

INSTRUCTIONS FOR OBTAINING YOUR GEORGIA CRIMINAL BACKGROUND

AAA Partners in Adoption, Inc., has recently joined the Georgia Applicant Processing Service (GAPS) through Cogent Systems for processing a statewide criminal background check for our adoptive clients adopting.

www.ga.cogentid.com

This process will allow you to expedite your criminal background search for Georgia (only). *(Please note this is only for Georgia – you will still be required to complete a federal FBI criminal background check).*

Please follow instructions below to obtain your Georgia criminal background; that is basically a three step process:

Step One: The applicant must register and pay (online or via phone – see below)

Step Two: The applicant goes to location of their choice for live scan of fingerprints

Step Three: The results of this criminal background check are sent directly to us.

Applicant Use

The applicant must register with Cogent Systems prior to going to the fingerprint site. Fingerprint services will not be provided to applicants that have not registered. Registration may be completed online or over the phone.

Online Registration is available 24/7 at www.ga.cogentid.com.

Telephonic registration is available at 1-888-439-2512 Monday thru Friday, 8AM to 6PM EST.

(STEP ONE)

During the registration process, demographic data about the applicant will be collected (name, address, SSN, etc.) There will be no data collection or registration at the fingerprint collection sites.

* During the registration process you will be required to enter the following:

ORI/OAC NUMBER: GAP091050

VERIFICATION CODE: P091050

**Under the section - Transaction Information
for Reason**

CLICK ON “Adoption Private (Adoption Agency) GA Check Only

**PLEASE REGISTER YOURSELF ONLINE TO AVOID REGISTRATION
AND DATA COLLECTION ERRORS.**

Definitions	
GAPS Applicant Waiver	All applicants are required to review and agree to these terms.
Single Applicant Registration	Use this registration option if you are registering yourself, or are registering one individual for a criminal history background check.
Multiple Applicant Registration	Use this registration option if you are registering multiple applicants that will be paid for by one form of payment, or billed to one approved Agency Billing Agreement.
Payment	<p>The applicant will be required to pay a fee for the fingerprint service and to secure a criminal history record check.</p> <p>Credit card or debit card payments are accepted online during registration at www.ga.cogentid.com for applicants that wish to pay electronically.</p> <p>Money orders or cashiers checks <u>PAYABLE TO COGENT SYSTEMS</u> will be accepted at GAPS service sites for those applicants who do not have the means to pay electronically.</p> <p style="text-align: center;">NO CASH TRANSACTIONS OR PERSONAL CHECKS WILL BE ACCEPTED AT THE PRINT LOCATIONS.</p>
Definitions	
Applicant Credit Card	Select this option if you are paying for your own criminal history check with your personal credit card.
Applicant Money Order	Select this option if you will be making payment at the GAPS service site with a guaranteed form of payment; money order or cashiers check only.
Fingerprinting	<p>Once registered and payment type has been determined, the applicant may proceed to the fingerprint site of their choice for fingerprinting. The location of the fingerprint sites, the days and hours of operation for each site are published on the GAPS website at www.ga.cogentid.com.</p> <p>LOCATIONS AND HOURS OF OPERATION FOR FINGERPRINTING SITES MAY CHANGE. APPLICANTS ARE ENCOURAGED TO REVIEW THE GAPS WEB SITE OFTEN</p>
(STEP TWO)	<p>At the GAPS site the applicants must present a qualified State or Federal photo ID before beginning the transaction. A list of approved ID types may be found on the Cogent Systems' website at www.ga.cogentid.com and see WHAT TO BRING. Applicants will not be processed if they cannot produce acceptable identification.</p> <p>Receipts for successfully completed submittals are available at the GAPS Website. You will need your social security number and birth date to access your printable receipt.</p>
Results	Results of your criminal history background check will be made available only to the agency that requested the records check.
(STEP THREE)	<p><u>These results will be accessible from a secure web server and may be viewed and downloaded for seven (7) days after the results become available.</u> It is imperative that you notify AAA Partners in Adoption once you have completed your live scan (step two).</p>