



GEORGIA BOARD OF MASSAGE THERAPY

237 Coliseum Drive, Macon, Georgia 31217

(478) 207-2440 Phone * <http://sos.ga.gov/index.php/licensing/plb/33>

APPLICATION FOR LICENSURE MASSAGE THERAPY

GENERAL INSTRUCTIONS

Please read these instructions, the Georgia Law (O.C.G.A. § 43-24A) and Board Rules pertaining to the practice of massage therapy in Georgia carefully prior to completing application. The Board may deny a license for any reason set forth in O.C.G.A. § 43-1-19.

YOU MAY NOT PRACTICE MASSAGE THERAPY IN GEORGIA UNLESS YOU ARE ISSUED A LICENSE BY THE BOARD.

ALL APPLICANTS MUST SUBMIT THE FOLLOWING:

APPLICATION FEE	The application fee is non-refundable and cannot be combined with any other fee. Money Orders and Personal Checks accepted; made payable to The Georgia Board of Massage Therapy. Checks returned for insufficient funds will be assessed a service charge pursuant to O.C.G.A. §16-9-20. Please refer to the posted fee schedule (same website you printed this application from) for The current fee.
APPLICATION	Type or print in ink. You must respond to all the questions and requests on the application and have your signature and the application notarized. If fail to do so, the application will be returned for you to complete.
SECURE & VERIFIABLE DOCUMENT	Changes to Georgia Law (OCGA 50-36-1) provide that all applicants for licensure provide a "Secure & Verifiable Document" with their application. The Illegal Immigration Reform and Enforcement Act of 2011 ("IIREA") provides that "not later than August 1, 2011, the Attorney General shall provide and make public on the Department of Law's website a list of acceptable secure and verifiable documents. The list shall be reviewed and updated annually by the Attorney General." O.C.G.A. § 50-36-2(f). The Attorney General may modify this list on a more frequent basis, if necessary. ALL APPLICANTS FOR MASSAGE THERAPIST LICENSURE MUST PROVIDE THIS DOCUMENTATION OR THE APPLICATION WILL NOT BE PROCESSED. See pages 8 & 9 of this application for more information.
CRIMINAL BACKGROUND CHECK (See the instructions posted on the same site you obtained this application from for printing)	Criminal background checks are required by the law (O.C.G.A. § 43-24A-8, 13) for each application submitted. Refer to the Georgia Board of Massage Therapy website at http://sos.ga.gov/index.php/licensing/plb/33 under "Download Forms" for "MT Fingerprint COGENT-GAPS Instructions." Applicants must register with Cogent Systems and follow the guidelines found at their website at www.ga.cogentid.com . The Georgia Board of Massage Therapy is not responsible for unacceptable fingerprints. DO NOT mail fingerprint cards to the Board Office. They will be returned to you & this will delay the processing of your application. For those applicants NOT located/living in the state of GA, the fingerprints & processing must be completed at a Georgia Cogent/GAPS location. It is imperative that you complete your fingerprints & application timely as any applicant who has not been issued a license within six (6) months of the date of your prints, may be required to obtain new fingerprinting results at your own expense.
ADDRESS CHANGES	Once a license is issued, you may update your e-mail mailing and physical address online, or in writing to the Board office. If you need to change your e-mail, mailing and/or physical address <u>WHILE</u> this application is pending, please notify this office in writing, by fax to (866) 888-7127, or by calling 478-207-2440. The post office does not forward mail from the board. NOTE: All name changes must be submitted to the Board office, cannot be done online. Change requests may be faxed to: (866) 888-7127, Attention: Massage Therapy Board. When writing the Board regarding a name change you must include a <u>copy</u> of the official document that changes the name. (Social Security Cards and Drivers Licenses are not acceptable .) DO NOT SEND ORIGINALS. IF YOU DO, THEY WILL NOT BE RETURNED.
US Citizenship or Lawful Presence	Please see page 6, 8 & 9 of this application for new requirements to verify your US Citizenship or lawful presence in the USA to work. Your application cannot be processed without this information.
Massage Therapy Education Program	Refer to Board rule 345-8 "Requirements – Board Recognized Massage Therapy Education Program" - Only those schools whose programs meet the requirements set forth in this Board rule will be considered for the purposes of the Georgia Board massage therapy education program licensure requirement.

