

Georgia Statewide Fingerprint Instructions

Summary – The state of Georgia has requested a Fingerprint Card to complete processing of the statewide criminal search.

In State vs out of State current residents

Applicants who live in the State of Georgia and applicants who do not reside in Georgia must register for fingerprints using the states vendor. On the Schedule Appointment tab on the website, in state residents can select a location near them to be electronically fingerprinted.

Out of state applicants will be presented with locations in Georgia and outside of the state of Georgia. Please select a location outside of Georgia that will mail a packet to complete the fingerprinting process. The applicant will need to follow the instructions on the packet as to where to mail the ink-rolled fingerprint card and any additional documentation.

1. Access the site - <https://fieldprintgeorgia.com/individuals>
2. Click on the Schedule Appointment button.
3. Click on the Sign-Up button to register as a new user.
4. Click on the Georgia Bureau of Investigation tile.
5. Select the Personal Request Background Check tile and hit Continue.
6. Enter all of your Personal Information (all fields with a red asterisk symbol are required)
7. Enter all of your Demographic information.
8. Acknowledge Biometric Disclosure
9. Acknowledge GA Privacy Statement
10. Schedule an appointment
11. Complete payment
12. Review Confirmation

Once your request has been completed, the results of the GCIC criminal background check and notarized certificate will be mailed to the home address entered at the time of registration. The response time is approximately 7-14 business days which excludes weekends and holidays. **Once you receive the results of the search, please scan them and email them to casedocuments@fadv.com as soon as possible to prevent delays.**

Important Notes:

- The agencies conducting the fingerprints might require fees in order to process the request. The fees may vary between the agencies.
- Please do not send any fees or money to First Advantage.
- Once the results have been received, please scan them and email them to First Advantage at casedocuments@fadv.com

