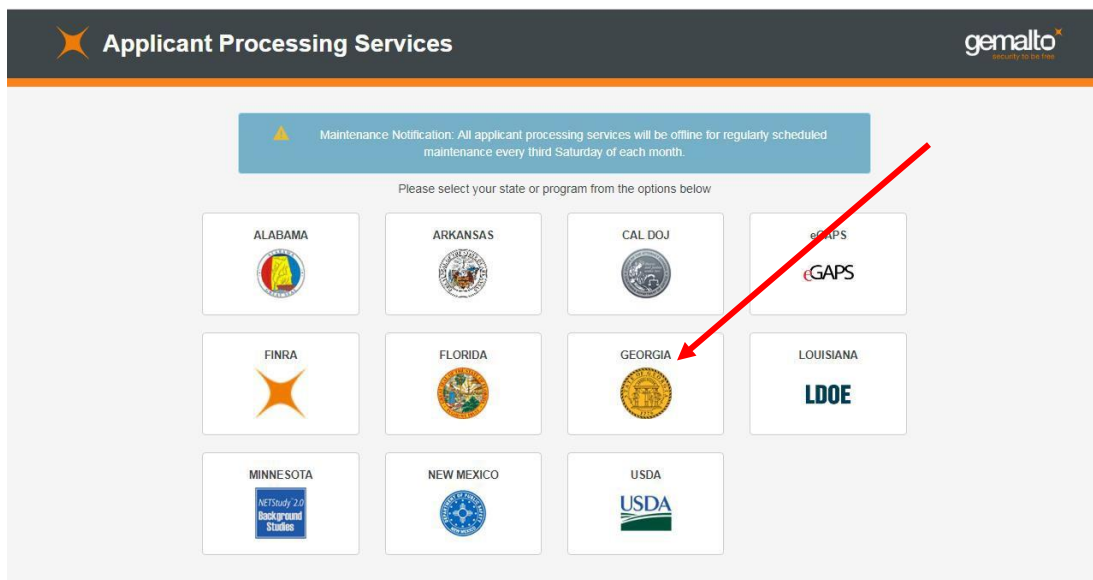


INSTRUCTIONS FOR REGISTERING FOR FINGERPRINTING:

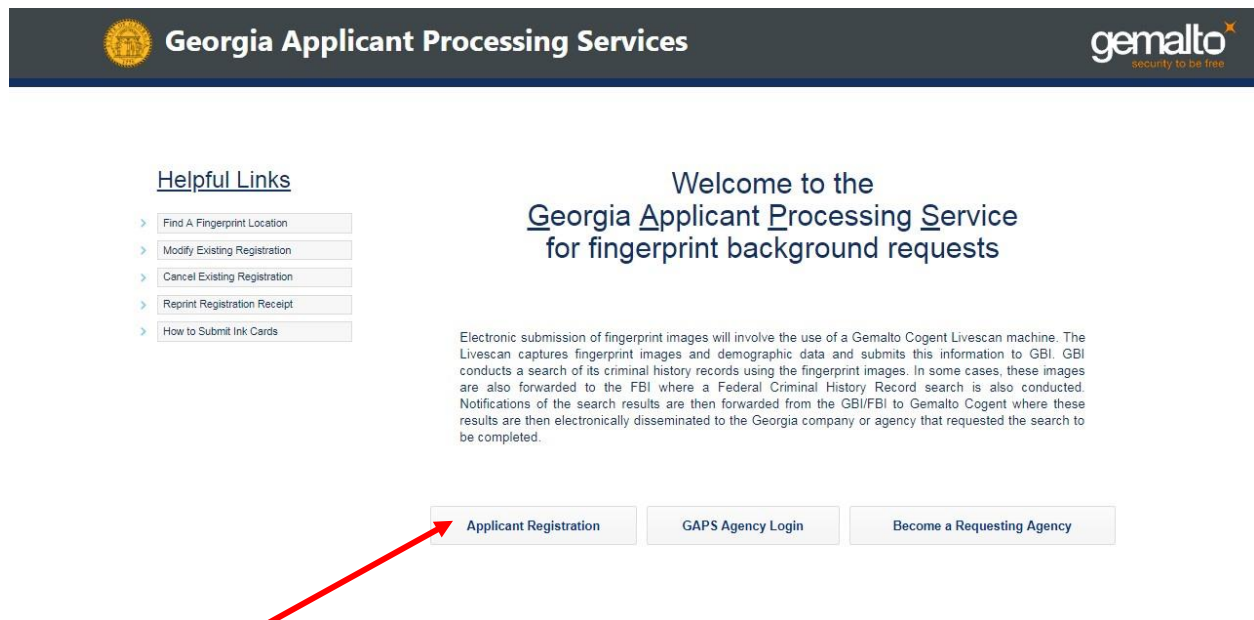
1. Go to the the following webpage:

<http://cogentid.com>

2. Select 'Georgia'.



3. Select 'Applicant Registration'.



4. **Select 'City/County Government and Law Enforcement Agencies (CCGC)'.**



Applicant Fingerprinting Online Services



➤ To register for a background check, please select one of the options below:

