

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.

Step 1:

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

Step 2:

Next, click on **Applicant Registration**. Another browser page will open. Then click Georgia Bureau of Investigation located on right side of the page. Then click on the word **Bingo**. The Non-Criminal Justice Applicant's Privacy Rights information will come up. Please check the box indicating you have read the information and click continue.

Step 3:

You will then be brought to the applicant registration page. This will begin your registration & payment process. For the reason please select Bingo-GA Check Only.

NOTE: All fields on the Applicant Registration screen highlighted in yellow on the screen are mandatory, failure to complete these areas will stop the GAPS processing from the applicant's background. . All fields in white are optional, but if the information is available, please complete it.

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 TO SENT TO THE GBI BINGO UNIT FOR THE GAPS SERVICES.

Step 4:

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**.

Step 5:

To locate a fingerprinting location. From an Internet browser, type in <http://www.ga.cogentid.com> to access the **Georgia Applicant Processing Services (GAPS)** website. Click on **Find A Fingerprint Location**.

Step 6:

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.

The Cogent Systems- GAPS helpdesk can be reached at 1-888-439-2512.

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.