

Applicant Registration for Fingerprinting

Fingerprinting Process for Owners of Personal Care Homes, Assisted Living Communities, Private Home Care Providers, Community Living Arrangements and Administrators/Managers/Directors of Personal Care Homes and Assisted Living Communities

Helpful hints in completing your 3M Cogent Applicant Fingerprint Registration



The Georgia Bureau of Investigation has contracted with 3M Cogent to conduct live scan fingerprinting on a statewide basis.
Providers who do not already have an Agency ID [or OAC or GAC] number issued by 3M Cogent must first obtain a number <u>before</u> you can register applicants for fingerprinting.

• Fields highlighted in yellow are required.

• In Step #5, the correct reason for fingerprinting must be chosen. You cannot choose, for example, DCH – Personal Care Home (Owner) when the person being registered for fingerprinting is a Director or an employee. Should this occur, DCH will not issue a fitness determination letter.

- DCH recommends you complete the "Position Applied for" and email address fields.
- On the 3M Cogent website at <u>https://www.ga.cogentid.com/index.htm</u>, click on Fingerprint Locations to see vendor, street address, city and telephone number of the live scan fingerprint vendor.
- When the form requests the name of the Agency, you would enter the name of your business or company.
- If you have multiple service locations, you can use the same Agency ID for all entities.
- When you get to Applicant Registration screen under Transaction Information, the first line is the Reviewing Agency ID. This is DCH's Agency ID – do not edit this field. The second line is the Requesting Agency ID – this is where you enter your Agency ID [or GAC/OAC] number.

NOTE: The screenshots used in this module are based on one example information.



1. Click on Applicant Registration



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2. Click on Department of Community Health

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X	DEPARTMENT OF BEHAVIORAL HEALTH AND DEVELOPMENTAL DISABILITIES (DBHDD)	SECRETARY OF STATE (SOS)	GEORGIA STATE-ONLY BACKGROUND CHECKS (GABC)	
	DEPARTMENT OF COMMUNITY HEALTH (DCH)	DEPARTMENT OF DRIVER SERVICES (DDS)	CITYCOUNTY ODVERNMENT AND LAW ENFORCEMENT AGENCIES (CCGC)	
	EPARTMENT OF PUBLIC HEALTH (DPH)	REAL ESTATE COMMISSION APPRIASIERS BOARD (RECAB)	DEPARTMENT OF BANKING AND FINANCE (OBF)	
	OFFICE OF INSURANCE SAFETY FIRE COMMISSIONER (OIC)	DEPARTMENT OF HUMAN SERVICES (DHS)	GEORGIA BUREAU OF INVESTIGATION (GBI)	
	PARTMENT OF JUVENILE JUSTICE	GEORGIA VOCATIONAL	DEPARTMENT OF DEFENSE	



3. Click on DCH REGISTRATIONS

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DCH REGISTRATIONS	AFFORDABLE CARE ACT ONLY	
The Georgia Department of Community Health (DCH) is one of Georgia's four Responsible for a \$12 billion budget for State Fiscal Year 2013, the department is Serving as the lead agency for Medicaid and also overseeing the State Health Be	health agencies serving the state's growing population of almost 10 million people. s one of the largest agencies in Georgia state government. enefit Plan (SHBP), Healthcare Facility Regulation and Health Information Technology	
In Georgia, agency programs provide access to nealth care services for one in to Through effective planning, purchasing and oversight, DCH provides access to most vulnerable and underserved populations.	affordable, quality health care to millions of Georgians, including some of the state's	
Seven enterprise offices support the work of the agency's four divisions. And mor	e than 600 DCH employees are based in Atlanta, Cordele and across the state.	
Clyde Reese serves as Commissioner of the Department of Community Health.		
Website: dch.georgia.gov dch.georgia.gov/00/channel_title/0.2094.31446711_144156392.00.html	Contact: Chris Bennett (404) 656-0464	
Address: Two Peachtree St. NW Atlanta. GA 30303	Contact: Denise Matthews (404) 463-0115	¥

