



GEORGIA BOARD OF MASSAGE THERAPY
237 Coliseum Drive • Macon, Georgia 31217 (478) 207-2440

Instructions for Applicants to Obtain Fingerprints for a Background Check

The Georgia Board of Massage Therapy 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 nationwide 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 Massage Therapy 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.ga.cogentid.com. Select the **Applicant Registration** button.
2. On the Registration Menu locate and choose **Secretary of State (SOS)**, then select the profession for which you are required to submit to a background check. Read the Non-Criminal Justice Applicant's Privacy Rights. **In order to proceed with the registration, you must place a check mark next to the statement indicating you have read and accept the terms and then select "Continue."**
3. On this screen, all of the fields that are highlighted in yellow and have an asterisk (*) must be completed.
4. In the area entitled **Transaction Information** you must:
 - a) Be sure that the **GA923003Z** is in the field entitled **Reviewing Agency ID**.
 - b) Click on the drop box next to **Reason** and select the reason the applicant is being fingerprinted:
Massage Therapist License – GA Board of Massage Therapy.
 - c) Ensure that "Credit Card" payment method is selected in the "Payment" field.
5. Complete the **Personal Information** and **Address Information** fields and select **Continue**.
6. Confirm that the information you entered is complete and accurate, then select **Submit**.
7. You will be given a **Registration ID** and taken to the **Credit Card Payment** screen. The **Registration ID** must be taken and provided to the GAPS Print Location by the applicant when the fingerprints taken.
8. Complete all of the fields that are highlighted in yellow. **Please have credit card information available during the registration process.**
9. In order to find a GAPS Print Location, return to the home page of the GAPS website and select **Find a Print Location** under Helpful Links. On the map the numbers in the red circles indicate the number of GAPS Print Locations available in that area. Select the site that is most convenient for you to go to for fingerprinting. If you click on the link for a site, information such as Address, 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@qbi.ga.gov and provide the name, address and phone number of the location and the date the applicant was told the location is no longer providing the service.**

FAILURE TO FOLLOW THESE INSTRUCTONS MAY DELAY THE PROCESSING OF YOUR APPLICATION. IT IS THE APPLICANT'S RESPONSIBILITY TO COMPLETE THE BACKGROUND CHECK PROCESS IN ITS ENTIRETY AS DESCRIBED ABOVE IN THE STATE OF GEORGIA. IF YOU DO NOT RESIDE IN THE STATE OF GEORGIA, YOU WILL NEED TO MAKE ARRANGEMENTS TO COMPLETE THE PROCESS AT ONE OF THE GEORGIA LISTED SERVICE LOCATIONS.