

LIVESCAN FINGERPRINTING PROCEDURE

For Childcare Directors, Employees, Volunteers

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 1 Visit the Cogent Systems website at www.ga.cogentid.com
- STEP 2 Select the **APPLICANT REGISTRATION** tab at the left bottom of screen
- STEP 3 Choose the **Department of Early Care and Learning (DECAL)** tab to register
- STEP 4 Choose **REGISTER TO BE FINGERPRINTED**
- STEP 5 Non-Criminal Justice Applicant's Privacy Rights – if you read and accept the terms, check the box at the bottom of the page and press continue

Notes: All fields highlighted in yellow are required

The Reviewing Agency ID number is pre-populated. Do not change this number.

Do not add anything in the Requesting Agency Section.

- STEP 6 **REASON:** In the drop down menu for **Reason**, select “**DECAL – Daycare Director/Employee**”
- STEP 7 **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 April 1, 2015 is \$51.00.**

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 Fill in required **PERSONAL AND ADDRESS INFORMATION** and click **CONTINUE**.

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 10 **VERIFY** your registration information and click the **SUBMIT** button to advance to the next page.

STEP 11 **RECORD** your Registration ID number on your Records Check Application to be mailed to Bright from the Start

STEP 12 **PRINT OR EMAIL** 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 13 Select the **FINGERPRINT LOCATIONS** link at the bottom of the COGENT web page.
STEP 14 Click a GAPS region to identify the GAPS Service Site nearest you.

ELECTRONIC FINGERPRINTING:

- STEP 15 **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 16; the other copy is for STEP 22.
 - Payment if you chose the Money Order option in STEP 7
- STEP 16 **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 17 Complete the Records Check Application [form](#). **BE SURE TO INCLUDE** your Cogent registration ID number.
- STEP 18 Sign the completed Records Check Application form in front of a notary public and have the notary public also sign and stamp or seal.
- STEP 19 Mail the completed, signed and notarized Records Check Application form along with a photocopy of your valid and unexpired picture identification document from STEP 15 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
- INS I-688B, I-766 Employment Authorization 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
- Certificate of Naturalization (N550)
- Current Paycheck Stub with Name/Address
- Cancelled Check or Bank Statement