

GAPS

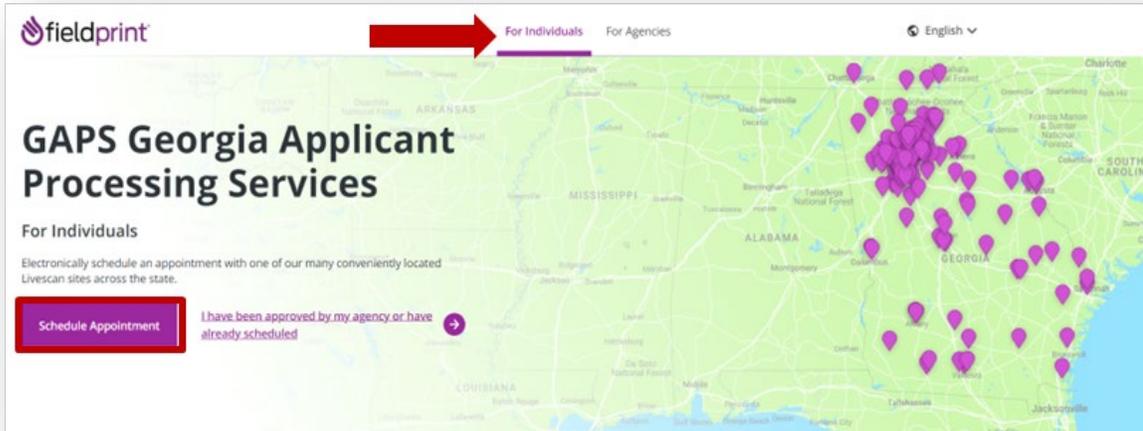
Georgia Applicant Processing Service



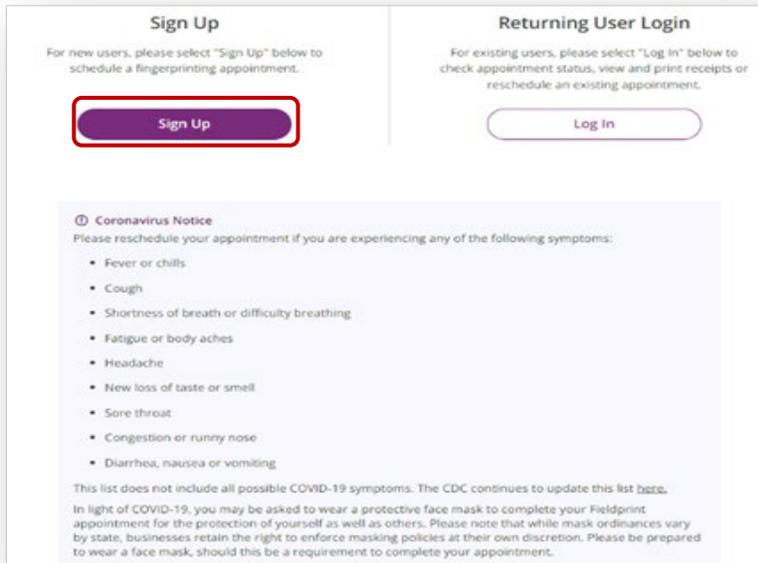
Applicant Registration Steps

Step 1 - Create a scheduling site account:

1. Visit <https://www.fieldprintgeorgia.com>, then select "Schedule Appointment" under the "For Individuals" tab:



2. Click "Sign Up" to create an account:



3. Applicant will then be taken to the Fieldprint "Disclosure and Consent Agreement. Click "I Agree" to continue with process:

E-SIGN Act Disclosure and Consent ("Consent Agreement")

Pursuant to the Federal Electronic Signatures in Global and National Commerce Act ("E-Sign Act"), you have a right to receive any disclosures or notices in a non-electronic form. Before providing electronic signatures or obtaining legally required disclosures and notices electronically, please review and indicate your acceptance of the terms below. If you do not accept these terms or do not agree to the use of electronic disclosures and signatures, we will provide you with, or make available to you, any required disclosures on paper or non-electronic form at no additional charge to you.

