Instructions for Obtaining Fingerprint-Based Criminal Record History
To Satisfy Requirements of O.C.G.A. §19-8-16(D) In Adoptions

Effective the first of July 2007 Petitioners in adoptions in Georgia are required to provide the Court with a fingerprint-based criminal record history from both the Georgia Crime Information Center (GCIC) and the National Crime Information Center (NCIC) or FBI. This requirement can be met two ways: electronically utilizing the Georgia Applicant Processing Service (GAPS) or using inked fingerprint cards. The choice is up to the Petitioner as to which method is used; however, the electronic method generates a report which is delivered to the Clerk of the Court within approximately *48 hours* of submission and is the preferred method for the Courts in the Northeastern Judicial Circuit.

A.   To obtain the required report electronically using the Georgia Applicant
        Processing Service (GAPS), the Petitioner must do the following:

        1.   Go online to www.ga.cogentid.com and select the option "Single Applicant Registration" under the section entitled "REGISTRATION". Complete the information required about the Petitioner. In the blank for "REASON" select the second option from the top "Adoption Investigation by Court Appointed Agent". In the blank for "PAYMENT" select either "APPLICANT CREDIT CARD" or "APPLICANT MONEY ORDER".

                In the blank for "ORI/OAC" insert the ORI number for the Adoption Clerk for Hall County Superior Court which is "GA922930Z". In the blank for "VERIFICATION CODE" enter the following number "922930Z".

                For adoptions filed in Dawson County Superior Court, the ORI number is "GA922932Z" and the Verification Code is "922932Z".

                Check the box next to the question "Does another agency make the fitness determination?" Then select "Hall County Superior Court– Adoptions" or "Dawson County Superior Court – Adoptions", as applicable, from the drop down menu. Assuming you have completed the information correctly, you will be taken to another screen where you will be given an opportunity to review your information and have the option to "GO BACK" to make any necessary changes. When your information is correct select "NEXT" to advance to the screen that has place to complete the information required concerning how you are going to pay the $50.15* fee for processing of your criminal history report. **Note: you are given a REGISTRATION NUMBER and you must write it down** so you can use it to get your fingerprints scanned at the print location. You can also use this number at the same website to track the processing of your report and confirm that it was received by the Adoption Clerk where your adoption is

                *Fee is subject to change without notice.

pending.   When you have completed your payment information then "SUBMIT" your record and you will receive confirmation that your registration is complete.

2.   Select "Print Site Locations and Hours" from the "GAPS Print Site Locations" section on the left side of the home page and find a location convenient to you. Note: you can obtain directions to the location and confirm the hours of operation.

3.   Before leaving the home page check the "What To Bring" section under the "GAPS Print Site Locations" section on the left side of the home page and be sure you have a valid picture identification to bring with you.

4.   You next go to a GAPS location and identify yourself, provide them with your REGISTRATION NUMBER and they will arrange to scan your fingerprints into the system. Once that is done you have completed your portion of the process.

5.   The GAPS will then process your fingerprints and report the results of both the search of the GCIC and the FBI databases to the Adoption Clerk where your adoption is pending. The clerk will make a copy of those reports and place them in your adoption file.

You can check the status of the processing of your fingerprint based criminal history reports in the GAPS by going on line at www.ga.cogentid.com and selecting the option "Background Check Status" under the "Registration" section on the right side of the home page. You can either enter the REGISTRATION NUMBER you received and your DATE OF BIRTH, then select "FIND" or you can enter your LAST NAME, FIRST NAME, DATE OF BIRTH, and LAST FOUR DIGITS OF YOUR SOCIAL SECURITY NUMBER, then select "FIND" and the system will display the status of your search.

If the Petitioner chooses to submit inked fingerprint cards, the Clerk's Office will provide two pre-printed fingerprint cards at the time of filing the petition.