Provider Enrollment
Fingerprinting Process for Providers and Owners Enrolled in Georgia Medicaid/PeachCare for Kids®
How to Become a Requesting Agency
Helpful hints in completing your 3M Cogent Agency or Business Enrollment

42 CFR 455.450(c) requires that when a state Medicaid agency designates a provider as a “high” categorical risk, the agency must do all of the following:
- Require the submission of a set of fingerprints in accordance with 42 CFR 455.434.
- Under 42 CFR 455.434(b), the requirement to submit fingerprints applies to both the “high” risk provider and any person with a 5 percent or more direct or indirect ownership interest in the provider, as those terms are defined in 455.101.
- If the provider is enrolled in Medicare or another state’s Medicaid agency, Georgia will rely on the results of that agency’s fingerprint determination.
- 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 OAC or GAC (Agency ID) number issued by 3M Cogent must first obtain a number before you can register applicants for fingerprinting.
- Fields highlighted in yellow are required.
- On the 3M Cogent website at https://www.ga.cogentid.com/index.htm, 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 are enrolled in Georgia Medicaid and have multiple service locations, you can use the same Agency ID for all entities.
- When you get to the screen where it requests your Agency Name, the Agency ID will self-populate on the first line. This is your Agency ID. Do not change or edit this field.
- A Frequently Asked Questions (FAQ) regarding the fingerprint process can be found at www.mmis.georgia.gov. Click on Provider Information/FAQ for Providers.

NOTE: The screenshots used in this module are based on one example information
Navigating to Become a Requesting Agency

Go to: www.qa.cogentid.com

Click on “Become a Requesting Agency”
If your agency or business is **not** a governmental agency, click “No.” If it is, click “Yes.”
DCH will make the fitness determination. Click “Yes.”
All fields in yellow must be completed. Only check the box under Billing Address if you want to setup an account with 3M Cogent for billing purposes.

Click Continue

This is your Agency ID (GAC) number or account number with 3M Cogent. Please make note of this number. You can use this same GAC number for all service locations and for all future fingerprint registrations.

Enter your business or company name and address.

Select “Dept. of Community Health” from the drop down menu.

The Contact person is normally the business’ authorized individual.
Only answer “Yes” to this question if you want to setup a billing account with 3M Cogent. If you plan to pay the fingerprint registration fee using a credit card, click “No.”
The below screenshot is confirmation of your agency’s (or business) enrollment with 3M Cogent. Note your Agency ID (GAC) number in the Agency Enrollment box below.

When all screens are completed, you will be asked to print and submit the completed form by fax or email to the Georgia Crime Information Center (GCIC) Applicant Services at 404-270-8417 or GAapplicant@gbi.ga.gov. You may contact GCIC by telephone at 404-244-2639, option 2, for assistance.