GEORGIA DEPARTMENT OF AGRICULTURE

Gary W. Black, Commissioner   www.agr.georgia.gov

Licensing Background Check Fingerprinting Procedure

Your fingerprint background check for becoming a licensed Hemp Grower or Processor will be handled via the electronic Georgia Applicant Processing Service (GAPS) managed by Cogent Systems, Inc. You will complete an online registration, then get your fingerprints scanned electronically at a GAPS Print Site. Once the background check is finished your results will be transferred to the agency electronically for review.

Fee for the online registration is $36.00, payable by credit card at the time of registration.

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

1. Visit the Cogent Systems website at https://pci.aps.gemalto.com/gaperlpub/landing_page_1.pl
2. Select the GEORGIA DEPARTMENT OF AGRICULTURE button.

GEORGIA DEPARTMENT OF AGRICULTURE (GDA)

3. Select the REGISTER TO BE FINGERPRINTED tab.

Georgia Department of Agriculture

REGISTER TO BE FINGERPRINTED

4. Read the Non-Criminal Justice Applicant's Privacy Rights and Privacy Act Statement. Check the box "I have read and accepted these terms" and Continue.

☑ I have read and accepted these terms.

| Cancel | Continue |

GEORGIA DEPARTMENT OF AGRICULTURE

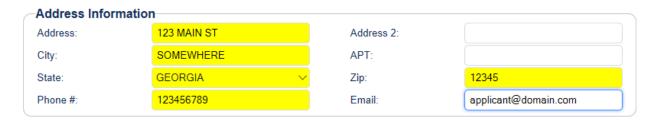Gary W. Black, Commissioner   www.agr.georgia.gov

5. On the Applicant Registration page, complete all fields highlighted in yellow. Click Continue when you are done.

    - Transaction Information
        - Requesting Agency ID – Enter **GAP15591**
        - Reason: In the dropdown menu for Reason, select "**GA Check Only**".
        - Position Applied For: Enter "**HEMP**".

    Transaction Information

Reviewing Agency ID:	GAP15591	Reason:	GA Check Only
Requesting Agency ID:	(If different from Reviewing Agency	Position Applied for:	HEMP
Payment:	Credit Card	Fingerprint Card User:	☐ By Checking this box, you are agreeing to submit ink cards to Gemalto Cogent. See here for details
	No unemployment cards, child support cards or gift cards are accepted.		

    - Personal Information

    Personal Information

Last Name:	I AM	First Name:	A SAMPLE
Middle Name:	MIDDLE	Suffix:	SELECT
Social Security #:	123456789	Re-enter SSN:	123456789
Date of Birth:	01231990	Weight:	185
Sex:	SELECT	Race:	SELECT
Eye Color:	SELECT	Hair Color:	SELECT
Height:	SELECT	Place of Birth:	GEORGIA
Country of Citizenship:	UNITED STATES	State Driver's License:	GEORGIA
Driver's License #:	012345678		

    - Address Information

    Address Information

Address:	123 MAIN ST	Address 2:	
City:	SOMEWHERE	APT:	
State:	GEORGIA	Zip:	12345
Phone #:	123456789	Email:	applicant@domain.com

6. VERIFY YOUR INFORMATION
    - Review the information on this page. Click "Go Back" to make changes if something is not correct, or "Continue" if all information is correct.

7. PAYMENT - On the Credit Card Payment page, complete all fields highlighted in yellow. Click "Pay" when you are done.
    - NOTE: Please DO NOT click the back button of the browser and click only once on the "Pay" button. If you cannot see the receipt page after 20 seconds, please go to the cogentid.com home page, find the program you are register for, and click "Print Receipt" link to check whether your payment is successful.
8. From the confirmation page, print or e-mail a copy of your Registration Receipt to yourself. It contains the Registration ID (GA _____ with 13 additional characters for a total of 15 characters) which will be required to show when you fingerprint.
9. Bring a copy of your receipt to the fingerprinting site and keep a copy for your records.

Electronic Fingerprinting

1. You can find an authorized location at https://www.aps.gemalto.com/ga/index.htm.
2. Under the Helpful Links header, select the "Find a Fingerprint Location" link.
3. Gather the following documents:
    - Registration receipt listing your registration confirmation number
    - Your valid and unexpired picture identification document (see list below for approved documents).
4. Visit the Print Site Location you chose 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.