

Georgia Applicant Processing Service (GAPS) Information

The Georgia Crime Information Center (GCIC) is responsible for processing fingerprint based criminal history record checks for employment/licensing purposes. In an effort to provide more timely responses, GCIC has partnered with Cogent Systems for the implementation of the Georgia Applicant Processing Service (GAPS). GAPS provides agencies submitting fingerprint cards for employment record checks with the option to have applicant background checks processed electronically. This process will provide timely search results and decrease rejections due to poor fingerprint quality of inked fingerprint cards.

Fixed GAPS offices will be located throughout the state so that GA residents will not travel more than 25 miles to a GAPS location for fingerprinting services.

Search results & criminal history records or “rapsheets” will be available for the agency to retrieve directly from the GAPS website within 24-48 hours after the applicant is fingerprinted and the transaction submitted to GCIC. A service fee is charged by the vendor, but fingerprint checks which are authorized for an FBI check may receive a reduced fee for electronic submissions.

The following steps must be completed by the candidate using GAPS:

Step 1: Go to the website: <https://www.aps.gemalto.com/ga/index.htm> to determine the nearest GAPS location by looking under the heading “**Find a Fingerprint Location.**” Then click on a numbered region to find a location. Also, click on “**FAQs**” at the bottom of the screen to know what you will need to bring with you.

Step 2: Next, click on “**Applicant Registration**”, then click on “City Government and Law Enforcement Agencies (CCGC)”, then click on “Law Enforcement Agencies”, and then click on the “Privacy Terms Agreement” and “Continue” if agreeable. This will begin your registration & payment process.

Step 3: Complete the web form with your personal data and payment information. Please use the following information for the fields – Agency ID# and Reason in this web form:

Agency ID#: Use **GAGSPH800** if the applicant is not employed with a law enforcement Agency. (If candidate is employed with a law enforcement agency, the candidate must obtain this ID# from their employing agency.)
(Please note that this field is case sensitive so use capital letters. The three digits before the “7” are zeros.)

Reason: Pre-Service Student (Fees Apply)

Step 4: Print Step 4 on the screen to attach to your application. It should have at the top – Applicant Registration, Step 4 – Registration Complete, Thank you for Registering. You will need to keep a copy for your records also.

Step 5: Go to the GAPS location at your scheduled time & get fingerprinted. The GAPS location will provide the necessary fingerprinting service.

Please note that it takes a minimum of 48 hours to review the results. In some instances, it may take longer. Prints may be rejected for a variety of reasons by the FBI or GBI such as characteristics of low quality. These types of rejections are not common. If this occurs, a request for a second submission by the FBI may occur. See Cogent System information for how to handle if rejected and if costs apply. When results are available to the employing agency, the results (both GBI/GCIC & FBI/NCIC) will need to be printed and attached to your POST application for completion of the POST application process. Please do not contact POST directly regarding the status of your fingerprint processing. POST will direct the results internally to your application or petition.

If you need further assistance with the GAPS service, you can call the GCIC Helpline at (404)-244-2639 – “OPTION 2” or via e-mail at GAApplicant@gbi.state.ga.us.