



GEORGIA BOARD OF EXAMINERS OF PSYCHOLOGISTS
237 Coliseum Drive • Macon, Georgia 31217
404-424-9966 Phone * 866-888-7127 Fax

I. LICENSING BACKGROUND CHECK FINGERPRINTING PROCEDURE

LiveScan fingerprinting is the electronic Georgia Applicant Processing Service (GAPS) managed by Cogent Systems, Inc. Your fingerprints will be scanned electronically.

You DO NOT need inked fingerprint cards.

REGISTER with Cogent Systems, Inc. before you visit a fingerprinting location:

STEP 1 Visit the Cogent Systems website at <https://www.aps.gemalto.com/ga/index.htm>

STEP 2 Select the **APPLICANT REGISTRATION** tab.

STEP 3 Select the **SECRETARY of STATE** tab, and then select the **GA BOARD of Examiners of Psychologists** tab. Read and accept the Applicant Privacy Rights documents.

Note: All fields with the red asterisk are required.

STEP 4 **REASON:** In the drop-down menu for **REASON**, select the reason **State Board of Examiners of Psychologists – License to Practice Psychology** If you do not select this item, you may be required to re-submit the fingerprints.

NOTE: Out of state applicants can get fingerprinted and send their prints in:

When the Applicant registers on the GAPS website, they **MUST** select the **Fingerprint Card User** box under **Step 1 Transaction Information**. The Applicant can click the blue **HERE** word to get further instructions for submitting fingerprints for the State of Georgia.

STEP 5 **PAYMENT:** In the drop-down menu for Payment, select:

- **Credit Card**

STEP 6 Fill in the required **HOME and MAILING ADDRESS INFORMATION**, click the continue button to advance to the next section.

STEP 7 Review the **TRANSACTION, PERSONAL and ADDRESS INFORMATION** for accuracy.

STEP 8 Enter your **credit card information** then select Pay

STEP 9 Print your **REGISTRATION RECEIPT**. **YOU MUST take a copy of your receipt to the fingerprinting site and keep a copy for your records.**

STEP 10 IMPORTANT – E-mail the Board at ExamBoards-Healthcare@sos.state.ga.us and let the staff know you have registered for the background check. The staff must approve you before you can be fingerprinted/complete the check. Failure to notify the Board you have

registered may delay the processing of your application; may result in your having to register and pay again for a background check.

ELECTRONIC FINGERPRINTING:

STEP 11 On the home page under the **HELPFUL LINKS** header, select the **FIND A FINGERPRINT LOCATION** link.

STEP 12 Gather the following documents:

- Registration receipt listing your registration confirmation number, barcode and your valid and unexpired picture identification document.

STEP 13 Visit the **Print Site Location** of your choice and electronically scan your fingerprints.

Note: Your results will be transferred to the agency electronically for review.

II. COGENT SYSTEMS APPROVED IDENTITY VERIFICATION DOCUMENTS

Cogent Systems, Inc. requires current, valid, and unexpired picture identification documents. As a primary form of picture identification one of the following will be accepted at the GAPS Print Locations:

Primary Documents:

- State issued driver's license with photograph.
- State issued identification card with photograph.
- U.S. passport with photograph.
- U.S. active duty/retiree/reservist military identification card (000 10-2) with photograph.
- Government issued employee identification card with photograph (includes federal, state, county, city, etc.).
- Tribal identification card with photograph.

However, in the absence of one of the above Primary Documents, applicants may provide **one** or more of the following Secondary Documents, along with **two** of the supporting documents listed below:

Secondary Documents:

- State government issued certificate of birth.
- Social security card.
- Certificate of citizenship (N560).
- Certificate of naturalization (N550).
- INS I-551 Resident alien card issued since 1997.
- INS 1-688 Temporary resident identification card.
- INS1-688B, I-766 Employment authorization card.

Secondary Documentation must be supported by at least two of the following:

- Utility bill (with your current address).
- Voter registration card.
- Vehicle registration card.
- Paycheck stub with your name/address.
- Cancelled check/bank statement.