1. Intent to Use Electronic Signatures

By clicking on the "I Agree" button below—which you hereby adopt as your electronic signature—you affirmatively consent and agree that you are signing this Consent Agreement electronically and your electronic signature on agreements and documents has the same effect as if you signed them in ink. You further agree that your electronic signature is the legal equivalent of your manual signature and will continue to be throughout the fingerprinting process.

By clicking on the "I Agree" button below, you agree to the use of electronic signatures, such as your act of clicking, checking or otherwise manifesting your assent throughout the fingerprinting process. You further agree that your use of a key pad, mouse or other device to select an item, button, icon or similar act/action, or in providing or making any agreement, acknowledgement, or consent constitutes your signature (hereafter referred to as "E-Signature"), acceptance and agreement as if actually signed by you in writing. You also agree that no certification authority or other third party verification is necessary to validate your E-Signature and that the lack of such certification or third party verification will not in any way affect the enforceability of your E-Signature or any resulting contract.

2. Consent to Electronic Disclosures & Notices

By clicking on the "I Agree" button below, you consent to the electronic delivery of any disclosures, agreements, change notices, terms and conditions and any other documents throughout the fingerprinting process. Your consent applies to any disclosures and notices required to be provided to you in accordance with Federal or state law or regulations. You also agree that we do not need to provide you with additional paper (non-electronic) copies of the disclosures, agreements, change notices, terms and conditions and any other documents, unless specifically requested. **If you would like to request additional paper copies of any of the aforementioned documents, you may do so at no additional charge to you by emailing customerservice@fieldprint.com.**

By clicking on the "I Agree" button below, you acknowledge that you are able to access information in the electronic form that will be used to provide the information that is the subject of this Consent Agreement.

Please indicate your consent to the use of electronic signatures and your consent to receiving disclosures and notices electronically by clicking on the "I Agree" button below. By providing your consent, you are also confirming that you have the hardware and software described above, that you are able to provide electronic signatures, and that you have an active email account. You are also confirming that you are authorized to provide this consent.

By clicking on the I Agree button I agree to the use of electronic signatures and to receiving documents and disclosures electronically.

If you DO NOT AGREE to the use of electronic signatures and to receiving documents and disclosures electronically, then please contact Fieldprint Customer Service at the following email address to assist you with a non-electronic option: customerservice@fieldprint.com or call 888-472-8918.

You can download the "Consent Agreement" as a PDF file.

 Consent Agreement.pdf (120 K)  [Download](#)



4. Applicant will then be taken to the screen to create account information:

Create Account

Please fill in the following fields to create an account.

★ — Required Fields

Email *

Username *
..... show

Password *

- ✓ Must contain at least 1 digit
- ✓ Must be between 8 to 128 characters
- ✓ Must contain at least 1 lower case letter and at least 1 upper case letter
- ✓ Must contain at least 1 special character (! " # \$ % & ' () * + , - . / : ; < = > ? @ [\ ^ _ ` { | } ~)

Confirm Password * show

First Name *

Last Name *

Mobile Phone Number

Security Questions

Please select three security questions and provide answers in the boxes below. Your answer(s) cannot contain your username, password, email address or security question.

Security Question 1 * ▾

Answer 1 * show

Security Question 2 * ▾

Answer 2 * show

Security Question 3 * ▾

Answer 3 * show

Please record your username, password, and answers to security questions

5. After clicking "Continue", the applicant will be taken to the "Verify Account" screen:

Verify Account

An email has been sent to your provided email address. The subject of the email will be "Fieldprint Scheduling Account Verification" and will arrive from email sender auth@fieldprint.com. Please follow the directions in the email to continue creating your account. You may need to check your Junk or Spam folder.

