

Fingerprint Processing

Due to the availability of the Georgia Applicant Processing Services (GAPS), the Supreme Court has determined that the Office of Bar Admissions shall require a fingerprint background check on any applicant applying for Certification of Fitness to Practice Law in Georgia, effective immediately.

You must submit your fingerprints to this office, either through the GAPS Program or by paper copy of fingerprint cards, not later than 30 days from the date you submit your Fitness Application.

IN-STATE APPLICANTS: If you currently reside in Georgia (the address you list when completing the information to be fingerprinted), you will be required to submit your fingerprints using GAPS. Please follow the instructions below.

GAPS REGISTRATION PROCESS

Access the GAPS website at www.ga.cogentid.com. Click on **Single Registration**, under the **REGISTRATION** tab. (All of the fields that are in yellow and have an **asterisk (*)** must be completed, however, you should complete all fields if possible.)

Near the end of the Registration screen you will see a heading entitled **Transaction Information**. In this area you must:

Click on the drop box next to **Reason** and **SELECT** the reason the applicant is being fingerprinted. (**Bar Admission Applicant**).

Click on the drop box next to **Payment** and select the appropriate payment option. If **credit card** is selected you will be prompted to enter additional information so please have credit card information available during the registration process. If the applicant is paying with a **money order**, the applicant must provide the money order, payable to:
Cogent Systems – GAPS, at the GAPS Print Location before being fingerprinted.

Enter **GA060015J** in the **ORI/OAC** field.

Enter **060015J** in the **Verification** field.

Do Not check the box for **‘Does another agency make the fitness determination?’**

Click **Next** at the bottom of the page and you will be taken to another screen. If all of the information displayed on the next screen is correct, click **Next**. As stated above, if you selected Credit Card for payment the screen requiring the Credit Card information will now appear; otherwise, the screen with **Thank You For Registering’** will appear and you will be given a **Registration ID** number. This screen will also appear after your submit credit card information. **You should print this screen with the Registration ID number and provide the Registration ID number to the operator at the GAPS Print Location when you go to get fingerprinted.**

D – Identification Needed for Fingerprinting

Click on the **Identification Needed for Fingerprinting** link located under the **PRINT LOCATIONS** tab on the GAPS main web page. In addition to the **Registration ID** number the applicant will also be asked to present **identification documents** prior to being fingerprinted. This link provides a list of acceptable identification documents.

E – Print Locations & Hours

Once you have completed the registration process, click on **Print Location & Hours** on the GAPS main web page to find the nearest GAPS Print Location to go to for fingerprinting. Click the region that is most convenient for you. The numbers in the red circles indicate sites that have GAPS Print Locations available. Under **Company**, select the site that is most convenient for the applicant to go to for fingerprinting. If you click on the link for a site, information concerning the site such as Location, Hours of Operation, Directions, etc. will be displayed. Prior to traveling to the Print Location, **the applicant should verify that the site is still a GAPS Print Location and that the hours of operation are accurate.**

The reviewing agency (**Office of Bar Admissions**) should have the results available through GAPS within **48 hours** after the applicant has been fingerprinted and the transaction has been sent to GCIC. **Cogent and GBI cannot provide a status on fitness determinations for employment, licensing, adoptions, etc. You must contact the appropriate reviewing Agency.**

Note: If a site is no longer providing fingerprint services, please send an email to GAApplicant@gbi.ga.gov and provide the Print Location's name, address and phone number if available and the date the applicant was told the location is no longer providing the service.

OUT-OF-STATE APPLICANTS: If you currently reside outside the state of Georgia (the address you list on the fingerprint cards as your residence address), you will be required to submit your rolled/scanned fingerprints on a paper copy of three fingerprint cards which will be provided to you by the Office of Bar Admissions.

You must obtain the three fingerprint cards directly from the Office of Bar Admissions. [Click here](#) to access the Fingerprint Request form.

Once you have had your fingerprints rolled or scanned on the paper cards provided to you by the Office of Bar Admissions, you should send the cards, along with a **money order** in the amount of **\$46.75** made payable to GCIC to:

Office of Bar Admissions
244 Washington Street, SW
Suite 440
Atlanta, GA 30334

DO NOT send the fingerprint cards/money orders directly to GCIC. The cards will not be processed by GCIC unless they are received directly from the Office of Bar Admissions.