



GEORGIA BOARD OF NURSING

Instructions for Out of State Applicants to Obtain Fingerprints for a Background Check

The Georgia Board of Nursing requires a fingerprint background check on all applicants. The Georgia Bureau of Investigation utilizes Gemalto Systems/Georgia Applicant Processing Services (GAPS) to provide a service for electronic submission of fingerprints for Georgia applicants. Because the State of Georgia does not have an electronic method in place to process background check requests for out of state applicants for you may use the manual process below for submitting fingerprint cards directly to Gemalto/GAPS. Gemalto/GAPS will scan the fingerprint card and submit the images to the GBI for processing. The fingerprint cards will be used to conduct a Federal/State criminal history record check on the applicant.

How can the out of state applicant obtain a fingerprint background check?

1. A local law enforcement agency or private fingerprinting company may provide fingerprint cards, but the applicant must ensure they are blue FBI fingerprint cards (FD-258). Individuals must request three fingerprint cards. Do not download fingerprint cards from the FBI web site, even if the FBI suggests you do so. Only card stock FD-258 fingerprint cards will be accepted. If your local law enforcement is unable to provide you with FD-258 cards please contact nursing@sos.ga.gov. Please do not attempt to obtain the cards from the FBI.
2. When the applicant receives three (3) FBI cards, the applicant must legibly complete the identification section on each card. Below are the information blocks that must be completed in their entirety on all cards. Illegible and incomplete cards will not be processed and the applicant will be notified by the Georgia Board of Nursing to complete and submit new fingerprint cards. A local law enforcement agency or a private company that is trained and authorized must roll your fingerprints. NOTE: It is suggested that you have three (3) fingerprint cards printed, and submit only one (1) to Cogent Systems. You may have your first card rejected and be required to submit your other fingerprint cards at a later date.

APPLICANT		1. DOE		JANE/JOHN		N	
2. <i>Jane John Doe</i>		3. 123 Any Street Macon, GA 31217		4. 5/28/08		5. <i>John James Official 5555</i>	
6. GEORGIA BOARD OF NURSING REGISTERED PROFESSIONAL NURSE		7. USA		9. M/F U		10. 5'06" 130 Bro Gry 11. GEORGIA	
		8. 555-55-5555					

- W** – White, Hispanic/Latino(a)
- B** – Black
- A** – Asian/Pacific Islander
- I** – American Indian/Alaskan Native
- U** – Unknown

- Bl** – Black
- Bro** – Brown
- Bl** – Blonde
- Red** – Red/Auburn
- Gry** – Gray
- Blu** – Blue
- Grn** – Green

1. Printed Name - Last, First & Middle Names
2. Signature of Person Fingerprinted
3. Residence of Person Fingerprinted - Complete Address
4. Date Fingerprinted
5. Signature of Official Taking Fingerprints
6. Reason Fingerprinted Georgia Board of Nursing, Registered Professional Nurses
7. Citizenship (Country)
8. Social Security Number *if Applicable*
9. Sex, Race, Height, Weight, Eyes & Hair
10. Date of Birth
11. Place of Birth

The GAPS fingerprint background check process is simple and easy to use. Please use the following instructions to register for your criminal background check. If additional assistance is required you may contact Gemalto/GAPS at 1-888-439-2512.

Registration Process

- a. Visit the website at <https://www.aps.gemalto.com/ga/index.htm>
- b. Select "Secretary of State"

- c. Select "Board of Nursing"
2. Read and accept the Terms of Use.
3. Complete the Applicant Registration Form. A valid personal email address must be included. A third party/agency email address is not permitted. Be sure to check the "Fingerprint Card User" box.
4. Complete and submit your registration information using the onscreen instructions. If your application for licensure is not received within thirty days of your registration, your registration will be rejected and you will need to complete the process again prior to submitting your application for licensure.
5. After your application for licensure has been received and processed by the Board, you will receive an email from GAPS directing you to mail your fingerprint cards. Please follow the emailed instructions and mail the fingerprint cards to:

Gemalto
Georgia Card Scan
APS Department #165
2964 Bradley Street
Pasadena, California 91107

Applicants must include their REGISTRATION ID (obtained online during registration) on the back of the fingerprint card. Background check results will be sent directly to the Georgia Board of Nursing.