4. Click Box, "I have read and accepted these terms and click 'Continue'"

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As an application for a job or license, an immigration or national fingerprint-based criminal history record check for a noncriminal justice pupped (uch as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you have criatin rights which are discussed below. You must be provided written notification that your fingerprints will be used to check the criminal history records of the Georgia Crime Information Center (GICC) and the FI blwen a federal necord check is so authorized. If you have a criminal history record, the agency making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record. The agency must advise you that the procedures for obtaining a change, correction, or updating of your criminal history record set forth at Title 20, Code of Federal Regulations (CFR). Section 16.34. If you have a criminal history record; you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the agency receiving the results of the criminal history record record. You have the right to expect the agency receiving the results of the criminal history record for authorized pupposes and will not retain or disseminate it in violation of state and/or federal statute, regulation or executive order, or rule, procedure or standards established by the National Circma Prevention and Privacy Compact Council. If agency policy does not permit it to provide you with a copy of your criminal history record of secure and possible challenge. If agency policy does not permit it to provide you ac copy of the record information reading din hor to GCC provided the disputed arrest occurred in deusting,	
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If you need additional information or assistance, please contact the Georgia Crime Information Center at GAapplicant@gbi.ga.gov	
or 404-244-2639 option 2.	
If registering on behalf of an applicant, a copy of this user agreement must be made available to them. This information can be downloaded for convenience.	
I have read and accepted these terms. Print Download	
Cancel Continue	- 1



5. Applicant Registration. Complete all fields in Yellow including Requesting Agency ID, SSN, Position Applied For and Email Address.

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Sex:	Male	Race:	Black	
Eye Color:	Brown	Hair Color:	Black	
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Click Continue



This is DCH's Agency ID number. Do not change or edit this field.

Enter your Agency ID in this field. This is your OAC or GAC number. Do <u>not</u> enter the Reviewing Agency ID in this field.



You must enter the correct Reason for fingerprinting. For example, a Director or Employee of a PCH cannot choose Owner as a Reason or a Private Home Care Provider cannot choose Owner if an Employee is actually being registered for fingerprinting. See Helpful Hints for additional information.



To expedite your review, enter the applicant's SSN, Position Applied For and Email Address.

6. Verify your information and then click Submit.

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Requesting Agency:	GA922960Z	Position Applied For:	DIRECTOR OF HOUSEKEEPING	
Payment Type:	Credit Card	Submitting Ink Cards:	No - You selected electronic fingerprinting	
Personal Information	n			
Last Name:	SMITH	First Name:	JOHN	
Middle Name:		Suffix:	NONE	
Social Security #:	234553434			
Date of Birth:	01011974 (MMDDYYYY)	Weight:	150	
Sex:	Male	Race:	Black	
Eye Color:	Brown	Hair Color:	Black	
Height:	603	Place of Birth:	FL	
Country of Citizenship:	US	Driver's License State:	GA	
Driver's License No.:	123456789			
Address Information	1			
Address:	123 ELM STREET	Address 2:		
City:	ANYTOWN	APT:		
State:	GA	Zip:	30300	
Phone #:	4041234567	Email:	john.smith@gmail.com	



7. If paying by credit card, enter all the applicable information in the yellow highlighted fields.

Scopent Applicant Fingerp × / SM Cogent Online Payment ×	
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Transaction 19p8. DCH - Fersonal Care Home (Director/Administrator/Manager) Transaction Exe: \$\$1.00	
* Fields with the yellow background color are required. Important notice regarding failed payments and google toolbar code: Code Group Leformations.	
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8. Process for out-of-state owners who prefer to submit a fingerprint card in lieu of being electronically fingerprinted in Georgia

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_Transaction Inform	ation	OK Cancel		
Reviewing Agency ID:	GA922960Z	Reason:	DCH - Personal Care Home (E 🔻	
Requesting Agency ID:	GA922960Z	Position Applied for:	DIRECTOR OF HOUSEKEEPING	
Payment:	Credit Card No unemployment cards, child support cards or gift cards are accepted.	Fingerprint Card User:	By Checking this box, you are agreeing to submit link cards to 3M Cogent. See here for details	
Personal Information	on			
Last Name:	SMITH	First Name:	JOHN	
Middle Name:		Suffix:	SELECT .	
Social Security #:	234553434	Re-enter SSN:	234553434	
Date of Birth:	01011974	Weight:	150	
Sex:	Male 🔻	Race:	Black	
Eye Color:	Brown 🔻	Hair Color:	Black	
Height:	6'03 🔹	Place of Birth:	FLORIDA T	
Country of Citizenship:	UNITED STATES •	State Driver's License:	GEORGIA	
Driver's License #:	123456789			
Address Informatio	n			
Address:	123 ELM STREET	Address 2:		
City:	ANYTOWN	APT:		