Please do not close your browser.
If your browsing session closes, please log back in using your username and password and enter the 8-digit **Verification Code** emailed to you at the email address provided during account creation. This **Verification Code** will expire after 30 minutes.

* — Required Fields

Verification Code*

Didn't receive an email? Click [here](#) to resend email.

Complete Registration

Do not close this screen; a confirmation email will be sent to include your 8-digit code

6. Copy the code from the email, return to the "Verify Account" screen and paste the code; click "Complete Registration":

You created an account with Fieldprint Scheduling.

Username: ShauntriceM

Please enter the Verification Code below into the Verification Code field on the Fieldprint Scheduling website to continue:

61940457

Please Note: Don't delay, your verification code is only valid for 30 minutes and if you closed your browser, just sign back in and you will be prompted to enter this code there.

If you did not request to create an account, please contact us.

Thank you,
Fieldprint Scheduling Team
customerservice@fieldprint.com
877-614-4364

To be sure you receive future notifications from us, please add customerservice@fieldprint.com to your email contact list. For your protection, we will never ask you to email personal or sensitive information, such as your Social Security Number or Date of Birth. If you receive such a request, it is not from the Fieldprint Scheduling Team, and we ask you please contact us immediately at 877-614-4364.

Verify Account

An email has been sent to your provided email address. The subject of the email will be "Fieldprint Scheduling Account Verification" and will arrive from email sender auth@fieldprint.com. Please follow the directions in the email to continue creating your account. You may need to check your Junk or Spam folder.

Please do not close your browser.
If your browsing session closes, please log back in using your username and password and enter the 8-digit **Verification Code** emailed to you at the email address provided during account creation. This **Verification Code** will expire after 30 minutes.

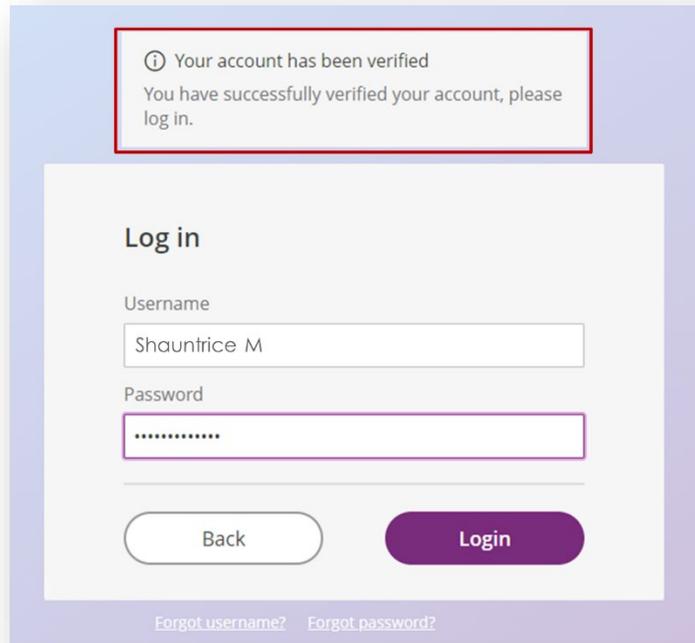
* — Required Fields

Verification Code*

Didn't receive an email? Click [here](#) to resend email.

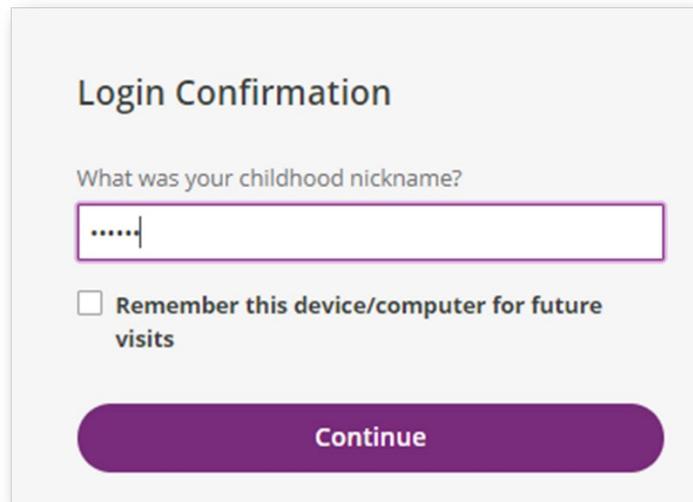
Complete Registration

7. Once the applicant completes registration, they will be taken to the login screen showing their account has been verified:



