



GEORGIA BOARD OF HEARING AID DEALERS  
AND DISPENSERS  
237 Coliseum Drive • Macon, Georgia 31217  
844-753-7825 Phone

**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 Hearing Aid Dealers and Dispensers** 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 **Hearing Aid Dispensers License**. 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 word **HERE** 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 **PERSONAL** and **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 – You must apply for licensure with the Board BEFORE your fingerprint registration can be approved by the staff.**

## **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.