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**

2. Select **Georgia/GAPS**
   Locate the on Registration menu and choose **Single Applicant Registrations**
   (All of the fields that are in yellow and have an **asterisk (*)** must be completed)

3. Near the end of the Registration screen you will see a heading entitled **Transaction Information.** In this area you must:

   a) Click on the drop box next to **Reason** and select the reason the applicant is being fingerprinted (**Registered Professional Nurses**).

   b) Click on the drop box next to **Payment** and select the appropriate payment option. If credit card is selected you will be prompted to enter additional information so please have credit card information available during the registration process. If the applicant is paying with a money order, the applicant must provide the money order, payable to **Cogent Systems – GAPS,** at the GAPS Print Location before being fingerprinted.

   c) Enter **GA922931Z** in the **ORI/OAC** field.

   d) Enter **922931Z** in the **Verification** field.

   Do Not check the box for '**Does another agency make the fitness determination'**

   e) 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**.

D – Identification Needed for Fingerprinting

Click on the **Identification Needed for Fingerprinting** link located under the **PRINT LOCATIONS** tab 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.

E – Print Locations & Hours

Once you have completed the registration process, click on **Print Location & Hours** 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.