The screenshot shows a login interface. At the top, a red-bordered box contains a message: "Your account has been verified" followed by "You have successfully verified your account, please log in." Below this is a "Log in" section with a "Username" field containing "Shauntrice M" and a "Password" field with masked characters. There are "Back" and "Login" buttons. At the bottom, there are links for "Forgot username?" and "Forgot password?".

8. After clicking login, the applicant will be prompted to answer one of the three security questions they created:



The screenshot shows a "Login Confirmation" screen. It asks "What was your childhood nickname?" with a text input field containing ".....". Below the input is a checkbox labeled "Remember this device/computer for future visits". At the bottom is a large purple "Continue" button.

If the applicant is using a private computer, then can click the box to remember the device to bypass the security questions in the future

Step 2 - Register for Fingerprinting:

9. After logging into account, the applicant will need to enter a Fieldprint Code. Applicants can use the code provided in the email received from DCH- GCHEXS *or* if the employer will cover the cost of fingerprinting, the applicant can obtain the Fieldprint Code directly from the employer.

New Applicant Registration

Continue with Fieldprint Code

If your organization has provided you with a Fieldprint Code, please enter it below to continue. ORI should NOT be entered here. An example ORI is GA922974.

If you do not have a Fieldprint Code leave this field blank and scroll down to select the appropriate option for registration.

Fieldprint Code

Continue with Fieldprint Code

10. After entering Fieldprint code the applicant will need to enter the Fitness ID# from the email sent by DCH-GCHEXS.

Georgia DCH Demographics

Please confirm your information below.

* — Required Fields

Fitness ID #* ?

Last Name*

Date of Birth*

Month	▼	Day	▼	Year	▼
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11. Applicant will then be directed to the "Contact Info" page:

Contact Info

* — Required Fields

Phone * ? (404) 555-1212

Alternate Phone ?

Email * ? iachrisnew+Skinner@gmail.com

Preferred Contact Method * ? Email Phone

Appointment Reminder * ? Email No

Applicant must register with a valid email address. Confirmation emails will be sent to the email address used

12. After completing the demographic information, the applicant will be presented with the "Biometric Disclosure" to acknowledge:

Data Collection

- ✓ Personal Information
- ✓ Demographics

Authorization

- Biometric Disclosure
- GA Privacy Statements

Send Request to Review

Schedule Appointment

Confirmation

I agree*

Your Full Name Shauntrice Montgomery

Today's date March 22, 2023

Back **Continue**

13. Once the disclosure is acknowledged, the applicant will then see the Applicant Privacy Rights and Privacy Act Statement. Applicant must acknowledge the Privacy Rights before moving forward (there is a link print or download a copy):