APPLICATIONS FOR LICENSURE MAY TAKE UP TO TWENTY-FIVE (25) BUSINESS DAYS TO PROCESS. APPLICATIONS EXPIRE ONE(1) YEAR FROM THE DATE OF RECEIPT. IF YOU DO NOT COMPLETE THE PROCESS PRIOR TO THAT DATE, THE APPLICATION WILL BE WITHDRAWN.

~ ONLY SUBMIT PAGES (2-10) TO THE BOARD OFFICE. ~

PART 2: MASSAGE THERAPY EDUCATION INFORMATION

WHAT CITY AND STATE, COUNTRY DID YOU ATTEND HIGH SCHOOL? _____

NAME, ADDRESS OF HIGH SCHOOL _____

Did you graduate? YES Give the date of graduation _____ NO

If you did not graduate from high school, do you have a GED or other high school equivalency certificate? NO

YES, Give date of completion _____

* NOTE: A copy of High School Diploma, GED or Certificate may be requested as evidence of completion/graduation.

NAME/ADDRESS OF MASSAGE THERAPY EDUCATION PROGRAM - Did you graduate? YES NO

NOTE: Only those schools whose programs meet the requirements set forth in Board rule 345-8 "Requirements – Board Recognized Massage Therapy Education Program" will be considered for the purposes of the Georgia Board massage therapy education program licensure requirement.

Address of School _____ City _____ State _____ Zip _____

a. Dates Attended: _____ b. Graduation Date: _____ c. Diploma or Certificate: _____

* NOTE: An Official Transcript from your school of study showing the date of completion (graduation date) and degree awarded must be forwarded directly to Georgia Board of Massage Therapy or mailed/provided to the applicant in a sealed envelope to include with their application materials. Copies of certificates/diplomas are NOT accepted.

PART 3: PROFESSIONAL LICENSURE/CERTIFICATIONS

Are you licensed to practice as a Massage Therapist in any other state(s)? () Yes () No
 Were you licensed as a Massage Therapist during a "grandfathering" period? () Yes () No

LIST STATE(S) OF LICENSURE AS A MASSAGE THERAPIST (Include additional sheets if necessary)

State Originally Licensed	_____	License No.	_____	Current?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Other State License	_____	License No.	_____	Current?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Other State License	_____	License No.	_____	Current?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Other State License	_____	License No.	_____	Current?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

* NOTE: Verification of licensure as a massage therapist from other state or jurisdiction must be verified to Georgia Board of Massage Therapy. You must contact the state agency and have an original verification of licensure mailed or faxed (866-888-1308) directly to the Board or to the applicant, with the state's seal on the document. Please contact state agency for fees and processing time. Copy of licensure card is not accepted as verification of license. The Georgia Board requires all applicants to meet, at a minimum, licensure requirements for state of Georgia; therefore, any applicant who was licensed during a "grandfathering in" period must meet the current Georgia requirements for licensure.

Do you hold a license or certification for any other profession? () Yes () No

LIST OTHER PROFESSIONAL LICENSE(S) OR CERTIFICATION(S) YOU HAVE EVER HELD*:

Type	_____	Number	_____	State	_____	Current?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Type	_____	Number	_____	State	_____	Current?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Type	_____	Number	_____	State	_____	Current?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

* NOTE: The Board does not require license/certification (other than as a massage therapist) listed above to be verified. You may provide copies of your licensure card or certificate if you choose to do so. However, if you have had any disciplinary action taken against your license or certification, you must provide the Board with final disposition of the action(s) taken.

PART 4: EXAMINATION

HAVE YOU SUCCESSFULLY PASSED ONE OF THE FOLLOWING EXAMS?

