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 registered 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. If your local law enforcement is unable to provide you with FD-258 cards please contact nursing@sos.ga.gov. Please do not attempt to obtain the cards from the FBI.

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.

3. The applicant MUST register ONLINE at https://pci.aps.gemalto.com/gaperlpub/landing_page_1.pl prior to mailing in a fingerprint card. Mail your printed receipt and fingerprint cards to 3M Cogent, Attn: Georgia Card Scan GAPS, 639 North Rosemead Boulevard, Pasadena, California 91107.

4. Applicants must include their REGISTRATION ID (obtained online during registration) on the back of the fingerprint card.

Registration Process

a. Select “Secretary of State”

b. 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.