The screenshot shows the 'GA Privacy Statements' page with a sidebar on the left containing 'Data Collection', 'Authorization', 'Send Request to Review', 'Schedule Appointment', 'Payment', and 'Confirmation'. A red arrow points to the 'GA Privacy Statements' link in the sidebar. The main content area contains the title 'GA Privacy Statements' and a link to 'Download this document click GBI Documents'. Below this is the 'NON-CRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS' section, which includes several bullet points detailing the applicant's rights and the agency's obligations. A second screenshot shows the 'Privacy Act Statement' page, which contains detailed information about the FBI's acquisition, preservation, and exchange of fingerprints, as well as the applicant's consent to the use of their information. A red arrow points to a confirmation box that reads: 'TO USE THIS SERVICE, YOU CERTIFY UNDER PENALTY OF LAW THAT YOU ARE THE SAME PERSON WHO IS BEING FINGERPRINTED, WHO IS REVIEWING ALL OF THE APPLICABLE NOTICES AND COMPLETING THE APPLICABLE FORMS. IT IS STRICTLY PROHIBITED FOR ANYONE ELSE TO PROCEED FURTHER EXCEPT THE PERSON WHO IS BEING FINGERPRINTED, UNLESS YOU HAVE WRITTEN APPROVAL FOR SPECIAL CIRCUMSTANCES, SUCH AS A DISABILITY, FROM FIELDPRINT, INC. OR THE REQUESTING ORGANIZATION/AGENCY.' Below this text is a checkbox labeled 'I acknowledge that I have read, understand, and agree to the above Statement.*' and two buttons: 'Back' and 'Continue'.

14. The applicant will be able to search for a fingerprint location near them and select a date and time to be fingerprinted:

The screenshot shows the 'Fieldprint Location' search and scheduling interface. The left sidebar contains 'Data Collection', 'Authorization', 'Send Request to Review', 'Schedule Appointment', 'Payment', and 'Confirmation'. A red arrow points to the 'Schedule Appointment' link in the sidebar. The main content area shows the 'Fieldprint Location' search results for '3121 Panthersville Road, Decatur, GA 30034'. The results are displayed in a table with columns for 'Distance' and 'Soonest Available Time'. The first result is '1. Fieldprint - Georgia GBI Certification' with a distance of 0.00 mi and a 'Find Availability' button. The second result is '2. Fieldprint Site - Pak Print and More' with a distance of 2.61 mi and a 'Find Availability' button. The third result is '3. Fieldprint Site - CCC Fingerprinting Services' with a distance of 2.61 mi and a 'Find Availability' button. A calendar view shows the dates from Wednesday, February 22 to Monday, February 27. A red box highlights the calendar and the 'Find Availability' buttons. A second screenshot shows the 'Schedule Appointment' page for the selected location. It displays the location name, address, and hours of operation. Below this is a form for scheduling the appointment, including fields for 'Available Date' (February 23, 2023) and 'Part of day' (Morning (before 12 PM)). A red arrow points to the 'Part of day' dropdown menu. A 'Continue' button is located at the bottom right of the page.

15. After selecting a location, date and time, the applicant will be taken to the "Payment" screen. PayPal and credit card are the two acceptable forms of payment:

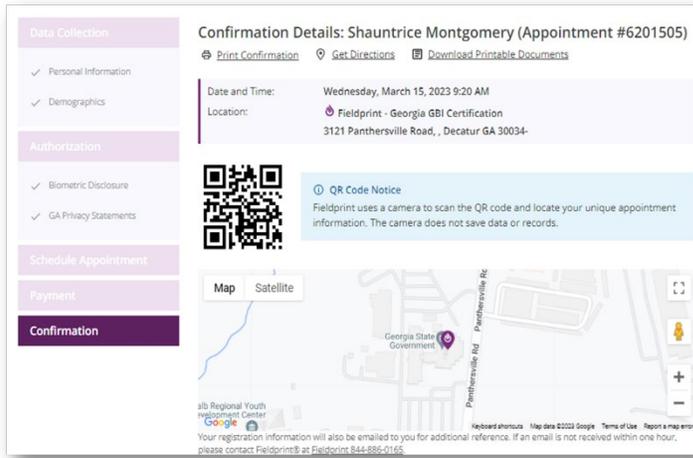
The image shows two screenshots from a mobile application. The left screenshot is the "Payment" screen. It features a sidebar on the left with sections: "Data Collection" (Personal Information, Demographics), "Authorization" (Biometric Disclosure, GA NonCriminal Applicant Privacy Rights), "Send Request to Review", "Schedule Appointment", "Payment" (highlighted), and "Confirmation". The main content area shows appointment details: Date and Time: February 23, 2023 10:00 AM; Location: Fieldprint - Georgia GBI Certification, 3121 Panthersville Road, Decatur GA 30034. A table lists the fee: Background Check Fee for \$51.50, with a total of \$51.50. Two payment methods are shown: "PayPal" (yellow button) and "Debit or Credit Card" (black button with a red arrow pointing to it). At the bottom are "Back" and "Finish Scheduling" buttons.

