

## LICENSING BACKGROUND CHECK FINGERPRINTING PROCEDURE

LiveScan fingerprinting is the electronic Georgia Applicant Processing Service (GAPS) managed by Gemalto, Inc. Your fingerprints will be scanned electronically. We **DO NOT accept inked fingerprint cards**.

All applicants must **APPLY** for an **INSURANCE LICENSE PRIOR** to registering for fingerprinting. You can apply online at [www.sircon.com](http://www.sircon.com) or [www.nipr.com](http://www.nipr.com).

### **REGISTER with Gemalto, Inc. before you visit a fingerprinting location:**

STEP 1 Once you have confirmed your insurance license application, visit <https://www.aps.gemalto.com/ga/index.htm>.

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

STEP 3 Select the **OFFICE OF INSURANCE & SAFETY FIRE COMMISSIONER** tab, and then select the **REGISTER to be FINGERPRINTED** tab.

STEP 4 **REASON:** In the drop down menu for **REASON**, select the appropriate reason.

STEP 5 **REQUESTING AGENCY ID:** If you previously registered your agency with Gemalto and received a GAP/GAC #, enter it into this field.

STEP 6 **POSITION APPLIED FOR:** Enter the title of the position you are applying for.

NOTE: Do not check Fingerprint Card User box. This is not available in Georgia.

STEP 7 **PAYMENT:** Select from the drop-down menu.  
**(Payment by cash or personal check WILL NOT BE ACCEPTED.)**

STEP 8 Fill in the **PERSONAL INFORMATION** including **SOCIAL SECURITY NUMBER**, click the continue button to advance to the next section.

STEP 9 Review the **TRANSACTION, PERSONAL, and ADDRESS INFORMATION** for accuracy. Once confirmed, submit your registration request. You will receive an email with a copy of your registration receipt that includes a barcode. Print the receipt or save to take with you to the fingerprint site.

STEP 10 Once your registration is approved, you will receive an email confirming your registration approval for fingerprinting. **DO NOT GO** to the fingerprint site until you receive this confirmation email.

STEP 11 Print your **REGISTRATION RECEIPT**. Bring a copy of your receipt to the fingerprinting site and keep a copy for your records.

STEP 12 On the home page under the **HELPFUL LINKS** header, select the **FIND A FINGERPRINT LOCATION** link.

STEP 13 Bring the required documents to your fingerprinting appointment

- Registration receipt listing your registration confirmation number
- Your identity verification document or documents
- Money order if selected as the form of payment in STEP 7

STEP 14 Visit the **PRINT SITE LOCATION** selected and electronically scan your fingerprints.

## **GEMALTO APPROVED IDENTITY VERIFICATION DOCUMENTS**

Gemalto 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.

## **ADDITIONAL INFORMATION FOR APPLICANTS**

1. Your results will be transferred to our office electronically for review.
2. You can obtain a copy of your criminal history record by visiting the GAPS Registration website. Your history record is typically available two to three business days after your fingerprints are taken.
  - At the Applicants dropdown,
    - Select Registration Status and Result
    - Applicant will be emailed a temporary passcode to the email address entered during the GAPS registration process. The passcode will only be sent to the email address entered during that process.
    - Return to the GAPS website and enter the passcode to retrieve your criminal history record.
      - The passcode is valid for ten minutes.

3. Appointment registrations are good for 180 days. Applicants must request a refund if fingerprinting registration is not used. No automatic refunds are generated. Refunds cannot be requested if fingerprints have been taken.
4. To request a refund, applicant must cancel their registration and request the refund.
  - To Cancel a Registration and receive a refund,
    - At the Applicants dropdown at the GAPS website,
      - Select Cancel Registration
      - Find Registration by
        - Entering Registration ID and Date of Birthday; or
        - Entering Last Name, First Name and Date of Birth
      - Complete information to cancel registration and receive refund