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:

2. Select the GEORGIA DEPARTMENT OF AGRICULTURE button.
3. Select the REGISTER TO BE FINGERPRINTED tab.
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.
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”**.

<table>
<thead>
<tr>
<th>Transaction Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Reviewing Agency ID:</strong> GAP15591</td>
</tr>
<tr>
<td><strong>Requesting Agency ID:</strong> GAP15591</td>
</tr>
<tr>
<td><strong>Payment:</strong> Credit Card</td>
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</tbody>
</table>

- **Personal Information**

<table>
<thead>
<tr>
<th>Personal Information</th>
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</thead>
<tbody>
<tr>
<td><strong>Last Name:</strong> IAM</td>
</tr>
<tr>
<td><strong>Middle Name:</strong> MIDDLE</td>
</tr>
<tr>
<td><strong>Social Security #:</strong> 123456789</td>
</tr>
<tr>
<td><strong>Date of Birth:</strong> 01231990</td>
</tr>
<tr>
<td><strong>Sex:</strong> SELECT</td>
</tr>
<tr>
<td><strong>Eye Color:</strong> SELECT</td>
</tr>
<tr>
<td><strong>Height:</strong> SELECT</td>
</tr>
<tr>
<td><strong>Country of Citizenship:</strong> UNITED STATES</td>
</tr>
<tr>
<td><strong>Driver’s License #:</strong> 0123456789</td>
</tr>
</tbody>
</table>

- **Address Information**

<table>
<thead>
<tr>
<th>Address Information</th>
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</thead>
<tbody>
<tr>
<td><strong>Address:</strong> 123 MAIN ST</td>
</tr>
<tr>
<td><strong>City:</strong> SOMEWHERE</td>
</tr>
<tr>
<td><strong>State:</strong> GEORGIA</td>
</tr>
<tr>
<td><strong>Phone #:</strong> 123456789</td>
</tr>
</tbody>
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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

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.

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.