For out-of-state owners, you may want to submit hard copy paper fingerprint cards in lieu of coming to Georgia to be fingerprinted. If you checked the box to indicate you want to submit paper fingerprint cards in lieu of electronic fingerprinting, you will receive the enclosed pop up box in which you agree to submit fingerprint cards for an additional \$8.00 processing fee. Click the Details link for information on submitting paper fingerprint cards.

NOTE: DCH normally receives fingerprint results from live scan machines in 24-48 hours. If you elect to submit manual fingerprint cards, you must go to your local law enforcement agency and have your fingerprints taken on paper cards. You would then submit the fingerprint card (write your Agency ID on back of the card) and attached a copy of your 3M Cogent payment receipt to the card and mail it to the 3M Cogent address listed on the Details link noted above. From the time you mail your fingerprint card to 3M Cogent, it could take up to seven business days for DCH to receive your fingerprint results.

9. The above instructional screen appears when you click the Details link on the Applicant Registration tab if you check the box that you want to submit your fingerprints on paper in lieu of electronically.

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🔛 Apps 😰 SAO Financials (2) 🗋 Welcome and Login 🦲 Imported From	IE 📋 OIG LaserFische	
	Georgia Applicant Processing Service	<u>^</u>
	Hardcopy Fingerprint Card Submission Instructions	
Overview	Applicants that are out-of-state, unable to visit an electronic fingerprinting location, or are otherwise unable to be electronically fingerprinted may submit hardcopy fingerprint cards to 3M Cogent. There is an additional \$8.00 fee for processing ink cards.	
Process	 Applicants who are submitting ink cards for a required Georgia background check should follow the steps below: Register – All applicants must be registered prior to sending hardcopy fingerprint cards. You can register online at <u>www.cogentid.com</u>. Be sure to select the Fingerprint Card User box. Applicants may also contact the Registration Call Center to register by phone: 1-888-439-2512 Payment – Payment may be made online or a money order can be sent with your fingerprint card: <i>Option 1: Online Payment</i> – Applicants may apy online at the time of registration using a credit/debit card, or the transaction may be billed to your employer using "agency pay." <i>Option 2: Send payment with Fingerprint Card</i> – Money order 	
Process	only. Cash and personal checks are not accepted. Registration ID - All applicants will receive a Registration ID. Write this number on the back of your fingerprint cards. Submission – Mail the cards (and if applicable, payment) to: 3M Cogent, Georgia CardScan	



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	There is an additional \$8.00 fee for processing ink cards.	•
	Applicants who are submitting ink cards for a required Georgia background check should follow the steps below:	
	Register – All applicants must be registered prior to sending hardcopy fingerprint cards. You can register online at <u>www.cogentid.com</u> . Be sure to select the Fingerprint Card User box. Applicants may also contact the Registration Call Center to register by phone: 1-888-439-2512	
	Payment – Payment may be made online or a money order can be sent with your fingerprint card:	
	Option 1: Online Payment – Applicants may pay online at the time of registration using a credit/debit card, or the transaction may be billed to your employer using "agency pay."	
Process	Option 2: Send payment with Fingerprint Card – Money order only. Cash and personal checks are not accepted.	
	Registration ID - All applicants will receive a Registration ID. Write this number on the back of your fingerprint cards.	
	Submission - Mail the cards (and if applicable, payment) to:	
	3M Cogent, Georgia CardScan 5025 Bradenton Avenue, Suite A Dublin, OH 43016	
	Results – Background check results will be sent directly to your employer. 3M Cogent does not have access to background check results or make employment determinations. Please check with your employer regarding questions about your background check results.	