EMPLOYMENT/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**.

All applicants must **APPLY** for an **INSURANCE LICENSE PRIOR** to registering for fingerprinting. You can apply online at www.sircon.com or www.nipr.com.

REGISTER with Cogent Systems, Inc. before you visit a fingerprinting location:

STEP 1   Once you have confirmed your insurance license application, 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 *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 3M Cogent 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.

STEP 7   **PAYMENT:** In the drop down menu for Payment, select one of the following choices:
- **Credit Card**
- **Money Order**
- **Agency**

     (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.

STEP 10   Once your registration is approved, you will receive an email confirming your registration approval for fingerprinting.

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.

Note: Your results will be transferred to the agency electronically for review.

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.