

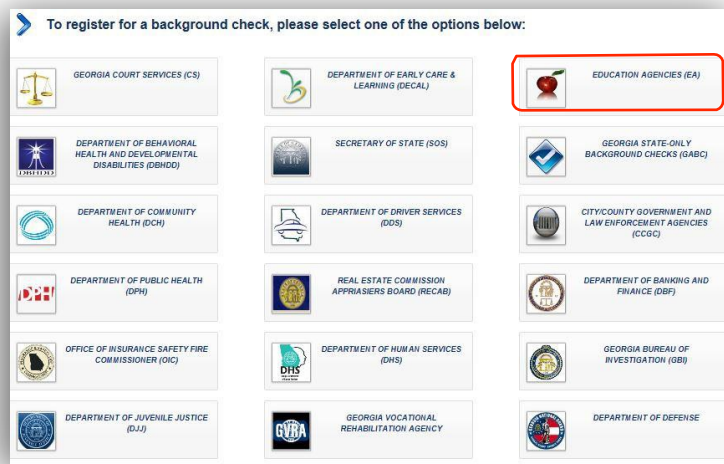
Applicant Registration Steps for FINGERPRINTING

- **Step 1**– Access the GAPS site at <https://www.aps.gemalto.com/ga/index.htm>, then select “Applicant Registration”



- **Step 2**– Select the appropriate agency. **YOU WILL SELECT "EDUCATION AGENCIES"**

****Note:** The agency selected will be the agency receiving the applicant’s criminal history record information.



➤ To register for a background check, please select one of the options below:



SELECT "PUBLIC SCHOOLS"

- **Step 3** – Read the “Non-Criminal Justice Applicant Privacy Rights” and “Privacy Act Statement”, then select “**I have read and accepted the terms**” to continue with registration.
- **Step 4** – Complete the applicant registration **** yellow indicates a required field****

gemalto Applicant Fingerprinting Online Services

Select Language ▼

Applicant Registration

Step 1 - Please Enter Your Information

Transaction Information

Agency: FRANKLIN COUNTY SCHOOL SYST ↓

Reviewing Agency ID: GA931030Z

Requesting Agency ID: (If different from Reviewing Agency ID)

Payment: Credit Card ↓
No unemployment cards, child support cards or gift cards are accepted.

Reason: SELECT ↓

Position Applied for: [Empty Field]

Fingerprint Card User: By Checking this box, you are agreeing to submit link cards to Gemalto Cogent. See [here](#) for details

Personal Information

Last Name: [Yellow Field]

Middle Name: [Empty Field]

Social Security #: No dashes

Date of Birth: MMDDYYYY

Sex: SELECT ↓

Eye Color: SELECT ↓

Height: SELECT ↓

Country of Citizenship: SELECT ↓

Driver's License #: Don't include 'GA'

First Name: [Yellow Field]

Suffix: SELECT ↓

Re-enter SSN: No dashes

Weight: [Yellow Field]

Race: SELECT ↓

Hair Color: SELECT ↓

Place of Birth: SELECT ↓

State Driver's License: SELECT ↓

Address Information

Address: [Yellow Field]

City: [Yellow Field]

State: SELECT ↓

Phone #: [Yellow Field]

Address 2: [Empty Field]

APT: [Empty Field]

Zip: [Yellow Field]

Email: [Empty Field]

Reset Continue

Note: * Fields in yellow are required.

Please note that fingerprinting hours may be different than open store hours. Be sure to confirm that the location is fingerprinting before

- Agency: Please make sure you select “**FRANKLIN COUNTY SCHOOL SYSTEM**” (If you don’t choose the correct agency, we will not receive your results).
- Payment: Select “**CREDIT CARD**” (You may use credit or debit card) or “**Money Order**”
- Reason: Select “**SCHOOL EMPLOYMENT-PUBLIC SCHOOLS**”
- Fingerprint Card User – Only applicants residing outside of the state of Georgia will need to select this box.
- After completing all the fields in yellow, click “**CONTINUE**”

- **Step 5** – Print the Registration Receipt
- ****Note:** This receipt must be taken, along with a photo ID, to a GAPS print site location.
- **Step 6** – Locate a GAPS print site. On the homepage under “Helpful links” select “Find a Fingerprint location”. The closest location is STEPHENS COUNTY SHERIFF'S OFFICE.
- **Step 7** – **E-mail Brenda** at brenda.tatum@franklin.k12.ga.us and let her know that you have been fingerprinted. Include your Full Name and the Date you went. *Please do this as soon as you can after being fingerprinted.*

SITE INFORMATION

Primary Service Location Address	Stephens County Sheriffs Office 70 Alexander Street. Toccoa, GA 30577
Hours of Operations	Wed & Fri ONLY 8:00am to 4:00pm Fingerprinting is available during these hours but the personnel to do the fingerprinting may not. This depends on the Court schedule. PLEASE PHONE AHEAD to determine fingerprinting availability. If you have a large group of applicants to fingerprint, PLEASE CALL AHEAD. Please do not overwhelm the service by sending large groups of applicants to the locations. If you have a large group of applicants to fingerprint, please contact the fingerprint site and plan for their arrival to occur over days and weeks, not hours. The fingerprint site may have a preferred method for handling large groups of applicants.
Telephone Number (Applicant Use)	706-886-252.5 Please see aacooentid.3m.com or the web site listed below for information pertaining to fingerprint processing and results. This fingerprint site DOES NOT have the means to provide applicants the status of their background check.
Web Site (Service Site Specific)	
Schedule a Mobile Fingerprinting	No
Directions to your facility	Map It
Special Instructions for Applicants	Exit 173 off I-85 North on HWY 17 approximately 20 miles. Our office is located at the intersection of Tugalo St and Alexander Street in downtown Toccoa