A. National Certification Board for Therapeutic Massage and Bodywork (NCBTMB):

NCBTMB, "NATIONAL CERTIFICATION EXAM FOR THERAPEUTIC MASSAGE"; (NCETM,) THE "NATIONAL CERTIFICATION EXAM FOR THERAPEUTIC MASSAGE AND BODYWORK" (NCETMB), OR THE NATIONAL EXAMINATION FOR STATE LICENSING (NESL)?

YES NO IF YES, PLEASE INDICATE TESTING DATE: (MONTH/DAY/YEAR) _____

Exam Taken (Circle One): NCBTM NCBTMB NESL

OR,

B. Federation of State Massage Therapy Boards (FSMTB) "MASSAGE AND BODYWORK LICENSING EXAMINATION (MBLEx)?"

YES NO IF YES, PLEASE INDICATE TESTING DATE: (MONTH/DAY/YEAR) _____

OR,

C. Are you a recent graduate who plans to take one of the above noted exams? YES NO

INDICATE THE EXAM NAME AND DATE YOU PLAN TO TAKE THE EXAM:

(MONTH/DAY/YEAR) _____ CIRCLE ONE: NCBTM NCBTMB NESL or MBLEx

*NOTE: Official verification from NCBTMB or FSMTB showing date and passing score must be provided to the Board. Contact NCBTMB or FSMTB for verification to be faxed to the Board to 866-888-1308, or mailed directly to the Georgia Board of Massage Therapy, 237 Coliseum Drive, Macon, Georgia 31217-3858, or provided to you for submission with your application materials. Originals accepted only.

NOTE: CERTIFICATION BY NCBTMB OR FSMTB IS NOT A LICENSE TO PRACTICE MASSAGE THERAPY IN THE STATE OF GEORGIA. YOU MUST OBTAIN A PROFESSIONAL MASSAGE THERAPY LICENSE FROM THE GEORGIA BOARD OF MASSAGE THERAPY TO PRACTICE IN GEORGIA.

PART 5: EMPLOYMENT

ARE YOU CURRENTLY WORKING AS A MASSAGE THERAPIST? YES NO

If no, indicate last date of employment as a massage therapist: _____

IF APPLICABLE, PROVIDE THE LAST THREE PLACES OF EMPLOYMENT AS A MASSAGE THERAPIST, LISTING THE MOST RECENT EMPLOYER FIRST:

**** Please indicate your prior massage therapist employment information below. The Verification of Employment (Pg. 7) form will not be accepted if the employer is not listed on this application below:**

	Place of practice: Employer Name, City, State	Job Title/Responsibilities	Dates of Employment:
<input type="checkbox"/> YES <input type="checkbox"/> NO			
<input type="checkbox"/> YES <input type="checkbox"/> NO			
<input type="checkbox"/> YES <input type="checkbox"/> NO			

* NOTE: Submit the Verification of Employment form (page 7) to your most recent Employer to verify practice/employment as a Massage Therapist. Section II of the Verification of Employment form must be completed by your employer. The form will not be accepted if completed by the applicant. Submit with your application materials.

**If you are self-employed as a MT, complete the Verification of Employment form yourself, indicate self-employed, and sign it.

***IF YOU HAVE NEVER WORKED AS A MASSAGE THERAPIST, STATE SO HERE AND SIGN:

Signed: _____

PART 6: BACKGROUND INFORMATION

If you answer yes to the following question, you must attach a detailed letter of explanation, and copy of any court(s) final disposition of action taken by any court(s). You are expected to read this question carefully and completely and to provide updated information for any changes occurring while this application is being processed. You will be asked to certify under oath that the answer is true and correct. Failure to answer this question truthfully and correctly may be grounds for denial of your application and/or other disciplinary action if licensure is granted. The Board must review the letter of explanation and any supporting documents; your application will not be considered complete and submitted to the Board until the information is received.

YES NO

HAVE YOU **EVER** BEEN ARRESTED, CONVICTED, SENTENCED, PLED GUILTY, OR NOLO CONTENDERE OR BEEN GIVEN FIRST OFFENDER STATUS FOR ANY FELONY, MISDEMEANOR OR ANY OFFENSE OTHER THAN A MINOR TRAFFIC VIOLATION? (DWI AND DUI ARE **NOT** MINOR TRAFFIC VIOLATIONS.) If yes, please provide a complete explanation of each offense and provide certified copies of the final court disposition or other supporting documents for each as well. (Note: You must respond, "yes" if you pleaded and completed probation as a First Offender.)

