Bingo License Fingerprint Background Checks through GAPS

Effective January 1, 2009: to be approved for a bingo license or a bingo worker/officer, you must follow the instructions in each of the Steps below to have your fingerprint background check processed through the Georgia Applicant Processing Services (GAPS). If you have questions or need assistance please contact the Georgia Bureau of Investigation (GBI) Bingo Unit at 404-270-8525.

ORI/OAC Numbers:

Before the GAPS process can begin, all applicants must have an ORI/OAC number. The GAPS internet site or the GAPS service provider in your area will require the applicants to provide an ORI/OAC number. If the applicant is responsible for the cost of the services, the following steps can be used:

ORI/OAC: Enter – **"GAGBI00G2".** Use Capital letters as shown for GAGBI, then zero, zero, capital G, then 2.

Verification Code Enter - **GBI00G2.** Use Capital letters as shown.

After entering the Verification Code, click "**Next"** at the bottom of the page. A screen will display with all of the information entered. Please verify the information is correct. If any of the information is **incorrect,** click **Go Back,** to return to the input screen and make any corrections or if all the information is correct, click **Next** to continue.

Additionally, Bingo organizations that opt to pay for the GAPS services directly can obtain an ORI/OAC number from the GBI's Georgia Crime Information Center (GCIC). GCIC can be contacted at 404-244-2639.

Step 1:

Open an Internet browser and type in http://www.ga.cogentid.com to access the **Georgia Applicant Processing Services (GAPS)** website.

Step 2:

Next, under the header, '**Registration'** Click on the link for '**GAPS Applicant Waiver'** Print the applicant wavier, read and then sign it. A copy of the signed waiver must be attached to the application when it is submitted to the GBI Bingo Unit.

Click the **Back Arrow** key at the top of the screen to return to the main GAPS web page.

Step 3:

On the main GAPS web page, under the header, locate **"Registration"** and click on or select **"Single Applicant Registration"** This will begin your registration & payment process.

NOTE: All fields on the Single Applicant Registration screen highlighted in yellow and marked with a red asterisk (*), and the Social Security Number area of the screen are mandatory, failure to complete these areas will stop the GAPS processing for the applicant's background. All fields in white are optional, but if the information is available, please complete it.

Complete the Single Applicant Registration screen with your personal data.

The fields listed under **"Transaction Information"** should be completed as follows:

"Reason": Select **"Bingo – GA Check Only"** from the drop box.

"Payment": Select **"Credit Card"** or **"Money Order"** from the drop box.

If you select **Credit Card** you must have the credit card information available as you are completing the registration information. Later in the process, a screen will be displayed for the Credit Card information.

If you select **Money order**, you must provide the operator at the GAPS Print Location with the money order or cashier's check payable to **Cogent Systems – GAPS.**

The GAPS personnel will advise the applicant of their current services charges that are to be paid to them – NO FUNDS ARE SENT TO THE GBI BINGO UNIT FOR THE GAPS SERVICES.

Step 4:

After clicking "**Next",** you will have completed the Registration process and the screen that display will provide a **Registration ID** number. Print this screen or write down the **Registration ID** number, and provide the **Registration ID** number to the operator at the GAPS Print location. The operator at the GAPS Print location will pull up the registration information by the **Registration ID or by the Social Security Number.**

More Information how to find the GAPS Print locations can be found in **Step 5.**

Click on **Home** to return to the main GAPS web page.

Step 5:

On the main GAPS web page, under the header, '**Print Site Locations'** 'Click on the link for '**Identification Needed for Fingerprinting'**

In addition to the **Registration ID** number, you will need to present one of the **identification documents** shown on the Identity Verification screen before you can be fingerprinted. This link provides a list of acceptable identification documents. Click the **Back Arrow** key at the top of the screen to return to the GAPS main web page.

Step 6:

On the main GAPS web page, under the header, "**Print Site Locations"** 'Click on the link for "**Print Location & Hours"** to see the locations available for getting your fingerprints completed.

When the map of Georgia is displayed, click on the number in the "**red**" circle that is in county that is closest for you to get fingerprinted. On the next screen, Under **Company**, click on the **Company Name** next to the number you selected. The screen that comes up will give you the address for the company, and in most cases the phone number will also be provided. **Prior to traveling to the Print Location**, you **should verify that the GAPS Print Location is still providing the fingerprinting services and that the hours of operation are accurate**.

Once you have been fingerprinted the State results should be available for the GBI representative to review within **24 - 48** hours. After reviewing the results of the applicant's background investigation, the GBI Bingo Unit will provide the Bingo organization with the agency's decision concerning the organization's Bingo license or the applicant's ability to be a Bingo worker/officer.

For those that do not have access to a computer, the Cogent Systems- GAPS helpdesk can be reached at 614-718-9691, ext. 3304. Their Helpdesk can register applicants over the telephone, however the applicant should be aware that Cogent Systems employees are not trained on individual state's requirements such as the correct reason code to use for a particular ORI. If wrong information is given to the helpdesk by the applicant during the registration process, the applicant will be responsible for the incorrect registration which could lead to having to register again and pay for the GAPS services again. Caution should be exercised if this service is used.

Bingo organizations are still responsible for submitting the Bingo Personal History &Background form and photograph of each applicant to the GBI Bingo Unit. A decision on approving or disapproving the applicant to be an officer or worker for the bingo organization cannot be made until all information on the form and information supplied by the GAP background have been reviewed.