

Fingerprint Background Checks through GAPS for Bingo License and Workers/Officers

Effective January 1, 2009; to be approved for a bingo license or a bingo worker/officer, you must follow the instructions in each of the **Steps** below to have your fingerprint background check processed through the Georgia Applicant Processing Services (GAPS). If you have questions or need assistance please contact the Georgia Bureau of Investigation, **Sarah Demons at 404-270-8524**.

Step 1: From an Internet browser, type in <http://www.ga.cogentid.com> to access the **Georgia Applicant Processing** website.

Step 2: Next, under the header, '**Registration**'

Click on the link for '**GAPS Applicant Waiver**'

Print the waiver, read and sign it. A copy of the signed waiver must be attached to the application when it is submitted to the Georgia Bureau of Investigation.

You should check with Sarah Demons to verify your application is received with 5 business days after it is mailed.

Click the **Back Arrow** key at the top of the screen to return to the main GAPS web page.

Step 3: On the main GAPS web page, under the header, '**Registration**'

Click on "**Single Applicant Registration**"

(This will begin your registration & payment process)

NOTE: All fields on the Single Applicant Registration screen **highlighted in yellow and marked with a red asterisk ***, and the **Social Security Number are mandatory to be completed**. All fields in white are optional, but if the information is available, please complete it.

Complete the Single Applicant Registration screen with your personal data.

The fields listed under **Transaction Information** should be completed as follows:

Reason: Select '**Bingo – GA Check Only**' from the drop box.

Payment: Select **Credit Card** or **Money Order** from the drop box. If you select **Credit Card** you must have the credit card information available as you are completing the registration information. A screen will display later in this process for the Credit Card information. If you select **Money order**, you must provide the operator at the GAPS Print Location with the money order or cashier's check payable to **Cogent Systems – GAPS** in the amount of \$33.65

ORI/OAC: Enter **GAGBI00G2**

(Use Capital letters as shown for GAGBI, then zero zero, capital G, then 2)

Verification Code: Enter **GBI00G2**

(Use Capital letters as shown)

After entering the Verification Code, click **Next** at the bottom of the page. A screen will display with all of the information entered. Please verify the information is correct. If any of the information is **incorrect**, click **Go Back**, to return to the input screen and make any corrections or if all the information is correct, click **Next** to continue.

Step 4: After clicking **Next**, you will have completed the Registration process and the screen that display will provide a **Registration ID** number. Print this screen or write down the **Registration ID** number, and provide the **Registration ID** number to the operator at the GAPS Print location. The operator at the GAPS Print location will pull up the registration information by the **Registration ID** or by the **Social Security Number**.

More Information how to find the GAPS Print locations can be found in **Step 5**. Click **Home** to return to the main GAPS web page.

Step 5: On the main GAPS web page, under the header, '**Print Site Locations**'
'Click on the link for '**Identification Needed for Fingerprinting**'

In addition to the **Registration ID** number, you will need to present one of the **identification documents** shown on the Identity Verification screen before you can be fingerprinted. This link provides a list of acceptable identification documents. Click the **Back Arrow** key at the top of the screen to return to the GAPS main web page.

Step 6: On the main GAPS web page, under the header, '**Print Site Locations**'
'Click on the link for '**Print Location & Hours**' to see the locations available for getting your fingerprints completed.

When the map of Georgia displays, click on the number in the '**red**' circle that is in county that is closest for you to go get fingerprinted. On the next screen, Under **Company**, click on the **Company Name** next to the number you selected. The screen that comes up will give you the address for the company, and in most cases the phone number will be also be provided. **Prior to traveling to the Print Location, you should verify that the GAPS Print Location is still providing the fingerprinting services and that the hours of operation are accurate.**

Once you have been fingerprinted the State results should be available for the GBI representative to review within **24 - 48** hours. The GBI representative will provide you with a letter regarding the decision for your Bingo license or to be a Bingo worker/officer. Please allow **fourteen (14) business days** to receive your letter.