If you answer "yes" to any of the questions below, you must submit a detailed letter of explanation and request that the licensing board or agency send you a certified copy of the action(s) taken against your license or certification with relevant supporting documents directly back to you. Submit these and all/any other documents with your application. Your application must be reviewed by the Board and will not be considered complete and submitted to the Board until the information is received.

YES NO

HAS ANY OTHER LICENSING BOARD OR AGENCY IN GEORGIA OR ANY OTHER STATE EVER:

YES NO

DENIED YOUR LICENSE APPLICATION, RENEWAL, OR REINSTATEMENT?

YES NO

REVOKED, SUSPENDED, RESTRICTED, OR PROBATED YOUR LICENSE?

YES NO

REPRIMANDED, FINED, DISCIPLINED, REQUESTED OR ACCEPTED SURRENDER OF YOUR LICENSE?

YES NO

HAVE YOU FAILED TO RENEW A LICENSE, CERTIFICATION OR REGISTRATION DURING AN INVESTIGATION AGAINST YOU BY A LICENSING BOARD OR OTHER AGENCY?

YES NO

IS THERE ANY DISCIPLINARY ACTION OR INVESTIGATION PENDING AGAINST YOU BY ANY LICENSING BOARD, AGENCY, OR NATIONAL CERTIFYING ORGANIZATION?

YES NO

HAVE YOU FAILED OR BEEN REFUSED AN EXAMINATION BY ANY PROFESSIONAL ORGANIZATION, BOARD OR OTHER REGULATORY ENTITY?

YES NO

HAVE YOU EVER HAD ANY PROFESSIONAL LIABILITY SUITS FILED AGAINST YOU?

YES NO

HAVE YOU USED DRUGS OR OTHER INTOXICATING SUBSTANCES TO THE EXTENT THAT THESE AFFECTED YOUR PROFESSIONAL COMPETENCE?

IMPORTANT: Have you completed the background check through the Georgia Applicant Processing Services (GAPS) as explained in the instructions on page 1? Yes: ____ No: ____

If No, when will you be completing this requirement? _____.

NOTE: YOUR APPLICATION FOR LICENSURE CANNOT BE PROCESSED WITHOUT THE CRIMINAL BACKGROUND CHECK HAVING BEEN COMPLETED AS EXPLAINED IN THE INSTRUCTIONS ON PAGE 1.



GEORGIA BOARD OF MASSAGE THERAPY

237 Coliseum Drive, Macon, Georgia 31217
(478) 207-2440 Phone

<http://sos.ga.gov/index.php/licensing/plb/33>

PART 7: APPLICANT SIGNATURE AND AFFIDAVIT

YOU MUST SIGN THIS AFFIDAVIT IN THE PRESENCE OF A NOTARY

I hereby swear and affirm that all information provided in this application is true and correct to the best of my knowledge and belief. I further swear and affirm that I have read and understand the current state laws and rules and regulations of the Georgia State Board of Massage Therapy, and I agree to abide by these laws and rules, as amended from time to time.

By signing this application, electronically or otherwise, I hereby swear and affirm one of the following to be true and accurate pursuant to O.C.G.A. § 50-36-1:

- 1) _____ I am a United States citizen 18 years of age or older. **Please submit a copy of your current Secure and Verifiable Document(s) such as driver’s license, passport, or other document as indicated on pages 8 & 9 of this application.**

- 2) _____ I am **not** a United States citizen, but I am a legal permanent resident of the United States 18 years of age or older, or I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older with an alien number issued by the Department of Homeland Security or other federal immigration agency. **Please submit a copy of your current immigration document(s) which includes either your Alien number or your I-94 number and, if needed, SEVIS number (See pages 8 & 9 of this application).**

In making the above attestation, I understand that any failure to make full and accurate disclosures may result in disciplinary action by the Georgia State Board of Massage Therapy and/or criminal prosecution.

