

# FAQ

## How to Become a Requesting Agency

### 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 Agency or Business Enrollment



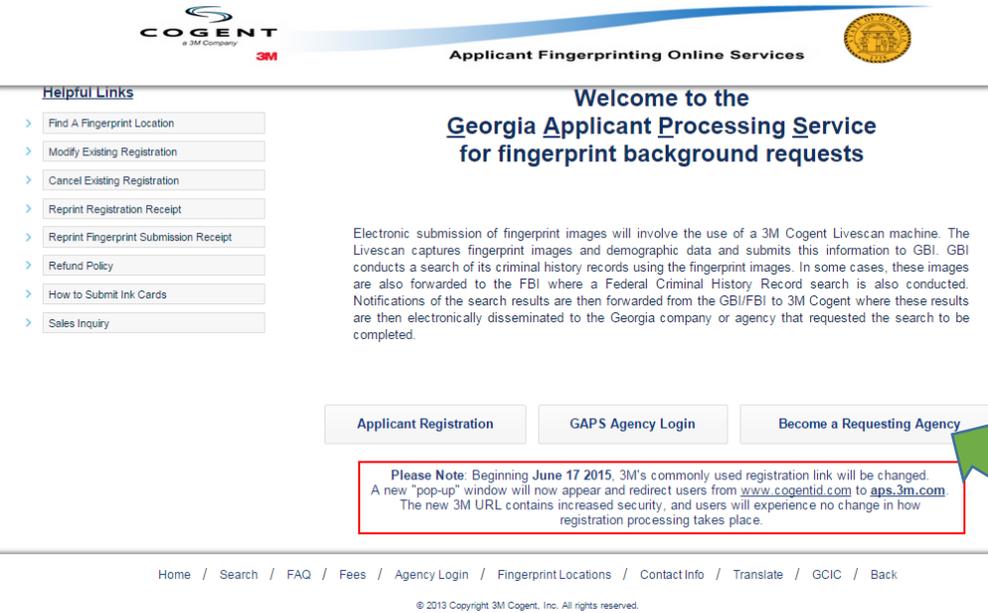
- The Georgia Bureau of Investigation has contracted with 3M Cogent to conduct live scan fingerprinting on a statewide basis.
- Providers who do not already have an OAC or GAC (Agency ID) number issued by 3M Cogent must first obtain a number **before** you can register applicants for fingerprinting.
- 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](http://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.ga.cogentid.com](http://www.ga.cogentid.com)

Click on “Become a Requesting Agency”



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Applicant Fingerprinting Online Services

**Helpful Links**

- > Find A Fingerprint Location
- > Modify Existing Registration
- > Cancel Existing Registration
- > Reprint Registration Receipt
- > Reprint Fingerprint Submission Receipt
- > Refund Policy
- > How to Submit Ink Cards
- > Sales Inquiry

**Welcome to the Georgia Applicant Processing Service for fingerprint background requests**

Electronic submission of fingerprint images will involve the use of a 3M Cogent Livescan machine. The Livescan captures fingerprint images and demographic data and submits this information to GBI. GBI conducts a search of its criminal history records using the fingerprint images. In some cases, these images are also forwarded to the FBI where a Federal Criminal History Record search is also conducted. Notifications of the search results are then forwarded from the GBI/FBI to 3M Cogent where these results are then electronically disseminated to the Georgia company or agency that requested the search to be completed.

[Applicant Registration](#)   [GAPS Agency Login](#)   [Become a Requesting Agency](#)

**Please Note:** Beginning **June 17 2015**, 3M's commonly used registration link will be changed. A new "pop-up" window will now appear and redirect users from [www.cogentid.com](http://www.cogentid.com) to [aps.3m.com](http://aps.3m.com). The new 3M URL contains increased security, and users will experience no change in how registration processing takes place.

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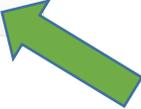
If your agency or business is not a governmental agency, click “No.” If it is, click “Yes.”



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Question

Is the agency you are enrolling with GAPS a school, state/local government agency?



