

GCIC APPLICANT FINGERPRINT INSTRUCTIONS

Important Information

- The state of Georgia has requested a Fingerprint Card to complete processing of the Georgia Bureau of Investigations search.
- In-state applicants can choose a nearby location to have their fingerprints taken electronically.
- Out-of-state applicants can send in fingerprint cards by choosing the mail-in fingerprint card option. Details for mailing the fingerprint cards will be provided once this option is selected.

Fingerprint Process (In State)

To submit application for fingerprint service, please complete the following:

1. Website: <https://ga.state.identogo.com/ue>
 - a. Enter the service code provided below then click on GET STARTED
 - i. Service Code is 2TGRNG

FOR AG

GEORGIA Enrollment & Fingerprinting Services



Enrollment for Licensing, Certification, or Employment requirements in Georgia

IdentoGO by IDEMIA is the leading biometric solutions provider for state and local agencies, specializing in the secure capture and transmission of electronic fingerprints for employment, certification, licensing, and other verification purposes.

Enter your service code to get started.

GA Residents: Enter your service code below to start your enrollment process and schedule an appointment at an in-state enrollment center.

Non-GA Residents: Select Mail in Physical Fingerprint Card option under Additional Services section below.
Don't know your service code? Click [here](#) or contact your agency or employer.

- b. Enrollment Service Lookup page
 - i. **Reviewing Agency:** First Advantage - GAPI00088
 - ii. **Requesting Agency: (LEAVE THIS BLANK)**



Georgia
Enrollment Service Lookup

You have chosen to start an enrollment in Georgia State-only Background Checks / GA Check Only (service code 2TGRNG).

* Required fields

Reviewing Agency*
GA0680900

If your agency provided a Requesting Agency ID number, enter it below and select Continue. If you were not provided a Requesting Agency ID number, leave it blank and select Continue.

Requesting Agency
GAPI00088

- c. Click on **Continue**
- d. Review the Enrollment Service Lookup page

Georgia
Enrollment Service Lookup

Based on your inputs, the following service information is available.

AGENCY:
Georgia State-only Background Checks

REASON FOR FINGERPRINTING:
GA Check Only

REVIEWING AGENCY:
GA0680900 - ALTO POLICE DEPARTMENT

REQUESTING AGENCY:
GAPI00088 - First Advantage Background Services Corp

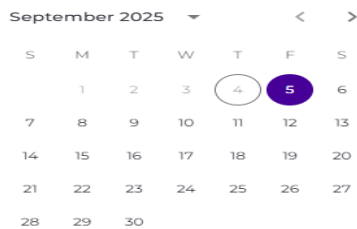
SERVICE CODE:
2TGRNG

START ENROLLMENT

2. Click on **START ENROLLMENT**
3. Read and Click to Acknowledge the Privacy Rights and Statement
4. Click on **Continue**
5. Complete the entire form with **Personal Information**
6. Click on **Continue**
7. Schedule Appointment Page
 - a. Enter Zip Code information
 - b. Select Location, Date and Time
 - c. Confirm Appointment

PAKMAIL

1860 Sandy Plains Rd, Ste 204, Marietta, GA 30066-7833



Friday, September, 5th, 2025
Appointments Available:

08:30 AM	09:10 AM	09:40 AM
09:50 AM	10:50 AM	11:10 AM
11:20 AM	11:50 AM	12:00 PM
12:10 PM	12:20 PM	12:40 PM
12:50 PM	01:10 PM	01:20 PM



Confirm Appointment

Ensure your appointment location and time are correct. Use the 'NO, CANCEL' button to edit this appointment. If you would like to choose another appointment, select the 'X'.

PAKMAIL
1860 Sandy Plains Rd, Ste 204, Marietta, GA 30066-7833
09/11/2025 at 9:30 AM EDT

8. Click on **CONTINUE TO PAYMENT**
 - a. Click on Pay and Submit to submit payment information

GEORGIA STATE-ONLY BACKGROUND CHECKS

GA Check Only

● Personal Information — ● Schedule Appointment — ● Review Enrollment Application — ● **Payment & Confirmation**

PAYMENT

Please note that payment is required for your enrollment. Credit Card is the preferred method of payment. Cash and personal checks are NOT accepted in-person.