Signature of Applicant _____

Date _____

Sworn to and subscribed before me this

_____ day of _____, 20____

Notary Public Signature (Notary Seal)

My commission expires: _____

Note to Notary: Application should be signed with proper ID.

PLEASE SEPARATE THIS FORM, GIVE TO YOUR MOST RECENT EMPLOYER TO COMPLETE, AND RETURN THE COMPLETED, SIGNED AND NOTARIZED FORM TO THE BOARD:

**GEORGIA BOARD OF MASSAGE THERAPY
237 COLISEUM DRIVE, MACON, GEORGIA 31217-3858**

VERIFICATION OF EMPLOYMENT

Instructions:

1. Applicant: complete Section I and sign.
2. Submit this form to your most recent **employer (Personnel Director, Human Resources Department)** who can provide verification of your practice as a massage therapist.
3. If you are self-employed, complete the Verification of Employment form yourself, indicate self-employed, and sign it.
4. Return the completed, signed and notarized form with your application materials to the Board.

Section I (To be completed by applicant)

Printed Name of Applicant: _____
Last First Middle Maiden

Applicants Address: _____
Street City State Zip Code

RELEASE: I do hereby consent to and authorize the release of any and all records and information concerning my employment as a Massage Therapist to the Georgia Board of Massage Therapy. I understand this information is required as part of the application for licensure process

Signature of Applicant: _____ Applicant Phone Number(s): _____

APPLICANT – DO NOT WRITE BELOW THIS LINE

(If self-employed, complete this section for your business)

Section II (To be completed by person verifying employment)

Instructions:

1. Complete Section II of this form. If self-employed, complete this section indicating your business name, address, etc....
2. Massage Therapy employment must have been for compensation.
3. **Return this form to the applicant to submit with their application for licensure.**

1. Name of Business: _____ Phone Number: _____

2. Physical Address of Location: _____
(City/State/Zip Code)

3. Applicant's Position/Title: _____ 4. Employment Dates: From: _____ To: _____

5. Physical Location of practice (mobile, contract, or same as above): _____

6. Printed name and title of person verifying employment: _____
(Name) (Title)

Sworn to and subscribed before me this

_____ day of _____, 20____

Signature of Employer/Person completing this form

(Notary Seal)

Notary Public Signature

My commission expires: _____

**APPLICANT: PLEASE CHECK THE FORM OF IDENTIFICATION BELOW THAT YOU POSSESS.
RETURN THIS FORM ALONG WITH A COPY OF YOUR APPROPRIATE DOCUMENTATION.**

LICENSE NO: _____

(Printed Name of Applicant)

Secure and Verifiable Documents Under O.C.G.A. § 50-36-2 Issued
July 10, 2013 by the Office of the Attorney General, Georgia

The Illegal Immigration Reform and Enforcement Act of 2011 ("IIRA"), as amended by Senate Bill 160, signed into law as Act No. 27, (2013), provides that "[n]ot later than August 1, 2011, the Attorney General shall provide and make public on the Department of Law's website a list of acceptable secure and verifiable documents. The list shall be reviewed and updated annually by the Attorney General." O.C.G.A. § 50-36-2(f). The Attorney General may modify this list on a more frequent basis, if necessary.

The following list of secure and verifiable documents, published under the authority of O.C.G.A. § 50-36-2, contains documents that are verifiable for identification purposes, and documents on this list may not necessarily be indicative of residency or immigration status.

