



## BACKGROUND CHECK INFORMATION FOR ALCOHOL LICENSING

Fingerprint background checks are required for all alcohol license applicants (New Licensee and Transfer). Background checks for alcohol license applicants will be performed through the GAPS (Georgia Applicant Processing Service – Georgia Bureau of Investigation) web site located at <https://www.aps.gemalto.com/ga/index.htm>, or use the search term “Georgia Applicant Processing Service”. The GAPS web site will provide a list of finger print locations. The ORI number for the Town of Braselton or Reviewing Agency ID you will need to use is **GA923288Z**. It is the responsibility of the applicant to register on the GAPS web site and visit a GAPS print site location to have the finger print scan taken. The results of the fingerprint background check will be transmitted to the Town digitally through the GAPS system.

G.A.P.S.

Georgia Applicant Processing Service



## Applicant Registration Steps

**Step 1** – Access the GAPS site at <https://www.aps.gemalto.com/ga/index.htm>, then select “Applicant Registration”.



**Step 2** – Select the appropriate agency.

**\*\*Note:** The agency selected will be the agency receiving the applicant’s criminal history record information.



 Education Agencies

➤ To register for a background check, please select one of the options below:

GEORGIA PROFESSIONAL STANDARDS COMMISSION

PRIVATE SCHOOLS

PUBLIC SCHOOLS

[Back](#)

 City/County Government and Law Enforcement Agencies

➤ To register for a background check, please select one of the options below:

ALCOHOL AND LIQUOR LICENSE

AUTHORITY

COURTS

FIREFIGHTER

LAW ENFORCEMENT AGENCIES

LOCAL COUNTY HEALTH DISTRICTS

ORDINANCES

OTHER

[Back](#)

Some agencies will have additional options when selected.

**\*\*Note:** If you are unsure of the correct selection, please contact the agency.

**Step 3** – Read the “Non-Criminal Justice Applicant Privacy Rights” and “Privacy Act Statement”, then select “I have read and accepted the terms” to continue with registration.

**Note:** If your agency registers on behalf of the applicant you **MUST** provide a copy of these rights to each applicant; there is an option to print or download a copy of the Privacy Rights.

#### Non-Criminal Justice Applicant's Privacy Rights

As an applicant that is the subject of a Georgia only or a Georgia and Federal Bureau of Investigation (FBI) national fingerprint/biometric-based criminal history record check for a non-criminal justice purpose (such as an application for a job or license, immigration or naturalization, security clearance, or adoption), you have certain rights which are discussed below:

- You must be provided written notification that your fingerprints/biometrics will be used to check the criminal history records maintained by the Georgia Crime Information Center (GCIC) and the FBI when a federal record check is so authorized.
- If your fingerprints/biometrics are used to conduct a FBI national criminal history check, you are provided a copy of the Privacy Act Statement that would normally appear on the FBI fingerprint card.
- If you have a criminal history record, the agency making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The agency must advise you of the procedures for changing, correcting, or updating your criminal history record as set forth in Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a Georgia or FBI criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the agency denies you the job, license or other benefit based on information in the criminal history record.
- In the event an adverse employment or licensing decision is made, you must be informed of all information pertinent to that decision to include the contents of the record and the effect the record had upon the decision. Failure to provide all such information to the person subject to the adverse decision shall be a misdemeanor (O.C.G.A. §35-3-34(b) and §35-3-35(b)).

You have the right to expect the agency receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of state and/or federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.

If the employment/licensing agency policy permits, the agency may provide you with a copy of your Georgia or FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record information regarding how to obtain a copy of your Georgia, FBI or other state criminal history may be obtained at the GBI website (<http://gbi.georgia.gov/obtaining-criminal-history-record-information>).

If you decide to challenge the accuracy or completeness of your Georgia or FBI criminal history record, you should send your challenge to the agency that contributed the questioned information. Alternatively, you may send your challenge directly to GCIC provided the disputed arrest occurred in Georgia. Instructions to dispute the accuracy of your criminal history can be obtained at the GBI website (<http://gbi.georgia.gov/obtaining-criminal-history-record-information>).

#### Privacy Act Statement

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to P.L. 92-544, Presidential Executive Orders, and Federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations such as employment, licensing, and security clearances may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the FBI system and the FBI's Biometric Routine Uses. Routine Uses include, but are not limited to: disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

I have read and accepted these terms

[Print | Download](#)

Cancel

Continue

### Step 4 – Complete the applicant registration \* yellow indicates a required field\*

- **Reviewing Agency ID (ORI)** – Agency receiving the criminal history results.
- **Requesting Agency ID (ORI)** – Agency employing or licensing the applicant.