The right screenshot is the "Billing address" form. It contains input fields for Card number, Expires, CSC, First name, Last name, Street address, Apt., ste., bldg., City, State (dropdown), ZIP code, and Email. A checkbox for "Ship to billing address" is checked. A red arrow points to the blue "Continue" button at the bottom.

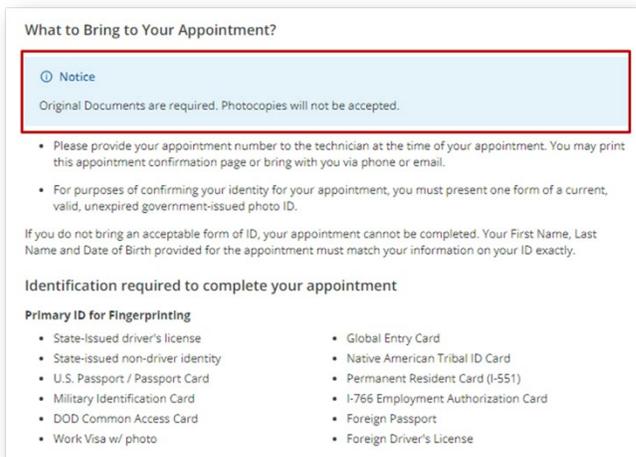
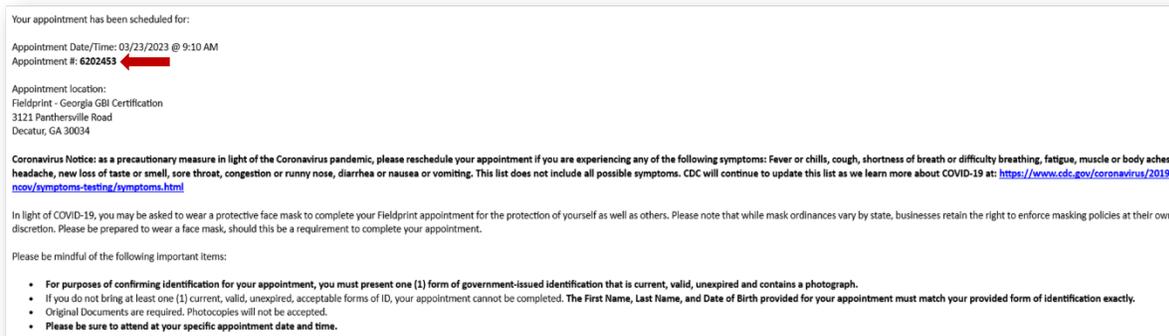
Applicants that register with a Fieldprint code provided by their employer will **not** be presented with a payment option. Once a print site location is selected, applicants will select "Finish Scheduling":

The image shows a screenshot of the "Schedule Appointment" screen. The sidebar on the left is identical to the previous screen, but the "Payment" option is not highlighted. The main content area shows appointment details: Date and Time: March 23, 2023 9:10 AM; Location: Fieldprint - Georgia GBI Certification, 3121 Panthersville Road, Decatur GA 30034. At the bottom are "Back" and "Finish Scheduling" buttons, with a red box highlighting the "Finish Scheduling" button.

