

LIVESCAN FINGERPRINTING PROCEDURE

LiveScan fingerprinting is an electronic Georgia Applicant Processing Service (GAPS) managed by Cogent Systems, Inc. Your fingerprints will be scanned with a computer.

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 www.ga.cogentid.com.
- STEP 2 Under the **REGISTRATION** header, select the appropriate link, EITHER the
- Single Applicant Registration link (if you are just registering one person); OR
 - Multiple Application Registration link (if you are registering more than one person).
- STEP 3 Fill in the required **Personal and Transaction Information**.
- Note: all fields highlighted in yellow and marked with an asterisk (*) are required.*
- STEP 4 **REASON:** In the drop down menu for **Reason**, select “**DECAL – Daycare Director/Employee**”
- STEP 5 **PAYMENT*:** In the drop down menu for **Payment**, select one of the following choices:
- **Credit Card** *Note: No unemployment cards, child support cards or gift cards accepted;*
 - **Money Order** *Note: Money Orders can be used for Single Applicant Registration only, and the applicant must provide the money order payable to **3M Cogent – GAPS** at the GAPS Print Location before being fingerprinted;*
 - **Agency** *Note: This option can only be selected if the employer has established a Billing Account with 3M Cogent and provided you with the appropriate billing codes and password.*
- * *Notes about Payments:*
- Payment by cash or personal check WILL NOT BE ACCEPTED.
 - **The processing fee on or after March 1, 2013 is \$52.75.**
- STEP 6 Fill in the **ORI/OAC** number as **GA922290Z**.
- STEP 7 Fill in the **Verification code** as **922290Z**.
- STEP 8 If you selected **Agency** as the method of payment, fill in the Billing Code and Billing Password. If you are paying by credit card or money order, leave these fields blank.
- STEP 9 Do **not** check the box after “Does another agency make the fitness determination?”
- STEP 10 Click the **Next** button to advance to the next page. *Note: If you did not enter your Social Security Number, you must take your registration receipt with you to the fingerprint site and use the Registration ID to be fingerprinted.*
- STEP 11 **VERIFY** your registration information and click the **Next** button to advance to the next page.
- STEP 12 **RECORD** your Registration ID number on your Records Check Application to be mailed to Bright from the Start
- STEP 13 **PRINT** your Registration Receipt. Bring a copy of your receipt to the fingerprinting site and keep a copy for your records.

SELECT A FINGERPRINTING LOCATION:

STEP 14 Under the **PRINT SITE LOCATIONS** header, select the [Print Location & Hours](#) link.

STEP 15 Click a GAPS region to **SELECT** the GAPS Service Site nearest you.

ELECTRONIC FINGERPRINTING:

STEP 16 Gather the following documents:

- Registration Receipt listing your registration confirmation number
- Two copies of your valid and unexpired picture identification document (See next page for valid ID options). One copy is for STEP 17; the other copy is for STEP 20.
- Payment if you chose the Money Order option in STEP 5

STEP 17 **VISIT** the Print Site Location you chose and electronically **SCAN** your fingerprints.

Your results will be transferred electronically to Bright from the Start for review.

RECORDS CHECK APPLICATION:

STEP 18 Complete the Records Check Application [form](#). Be sure to include your Cogent registration confirmation number.

STEP 19 Sign the completed Records Check Application form in front of a witness and have the witness also sign.

STEP 20 Mail the completed, signed and witnessed Records Check Application form along with a photocopy of your valid and unexpired picture identification document from STEP 16 to:

Bright from the Start: Georgia Department of Early Care and Learning
Criminal Records Unit
2 Martin Luther King Jr. Drive, SE
Suite 754, East Tower
Atlanta, GA 30334

(Do not send any payment with this application)

COGENT SYSTEMS APPROVED IDENTITY VERIFICATION DOCUMENTS

Cogent Systems 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
 - US Passport with Photograph
- US Active Duty/Retiree/Reservist Military ID 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 identifications, 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
- NS 1-688 Temporary Resident Identification Card
- INS I-688B, I-766 Employment Authorization Card

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

- Utility Bill (with current address)
 - Voter Registration Card
 - Vehicle Registration Card/Title
- Paycheck Stub with Name/Address
- Cancelled Check or Bank Statement