GEORGIA COURT SERVICES (CS)	DEPARTMENT OF EARLY CARE & LEARNING (DECAL)	EDUCATION AGENCIES (EA)
DEPARTMENT OF BEHAVIORAL HEALTH AND DEVELOPMENTAL DISABILITIES (DBHDD)	SECRETARY OF STATE (SOS)	GEORGIA STATE-ONLY BACKGROUND CHECKS (GABC)
DEPARTMENT OF COMMUNITY HEALTH (DCH)	DEPARTMENT OF DRIVER SERVICES (DDS)	CITY/COUNTY GOVERNMENT AND LAW ENFORCEMENT AGENCIES (CCGC)
DEPARTMENT OF PUBLIC HEALTH (DPH)	REAL ESTATE COMMISSION APPRAISERS BOARD (RECAB)	DEPARTMENT OF BANKING AND FINANCE (DBF)
OFFICE OF INSURANCE SAFETY FIRE COMMISSIONER (OIC)	DEPARTMENT OF HUMAN SERVICES (DHS)	GEORGIA BUREAU OF INVESTIGATION (GBI)
DEPARTMENT OF JUVENILE JUSTICE (DJJ)	GEORGIA VOCATIONAL REHABILITATION AGENCY	DEPARTMENT OF DEFENSE
DEPARTMENT OF COMMUNITY SUPERVISION (DCS)	GEORGIA DEPARTMENT OF REVENUE	

Close

5. **Select 'Alcohol and Liquor License'.**



Applicant Fingerprinting Online Services



City/County Government and Law Enforcement Agencies

➤ To register for a background check, please select one of the options below:

ALCOHOL AND LIQUOR LICENSE	COURTS
FIREFIGHTER	LAW ENFORCEMENT AGENCIES
LOCAL COUNTY HEALTH DISTRICTS	ORDINANCES
OTHER	

Back

6. Read the 'Non-Criminal Justice Applicant's Privacy Rights' and 'Privacy Act Statement'. Once read, check the box beside 'I have read and accepted these terms'. Then select 'Continue'.

Select Language ▼

Non-Criminal Justice Applicant's Privacy Rights

As an applicant that is the subject of a Georgia only or a Georgia and Federal Bureau of Investigation (FBI) national fingerprint/biometric-based criminal history record check for a non-criminal justice purpose (such as an application for a job or license, immigration or naturalization, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification that your fingerprints/biometrics will be used to check the criminal history records maintained by the Georgia Crime Information Center (GCIC) and the FBI, when a federal record check is so authorized.
- If your fingerprints/biometrics are used to conduct a FBI national criminal history check, you are provided a copy of the Privacy Act Statement that would normally appear on the FBI fingerprint card.
- If you have a criminal history record, the agency making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The agency must advise you of the procedures for changing, correcting, or updating your criminal history record as set forth in Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a Georgia or FBI criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the agency denies you the job, license or other benefit based on information in the criminal history record.
- In the event an adverse employment or licensing decision is made, you must be informed of all information pertinent to that decision to include the contents of the record and the effect the record had upon the decision. Failure to provide all such information to the person subject to the adverse decision shall be a misdemeanor [O.C.G.A. §35-3-34(b) and §35-3-35(b)].

You have the right to expect the agency receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of state and/or federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.

If the employment/licensing agency policy permits, the agency may provide you with a copy of your Georgia or FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, information regarding how to obtain a copy of your Georgia, FBI or other state criminal history may be obtained at the FBI website (<http://fbi.gov/ncj>) or by obtaining criminal history record information.

Privacy Act Statement

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.


Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974.

☐ I have read and accepted these terms.

Print | Download

Cancel Continue

7. Fill in the information. Please use **GA923329Z** in the 'Reviewing Agency ID' field.

gemalto  Applicant Fingerprinting Online Services

Select Language ▼

Applicant Registration

Step 1 - Please Enter Your Information

Transaction Information

Reviewing Agency ID: Reason:

Requesting Agency ID: (If different from Reviewing Agency ID) Position Applied for:

Payment: Credit Card Fingerprint Card User:

No unemployment cards, child support cards or gift cards are accepted.

By Checking this box, you are agreeing to submit ink cards to Gemalto Cogent. See [here](#) for details.

Personal Information

Last Name: First Name:

Middle Name: Suffix:

Social Security #: Re-enter SSN:

Date of Birth: Weight:

Sex: Race:

Eye Color: Hair Color:

Height: Place of Birth:

Country of Citizenship: State Driver's License:

Driver's License #: Don't include 'GA'

Address Information

Address: Address 2:

City: APT:

State: Zip:

Phone #: Email:

Reset Continue

Note: * Fields in yellow are required.

Please note that fingerprinting hours may be different than open store hours. Be sure to confirm that the location is fingerprinting before heading down.

DO NOT CHECK THIS BOX!

8. For the 'Reason', select 'Alcohol/Liquor Licensee'.



Select Language ▼

Applicant Registration
Step 1 - Please Enter Your Information

Transaction Information

Reviewing Agency ID: Reason:

Requesting Agency ID: (If different from Reviewing Agency ID)

Payment: No unemployment cards, child or gift cards are accepted.

Personal Information

Last Name:

Middle Name:

Social Security #: No dashes

Date of Birth:

Sex:

Eye Color:

Height:

Country of Citizenship:

Driver's License #: Don't include 'GA'

Address Information

Address: Address 2:

City: APT:

State: Zip:

Phone #: Email:

Note: * Fields in yellow are required.
Please note that fingerprinting hours may be different than open store hours. Be sure to confirm that the location is fingerprinting before heading down.

9. Once information is entered, select 'Continue'.

10. Verify information and select 'Submit'.

11. Enter payment information.

12. Print receipt and take with you to have fingerprinting done.

13. To find a fingerprinting location, visit <http://cogentid.com>, then select Georgia. On the left hand side of the screen, the first selection is 'Find a Fingerprint Location'. When this is selected, you can find a location nearest you for fingerprinting.