16. Applicants will receive confirmation details once payment is submitted, or the applicant selects "Finish Scheduling". The confirmation details instruct the applicants on what to bring to the fingerprint location:



17. Applicants will also receive a confirmation email with their appointment number as well as a list of acceptable forms of identification:



If an applicant's prints reject, Fieldprint will notify the applicant with instructions on registering again and resubmitting fingerprints:

Fieldprint has been notified that your fingerprints have been deemed illegible. You may reschedule your appointment online at no additional charge by visiting https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Furldefense.com%2Fv3%2F_https%3A%2F%2Fgeorgiaacceptance.fieldprint.com_%3B!!HWVSVPY!nmnEI_6U-gRBYZwigaapRIWC0suvnNQ3MHLkVv0daQCnn0oan9PmqacU-fxM3w5hwlaE7IjGBgl4tjuCY_2mp-7AgiCrSeus%24&data=05%7C01%7CShauntrice.Montgomery%40gbi.ga.gov%7Cc2ea6e52934b41c32f5b08db2ae47317%7C512da10d071b4b948abc9ec4044d1516%7C0%7C0%7C638150932902905665%7CUnknown%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAilCJQljoiv2luMzllCjB1Il6k1haWwllCjXVCl6Mn0%3D%7C3000%7C%7C%7C&sdata=r0jNe6sSY%2Fo%2BSAx%2B%2F7icW3xhzpyWJ2s3wgIRobRxN3U%3D&reserved=0 and clicking on the "Log In" button located in the "Returning User Login" section. Please enter the username and password used to schedule your original appointment in order to access the site. If you have any questions or would prefer to reschedule by phone, please call us at 877-614-4364. Representatives are available Monday through Saturday, 8 a.m. until 10 p.m. ET.

We apologize for any inconvenience this may have caused and look forward to hearing from you.

If you need additional information concerning GAPS, please contact Georgia Bureau of Investigation at 404-244-2639 Option 2 or email GAapplicant@gbi.ga.gov <<mailto:GAapplicant@gbi.ga.gov>>.

Fieldprint® Customer Service

The link received via email will direct applicant back to the scheduling site to reschedule their appointment:

#6199951 sam secondtest Appointment Cancelled

Date and Time: February 24, 2023 9:40 AM
Location: FPGA0007 - Georgia GBI Certification
3121 Panthersville Road Decatur, GA 30034-
[View Map](#)

Cancel Reschedule

#6199487 Sam Testrejection Appointment Requires Scheduling

Date and Time: February 22, 2023 11:10 AM
Location: FPGA0007 - Georgia GBI Certification
3121 Panthersville Road Decatur, GA 30034-
[View Map](#)

Cancel Reschedule

You do not currently have a pending appointment. To begin scheduling a new appointment please click the button below.

Schedule Another Appointment

Out of state applicants will have the option to visit the closest Georgia print site or request a printcard packet from a local law enforcement agency (out of country applicants will need to contact Fieldprint Customer Service for assistance):

Applicants will receive their fingerprint card packet within 7-10 business days

Fieldprint Location

Please enter an address below to locate nearby Fieldprint® locations.

La Vergne TN

20 Results for La Vergne TN

Please use the options below to proceed with scheduling.

1. **Fieldprint Site - NGA Insurance**
 2150 Lafayette Road, (two blocks north of Lafayette Boulevard)
 Parks, East Oglethorpe GA 30752
 M Tu W Th F 09:30 AM - 04:00 PM Unavailable: M Tu W Th F 12:00 PM - 02:00 PM
 ✓ No Additional Fees ✓ ADA Compliant ✓ Livestock
 ✓ Expedited Processing ✓ Photo ✓ ID
 2.14 mi

2. **Fieldprint Site - All Ways Caring Homecare**
 400 North Fish Avenue, Suite 101, side entrance behind Trinity United Methodist, Rome GA 30105
 M Tu W Th F 08:30 AM - 04:00 PM
 ✓ No Additional Fees ✓ ADA Compliant ✓ Livestock
 ✓ Expedited Processing ✓ Photo ✓ ID
 145.10 mi