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**DCH will make the fitness determination. Click “Yes.”**



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Question

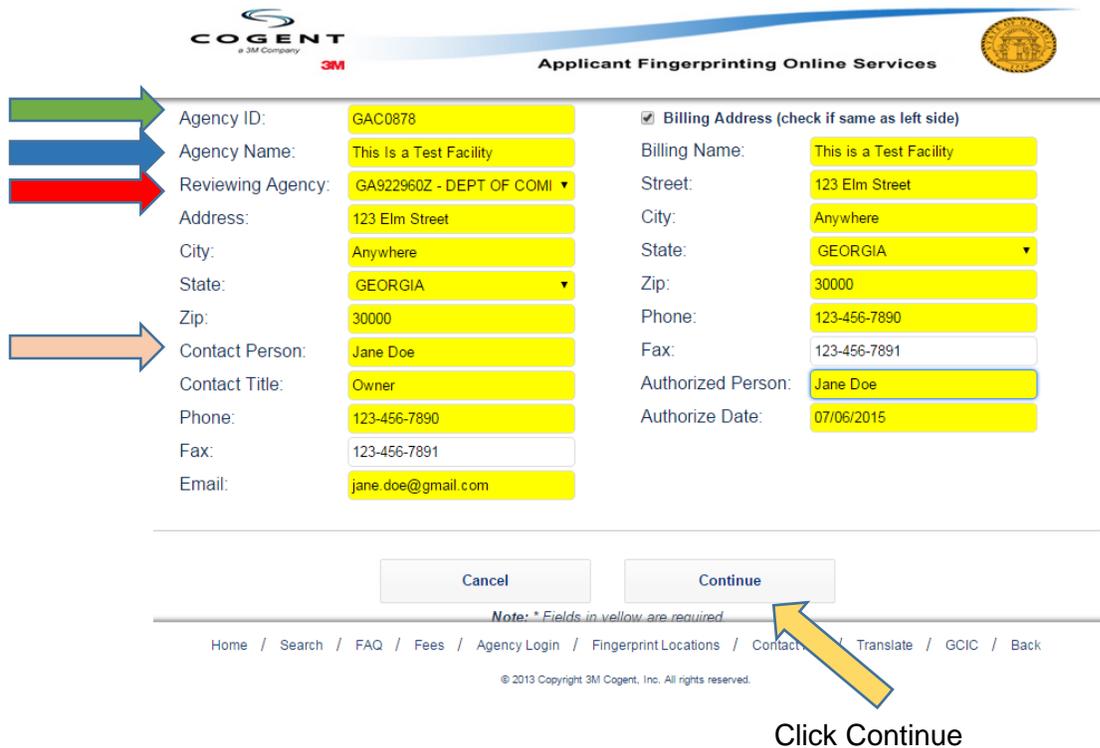
Is a state agency responsible for making a determination of employment eligibility for your applicants?

Yes

No



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.



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Agency ID: GAC0878

Agency Name: This Is a Test Facility

Reviewing Agency: GA922960Z - DEPT OF COMI

Address: 123 Elm Street

City: Anywhere

State: GEORGIA

Zip: 30000

Contact Person: Jane Doe

Contact Title: Owner

Phone: 123-456-7890

Fax: 123-456-7891

Email: jane.doe@gmail.com

Billing Address (check if same as left side)

Billing Name: This is a Test Facility

Street: 123 Elm Street

City: Anywhere

State: GEORGIA

Zip: 30000

Phone: 123-456-7890

Fax: 123-456-7891

Authorized Person: Jane Doe

Authorize Date: 07/06/2015

Cancel Continue

Note: \* Fields in yellow are required

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Click Continue

This is your Agency ID (GAC/OAC) number or account number with 3M Cogent. Please make note of this number. You can use this same 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.”**

Question

Would you like to have an Agency Pay account with 3M Cogent?

Yes

No



# FAQ



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.

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**Agency Enrollment**



**Georgia Crime Information Center (GCIC)**  
**GAPS Account Number Request Form**  
Criminal History Record Checks for State Agency Subcontractors

Submit completed form by fax or email to GCIC Applicant Services at 404-270-8417 or [GAapplicant@gbi.ga.gov](mailto:GAapplicant@gbi.ga.gov). Contact 404-244-2639, option 2 for assistance.

**Company Name:** This is a Test Facility  
**Licensing Authority:** DEPT OF COMMUNITY HEALTH

Note: Please print out a copy of this agreement to have on hand in your records.

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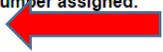
**Applicant Fingerprinting Online Services**

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**Agency Enrollment**

**Company Address:** 123 Elm Street  
**City:** Anywhere **State:** GA **Zip Code:** 30000  
**Email Address:** dostrander@dch.ga.gov  
**Contact:** Jane Doe **Phone:** 123-456-7890

**Signature** **Date**

**GCIC Use Only**  
**GAPS Account Number assigned:**  
GAC GAC0878   
Date 07-06-2015

Note: Please print out a copy of this agreement to have on hand in your records.

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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](mailto:GAapplicant@gbi.ga.gov). You may contact GCIC by telephone at 404-244-2639, option 2, for assistance.