

FINGERPRINTING PROCEDURES

Fingerprinting is processed electronically through the GAPS (Georgia Applicant Processing Services) system. The GBI has partnered with Cogent Systems to provide this convenient service at numerous locations throughout Georgia. Results are usually received by the school system within 48 hours of a person being fingerprinted.

School system personnel meeting any of the criteria below are required to be fingerprinted:

- Employees that are new to Buford City Schools
- Certified employees and paraprofessionals who are renewing their certificates
- Substitutes (classroom teachers and school nutrition personnel)
- Community Coaches/Fine Arts Assistants
- Parent Chaperones

In addition, all Buford City School employees are required to be fingerprinted for the system every five years.

The information below outlines the procedures:

- You must complete the Fingerprint Registration Form available on our website or at the Central Office. The completed form must be submitted to the Central Office **prior** to being fingerprinted.
- Within two business days of submitting the registration form, you will be registered online and will receive an email (you must provide your email address on the registration form) notifying you of your status. The next step is to visit the GAPS website at <http://www.ga.cogentid.com/index.htm>. Click on the Print Locations & Hours option to view the GAPS sites and hours of operation.
- You **must** have appropriate identification in order to be printed. A current valid driver's license is acceptable. If you do not have a driver's license, a list of other acceptable forms of id can be found under What to Bring on the website. Suggestion: Call the location before you go to make sure they are still using GAPS and that the time you want to go is not extremely busy.
- You **must** pay the \$52.90 fee at the time that you are fingerprinted. Money orders/cashiers checks are the **only forms of payment accepted** and should be made to Cogent Systems. **Do not** send your payment to the central office with your registration form.
- If you have questions, please call Amanda Grannon at 770-945-5035.