3. **Fieldprint Site - HomeNurse**
 197 WC Bryan Parkway, (next to Burger King, across from Plains Federal, Canton GA 30701)
 Tu W Th F 09:00 AM - 03:00 PM
 ✓ No Additional Fees ✓ ADA Compliant ✓ Livestock
 ✓ Expedited Processing ✓ Photo ✓ ID
 140.41 mi

4. **La Vergne Police Department**
 * 5033 Murfreesboro Road., La Vergne TN 37086
 M Tu W Th F 08:00 AM - 04:00 PM
 10\$ - Site Fee
 8.95 mi

5. **Smyrna Police Department**
 * 401 East Dixon Springs Road., Smyrna TN 37167
 M Tu W Th F 09:00 AM - 12:00 PM
 ✓ No Additional Fees
 2.83 mi

5. **Vanderbilt University Police Department**
 * 2800 Vanderbilt Place, , Nashville TN 37212-
 TU 10:00 AM - 11:00 AM W 06:00 PM - 07:00 PM
 10 Accepts Residents Only
 10 No Additional Fees
 2.14 mi

6. **Brentwood Police Department**
 * 5211 Maryland Way, , Brentwood TN 37024-
 W 08:30 AM - 09:30 AM
 10 10\$ - Site Fee
 8.75 mi

7. **Goodlettsville Police Department**
 * 105 South Main Street, , Goodlettsville TN 37072-
 M Tu W Th F 08:00 AM - 04:30 PM
 10 15\$ - Site Fee
 13.65 mi

Fieldprint Location

[Back to 20 Results](#)

Request Printcard Packet

You are about to register to be fingerprinted at the Brentwood Police Department. Click Request Printcard Packet to proceed.

Brentwood Police Department, * 5211 Maryland Way., Brentwood TN 37024-
 W 08:30 AM - 09:30 AM
 8.75 mi

10 Notice
 Please note that the selected location requires fee of \$10 per card.

Mailing Address

A Fieldprint packet containing all required materials to have your fingerprints collected will be mailed to you through the United States Postal Service. This packet will contain the appropriate fingerprint card(s), instructions, a sample card, and a business-reply envelope. Please allow 7-10 business days for receipt of the Fieldprint packet.

* -- Required Fields

Address Line 1*

Address Line 2 (Suite/Apt/etc.)

City*

State*

Zip Code*

Each law enforcement agency has different requirements. Applicant must bring site fee to agency for printing once they receive the print card packet

Out of state applicants will no longer have the additional fee registration:

Payment

Location: Vanderbilt University Police Department
* 2800 Vanderbilt Place, Nashville TN 37212

Fee Type	Fee
Background Check Fee	\$ 51.50

Your Total to Pay: \$ 51.50

Payment Method

[PayPal](#)

[Debit or Credit Card](#)

Powered by **PayPal**

Confirmation Details: Shauntrice Montgomery

You have chosen to have fingerprints taken at the location below using Fieldprint printcards.

A Fieldprint Packet
A Fieldprint packet containing all required materials to have your fingerprints collected will be mailed to you through the United States Postal Service. This packet will contain the appropriate fingerprint card(s), instructions, a sample card, and a business-reply envelope. Please allow 7-10 business days for receipt of the Fieldprint packet.

Notice
You have successfully completed your registration with Fieldprint. Please note you DO NOT currently have an appointment with the location you have selected. Please contact the location below once you have received your fingerprinting packet in the mail to arrange a date/time to have your fingerprints collected.

[Print Confirmation](#) [Get Directions](#) [Download Printable Documents](#)

Your Collection Site: Vanderbilt University Police Department
Location: * 2800 Vanderbilt Place, Nashville TN 37212
Phone: 615-322-2745
Available Dates and Times: TU 10:00 AM - 11:00 AM W 06:00 PM - 07:00 PM

[Map](#) [Satellite](#)

Your registration information will also be emailed to you for additional reference. If an email is not received within one hour, please contact Fieldprint® at Fieldprint@644-886-0165.