**\*\*Note: the results will NOT go back to the requesting agency\*\***

English ▼ **Applicant Registration**  
**Step 1 - Please Enter Your Information**

**Transaction Information**

Reviewing Agency ID: [Yellow Field]  
 Reason: SELECT ▼

Requesting Agency ID: [Yellow Field] \* different from Reviewing Agency ID  
 Position Applied for: [Yellow Field]

Payment: Credit Card ▼  
No unemployment cards, only support cards or gift cards are accepted  
 Fingerprint Card User:  By checking this box, you are agreeing to submit ink cards to B&B Cogent. See [here](#) for details.

**Personal Information**

Last Name: [Yellow Field] First Name: [Yellow Field]  
 Middle Name: [Yellow Field] Suffix: SELECT ▼  
 Social Security #: [Yellow Field] No dashes Re-enter SSN: [Yellow Field] No dashes  
 Date of Birth: [Yellow Field] Weight: [Yellow Field]  
 Sex: SELECT ▼ Race: SELECT ▼  
 Eye Color: SELECT ▼ Hair Color: SELECT ▼  
 Height: SELECT ▼ Place of Birth: SELECT ▼  
 Country of Citizenship: SELECT ▼ State Driver's License: SELECT ▼  
 Driver's License #: [Yellow Field] Don't include GA

**Address Information**

Address: [Yellow Field] Address 2: [Yellow Field]  
 City: [Yellow Field] APT: [Yellow Field]  
 State: SELECT ▼ Zip: [Yellow Field]  
 Phone #: [Yellow Field] Email: [Yellow Field]

Reset Continue

- There are three acceptable forms of payment:
  - Credit Card
  - Money Order
  - Agency (requesting agency must have a billing account with GAPS)
- Reason - Be sure to select the correct reason in this drop down field.
- Fingerprint Card User – Only applicants residing outside of the state of Georgia will need to select this box.

**\*\*Note:** (Instructions on how to submit hard copy fingerprint cards are on the home page under “Helpful Links” and “How to Submit Ink Cards”)

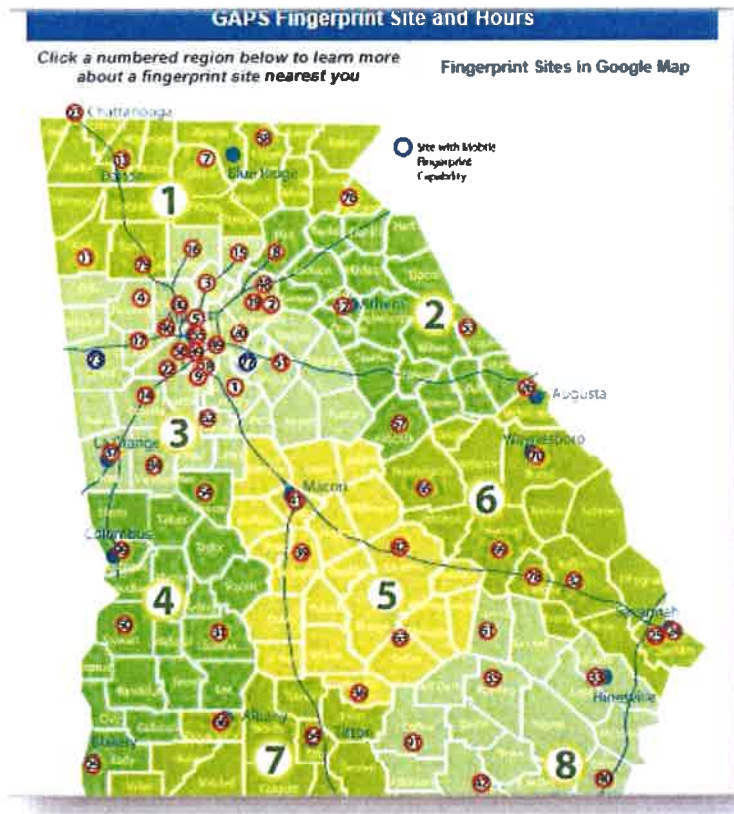
- After completing all the fields in yellow, click “Continue”.

**Step 5** – Print the registration receipt.

**\*\*Note:** This receipt must be taken, along with a photo ID, to a GAPS print site location.

**Step 6** – Locate a GAPS print site.

- On the homepage under “Helpful links” select “Find a Fingerprint location”



**If you have any general questions regarding applicant registration, please contact our Applicant Services help desk at 404-244-2639 option 2.**

## NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification that your fingerprints will be used to check the criminal history records of the FBI.
- You must be provided, and acknowledge receipt of, an adequate Privacy Act Statement when you submit your fingerprints and associated personal information. This Privacy Act Statement should explain the authority for collecting your information and how your information will be used, retained, and shared.
- If you have a criminal history record, the officials making a determination of your suitability for the employment, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or update of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the criminal history record.

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)

<sup>1</sup> Written notification includes electronic notification, but excludes oral notification.

<sup>2</sup> <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

<sup>3</sup> See 28 CFR 50.12(b).

<sup>4</sup> See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).



## PRIVACY ACT STATEMENT

**Authority:** The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

**Principal Purpose:** Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

**Routine Uses:** During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.