criminal history record check on the applicant.

How can the out of state applicant obtain a fingerprint background check?

1. A local law enforcement agency or private fingerprinting company may provide fingerprint cards, but the applicant must ensure they are blue FBI fingerprint cards (FD-258). Individuals must request three fingerprint cards. Do **not** download fingerprint cards from the FBI web site, even if the FBI suggests you do so. **Only** card stock FD-258 fingerprint cards will be accepted.
2. When the applicant receives three (3) FBI cards, the applicant must legibly complete the identification section on each card. Below are the information blocks that must be completed in their entirety on all cards. Illegible and incomplete cards will not be processed and the applicant will be notified by the Georgia Board of Nursing to complete and submit **new** fingerprint cards. A local law enforcement agency or a private company that is trained and authorized must roll your fingerprints. **NOTE:** It is suggested that you have three (3) fingerprint cards printed, and submit only one (1) to Cogent Systems. You may have your first card rejected and be required to submit your other fingerprint cards at a later date.

APPLICANT		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK		LEAVE BLANK	
SIGNATURE OF PERSON FINGERPRINTED		LAST NAME NAM		FIRST NAME		MIDDLE NAME	
2. <i>Jane John Doe</i>		1. DOE		JANE/JOHN		N	
RESIDENCE OF PERSON FINGERPRINTED		ALIASES AKA		O R I G I N A L I D E N T I F I C A T I O N N U M B E R		DATE OF BIRTH DOB	
3. 123 Any Street Macon, GA 31217				GA922931Z		10. 3/15/1965	
STATE		CITIZENSHIP CTZ		SEX SEX		RACE RACE	
4. 5/28/09		7. USA		9. M/F		U	
SIGNATURE OF OFFICIAL TAKING FINGERPRINTS		YOUR NO. OCA		HTG 5'06"		WGT 130	
5. <i>John Jones, Officer #5555</i>				EYES Bro		HAIR Gry	
EMPLOYER AND ADDRESS		FBI NO. FBI		CLASS		PLACE OF BIRTH POB	
						11. GEORGIA	
REASON		ARMED FORCES NO. MNU		REF			
6. GEORGIA BOARD OF NURSING REGISTERED PROFESSIONAL NURSE		SOCIAL SECURITY NO. SOC					
		8. 555-55-5555					
		MISCELLANEOUS NO. MNU					

W – White, Hispanic/Latino(a)
B – Black
A – Asian/Pacific Islander
I – American Indian/Alaskan Native
U – Unknown

Bl – Black
Bro – Brown
Blu – Blonde
Red – Red/Auburn
Gry – Gray
Blu – Blue
Grn – Green

1. Printed Name - Last, First & Middle Names
2. Signature of Person Fingerprinted
3. Residence of Person Fingerprinted - Complete Address
4. Date Fingerprinted
5. Signature of Official Taking Fingerprints
6. Reason Fingerprinted Georgia Board of Nursing, Registered Professional Nurses
7. Citizenship (Country)
8. Social Security Number *if Applicable*
9. Sex, Race, Height, Weight, Eyes & Hair
10. Date of Birth
11. Place of Birth

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). Be sure to check the "Fingerprint Card User" box.

4. Complete the registration process and mail the fingerprint cards to:

3M Cogent
Georgia Card Scan
639 North Rosemead Boulevard
Pasadena, California 91107

Applicants must include their REGISTRATION ID (obtained online during registration) on the back of the fingerprint card. Background check results will be sent directly to the Georgia Board of Nursing.