

# Fingerprint Requirements

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 in Georgia.

**You must submit your fingerprints to this office, either through the GAPS Program or by paper copy of fingerprint cards, as soon as possible but not later than 20 days from the date you submit your Fitness Application.**

**FITNESS APPLICANTS BEING FINGERPRINTED IN GEORGIA:** If you are physically in Georgia at the time of fingerprinting, you must contact Cogent Systems and follow the steps required to submit your fingerprints for processing. First, you should access the GAPS website at [www.ga.cogentid.com](http://www.ga.cogentid.com) and click on **Applicant Registration Information**. You must then complete the Applicant Registration and pay the appropriate fee.

## **GAPS REGISTRATION PROCESS**

Access the GAPS website at [www.ga.cogentid.com](http://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.**

You will be required to visit a local GAPS Print Location, provide proper identification and submit your fingerprints digitally. The Office of Bar Admissions should receive the results of your background check within 48 hours after you have been fingerprinted and the transaction has been sent to GCIC (Georgia Crime Information Center). This report will automatically be made a part of your **Application for Certification of Fitness to Practice Law**.

**FITNESS APPLICANTS BEING FINGERPRINTED OUTSIDE OF GEORGIA:** If you are, or expect to be out-of-state at the time of fingerprinting, you will be required to submit three (3) paper fingerprint cards. **These cards are available only from the Office of Bar Admissions.** [Click here](#) to access the Fingerprint Request form.

You must take all three (3) cards to a law enforcement agency or other agent who is authorized to roll or scan fingerprints. Once you have had your fingerprints rolled or scanned onto the paper cards, you are required to complete all of the Identifying Information and submit all three (3) 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 make your money order payable to the Office of Bar Admissions.**

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