_____ An unexpired United States passport or passport card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____ An unexpired United States military identification card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____ An unexpired driver's license issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____ An unexpired identification card issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer. [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____ A unexpired tribal identification card of a federally recognized Native American tribe, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer. A listing of federally recognized Native American tribes may be found at:

<http://www.bia.gov/WhoWeAre/BIA/OIS/TribalGovernmentServices/TribalDirectory/index.htm> [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____ An unexpired United States Permanent Resident Card or Alien Registration Receipt Card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____ An unexpired Employment Authorization Document that contains a photograph of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____ A unexpired passport issued by a foreign government, provided that such passport is accompanied by a United States Department of Homeland Security (DHS) Form I-94, DHS Form I-94A, DHS Form I-94W, or other federal form specifying an individual's lawful immigration status or other proof of lawful presence under federal immigration law¹ [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____An unexpired Merchant Mariner Document or Merchant Mariner Credential issued by the United States Coast Guard [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____An unexpired Free and Secure Trade (FAST) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]

_____An unexpired NEXUS card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]

_____An unexpired Secure Electronic Network for Travelers Rapid Inspection (SENTRI) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]

_____An unexpired driver's license issued by a Canadian government authority [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____A Certificate of Citizenship issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-560 or Form N-561) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]

_____A Certificate of Naturalization issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-550 or Form N-570) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]

_____Certification of Report of Birth issued by the United States Department of State (Form DS-1350) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]

_____Certification of Birth Abroad issued by the United States Department of State (Form FS-545) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]

_____Consular Report of Birth Abroad issued by the United States Department of State (Form FS-240) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]

_____An original or certified copy of a birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]

In addition to the documents listed herein, if, in administering a public benefit or program, an agency is required by federal law to accept a document or other form of identification for proof of or documentation of identity, that document or other form of identification will be deemed a secure and verifiable document solely for that particular program or administration of that particular public benefit. [O.C.G.A. § 50-36-2(c)]

¹ Senate Bill 160 (Act No. 27), effective July 1, 2013, limited the use of passports issued by foreign nations to satisfy the requirements for submission of secure and verifiable documents to only those passports submitted in conjunction with a United States Department of Homeland Security ("DHS") Form I-94, DHS Form I-94A, DHS Form I-94W, or other federal form specifying an individual's lawful immigration status or other proof of lawful presence under federal immigration law.

Georgia Bureau of Investigation
Georgia Crime Information Center (GCIC)

Consent Form

I hereby authorize _____
to receive any Georgia criminal history record information pertaining to me which may
be in the files of any state or local justice agency in Georgia.

Full Name (Print)

Address

Sex

Race

Date of Birth

Social Security Number

By signing this form, I acknowledge that I have been informed of the Non-Criminal
Justice Applicant's Privacy Rights and the Privacy Act Statement (Title 28 United States
Code § 534) and affirm that I have retained a copy (attachments A and B) for my
records.

Signature

Date

Special employment provisions (check if applicable):

Employment with mentally disabled (Purpose Code "M")

Employment with elder care (Purpose code "N")

Employment with children (Purpose code "W")

One of the following must be checked:

This authorization is valid for 90 / 180 / _____ (circle or enter) days from date
of signature.

I, _____
give consent to the above named to perform periodic criminal background checks
for the duration of my licensure with this state.

Attachment A

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.
- The agency must advise you of the procedures for changing, correcting, or updating your criminal history record as set forth in Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a Georgia or FBI 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 agency denies you the job, license or other benefit based on information in the criminal history record.
- In the event an adverse employment or licensing decision is made, you must be informed of all information pertinent to that decision to include the contents of the record and the effect the record had upon the decision. Failure to provide all such information to the person subject to the adverse decision shall be a misdemeanor [O.C.G.A. § 35-3-34(b) and §35-3-35(b)].

You have the right to expect the agency receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of state and/or federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.

If the employment/licensing agency policy permits, the agency may provide you with a copy of your Georgia or FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, information regarding how to obtain a copy of your Georgia, FBI or other state criminal history may be obtained at the GBI website (<http://gbi.georgia.gov/obtaining-criminal-history-record-information>).

If you decide to challenge the accuracy or completeness of your Georgia or FBI criminal history record, you should send your challenge to the agency that contributed the questioned information. Alternatively, you may send your challenge directly to GCIC provided the disputed arrest occurred in Georgia. Instructions to dispute the accuracy of your criminal history can be obtained at the GBI website (<http://gbi.georgia.gov/obtaining-criminal-history-record-information>).

Attachment B

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.

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.