SERVICES	SERVICE COST
TOTAL	\$39.99

Enter any payment vouchers or coupon codes below.

[CANCEL ENROLLMENT](#)

[← BACK](#)



Enrollment Payment ×

Amount 39.99

Name*

Card Number*

Exp Month * Exp Year * CVV/CVC*

Address*

Secondary Address

City* State/Province * Postal Code*

Email

9. Appointment Confirmation

GEORGIA
Enrollment Request Submitted

Hello [REDACTED]


Your fingerprint registration is under review by ATLANTA PUBLIC SCHOOLS. When the review is complete, you will receive an email that will provide the next step.

If you have questions about the Georgia Applicant Process Service (GAPS), contact Georgia Bureau of Investigation at 404-244-2639 Option 2 or email GAapplicant@gbi.ga.gov during the operating hours Monday through Friday 9:00 AM until 4:00 PM ET.

ENROLLMENT DETAILS

UEID	ORI / AGENCY	SERVICE
AZGA11K1V1	GA930010Z - ATLANTA PUBLIC SCHOOLS	School Employment - Public Schools

To check your application status or cancel your request, please follow the link below.



Fingerprint Process (Out of State)

1. Follow steps 1-7 above



GEORGIA STATE-ONLY BACKGROUND CHECKS

GA Check Only

1 Personal Information — 2 **Schedule Appointment** — 3 Review Enrollment Application — 4 Payment & Confirmation

SCHEDULE APPOINTMENT

Find a convenient time and place for you to complete your in-person enrollment appointment. If there's no location that's suitable for you, you can mail in a physical fingerprint card.

I would like to mail in a fingerprint card

I have a special location access code

2. Select option to **mail in fingerprint card**
3. Click on **YES, CONFIRM**



Attention!

You have selected the ink card submission process. You will be asked to send in two (2) separately rolled fingerprint cards to IdentoGO after making payment arrangements. You are verifying that you are either a non-resident of the State or you are physically unable to travel to an Enrollment Center to be printed.

Applicants that reside in Georgia should return and schedule an appointment. **Only out of state residents or individuals physically unable to be digitally printed are able to use this option.**

- Fingerprint cards should not be submitted until the card scan registration is completed and you have the barcode page printed to submit with the hard cards.
- Fingerprint cards must be sent to the correct address for processing:
*IdentoGO Cardscan Department - GA
340 Seven Springs Way, Suite 250
Brentwood, TN 37027*
- Fingerprints submitted on hard cards are typically of lower quality and result in a higher rate of FBI rejections.
- Processing of fingerprint cards takes significantly longer than fingerprinting at an enrollment center.

Please be aware that submission of incorrect or invalid data, including but not limited to incorrect agency fingerprint reason or applicant demographic data that results in the need to conduct a new fingerprint card submission will be at the applicant's cost. Demographic information provided on the fingerprint card must exactly match the demographic information entered during this registration process or the card will be returned

Please confirm with your agency or organization that you are eligible to submit your fingerprints by hard card.

NO, CANCEL

YES, CONFIRM

4. Click on **CONTINUE TO PAYMENT**
 - a. Click on Pay and Submit to submit payment information



GEORGIA STATE-ONLY BACKGROUND CHECKS

GA Check Only

✔ Personal Information —
 ✔ Schedule Appointment —
 ✔ Review Enrollment Application —
 4 Payment & Confirmation

PAYMENT

Please note that payment is required for your enrollment. Credit Card is the preferred method of payment. Cash and personal checks are NOT accepted in-person.

SERVICES	SERVICE COST
TOTAL	\$39.99

Enter any payment vouchers or coupon codes below.

[CANCEL ENROLLMENT](#)

Enrollment Payment



Amount 39.99

Exp Month *	Exp Year *	CVV/CVC*
September ▼	2025 ▼	

City*	State/Province *	Postal Code*
	Alabama ▼	

