LIVESCAN FINGERPRINTING PROCEDURE

LiveScan fingerprinting is an electronic Georgia Applicant Processing Service (GAPS) managed by Cogent Systems, Inc. Your fingerprints will be scanned with a computer.

You DO NOT need inked fingerprint cards.

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


STEP 2  Under the REGISTRATION header, select the appropriate link, EITHER the

- Single Applicant Registration link (if you are just registering one person); OR
- Multiple Application Registration link (if you are registering more than one person).

STEP 3  Fill in the required Personal and Transaction Information.

*Note: all fields highlighted in yellow and marked with an asterisk (*) are required.*

STEP 4  REASON: In the drop down menu for Reason, select “DECAL – Daycare Director/Employee”

STEP 5  PAYMENT*: In the drop down menu for Payment, select one of the following choices:

- Credit Card  Note: No unemployment cards, child support cards or gift cards accepted;
- Money Order  Note: Money Orders can be used for Single Applicant Registration only, and the applicant must provide the money order payable to 3M Cogent – GAPS at the GAPS Print Location before being fingerprinted;
- Agency  Note: This option can only be selected if the employer has established a Billing Account with 3M Cogent and provided you with the appropriate billing codes and password.

* Notes about Payments:

- Payment by cash or personal check WILL NOT BE ACCEPTED.
- The processing fee on or after March 1, 2013 is $52.75.

STEP 6  Fill in the ORI/OAC number as GA922290Z.

STEP 7  Fill in the Verification code as 922290Z.

STEP 8  If you selected Agency as the method of payment, fill in the Billing Code and Billing Password. If you are paying by credit card or money order, leave these fields blank.

STEP 9  Do not check the box after “Does another agency make the fitness determination?”

STEP 10  Click the Next button to advance to the next page. Note: If you did not enter your Social Security Number, you must take your registration receipt with you to the fingerprint site and use the Registration ID to be fingerprinted.

STEP 11  VERIFY your registration information and click the Next button to advance to the next page.

STEP 12  RECORD your Registration ID number on your Records Check Application to be mailed to Bright from the Start

STEP 13  PRINT your Registration Receipt. Bring a copy of your receipt to the fingerprinting site and keep a copy for your records.
SELECT A FINGERPRINTING LOCATION:
STEP 14 Under the PRINT SITE LOCATIONS header, select the Print Location & Hours link.
STEP 15 Click a GAPS region to SELECT the GAPS Service Site nearest you.

ELECTRONIC FINGERPRINTING:
STEP 16 Gather the following documents:
- Registration Receipt listing your registration confirmation number
- Two copies of your valid and unexpired picture identification document (See next page for valid ID options). One copy is for STEP 17; the other copy is for STEP 20.
- Payment if you chose the Money Order option in STEP 5
STEP 17 VISIT the Print Site Location you chose and electronically SCAN your fingerprints. 
   Your results will be transferred electronically to Bright from the Start for review.

RECORDS CHECK APPLICATION:
STEP 18 Complete the Records Check Application form. Be sure to include your Cogent registration confirmation number.
STEP 19 Sign the completed Records Check Application form in front of a witness and have the witness also sign.
STEP 20 Mail the completed, signed and witnessed Records Check Application form along with a photocopy of your valid and unexpired picture identification document from STEP 16 to:

   Bright from the Start: Georgia Department of Early Care and Learning
   Criminal Records Unit
   2 Martin Luther King Jr. Drive, SE
   Suite 754, East Tower
   Atlanta, GA  30334

   (Do not send any payment with this application)
COGENT SYSTEMS APPROVED IDENTITY VERIFICATION DOCUMENTS

Cogent Systems 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
- US Passport with Photograph
- US Active Duty/Retiree/Reservist Military ID 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 identifications, 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
- NS 1-688 Temporary Resident Identification Card

**Secondary Documentation must be supported by at least two of the following:**
- Utility Bill (with current address)
- Voter Registration Card
- Vehicle Registration Card/Title
- Paycheck Stub with Name/Address
- Cancelled Check or Bank Statement