

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 Gemalto Cogent.

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 <https://www.aps.gemalto.com/ga/index.htm> (<https://www.aps.gemalto.com/ga/index.htm>). 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. 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.

Registration ID - All applicants will receive a Registration ID. After approved by the agency, write this number on the back of your fingerprint cards.

Agency Approval - All applicants **MUST** be approved by the agency prior to being fingerprinted. If approved, you will receive an email letting you know you can proceed with fingerprinting.

Submission - After being approved and getting fingerprinted, mail the cards to:

Gemalto Cogent, Georgia CardScan
APS Department #165
2964 Bradley Street
Pasadena CA 91107

Results - Background check results will be sent directly to your employer. Gemalto 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.

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