



Criminal History Record Check Application

You have received this form because the Georgia Department of Community Health (DCH) has requested a fingerprint-based background check to determine eligibility for employment, participation in a Medicaid program and the Structured Family Care Program. Follow the instructions below to submit your criminal history background check request to DCH.

Provider Name	Provider Code
The Structured Family Care Provider Program	use code GADCHSFC

Instructions

1. Visit: [GCHEXS Application Background Check \(ABC\) Portal](#)
2. **Create an Account**
If you have not created an account before:
 - a. Click "Register as a new user."
 - b. Enter your account information. Click "Register."
 - c. Check your email for the temporary password.
3. **Login**
Your username is your email address. A temporary password was sent to the email account you used to register. When you login, you will be prompted to change your password and choose three security questions.
4. **Enter Application Information**
 - a. Click "**Create Application**" on the home screen.
 - b. Enter the provider code listed above. Click Search. If the correct provider is displayed, click "**Continue Application**." If an incorrect provider is displayed, contact the provider that gave you this form.
 - c. Enter your demographic information. Click "Next" after you have completed the required fields on each screen.
 - d. Once you have completed the application, your employer will receive an email notifying them to review and submit the application in **Georgia Criminal History Check System (GCHEXS)**
5. **Check your email**
You will receive 2 emails when your criminal history record check application is submitted through GCHEXS:
 - An Email from GCHEXS notifying you that your application has been submitted.
 - An email from IDEMIA which includes a Universal Enrollment Identification (UEID) number and a direct link to the **Georgia Applicant Processing (GAPS)** website where you can schedule a fingerprint appointment.

Frequently Asked Questions

Is there a fee for fingerprinting?

Yes. The fee for fingerprinting is \$51.99. Please read the email you received from GCHEXS to see if payment was covered by your employer. DCH cannot address payment concerns.

How long do I have to submit my fingerprints?

You must submit fingerprints within 90 days of receiving your email notifications. If you are not fingerprinted within that time frame, your application will close and you will need to start the application process from the beginning.

How will I find a fingerprinting location?

During the appointment scheduling process, on the GAPS website, you will be able to select from the print site locations that are closest to your home address.

Will my fingerprints be retained?

Yes. Your fingerprints will be retained and enrolled in the federal Rap Back Program if your employer is a licensed Long Term Care facility. Rap Back is a service which provides ongoing notifications of subsequent criminal history activity to the DCH Background Investigation Unit. If you are arrested after your initial fingerprint submission, and the arrest includes a disqualifying charge, GCHEXS will notify you that a new disposition letter is available to review. You will have 30 days to correct or challenge the accuracy of the information received. If an unsatisfactory determination is issued, the employer will be notified of the updated determination. Please Note: BIU does not share criminal history record information with your employer.

****This does not apply to Staffing Agency employees, Medicaid Program participants and the Structured Family Care Program.**

I was fingerprinted for a previous employer, will I need to be fingerprinted again?

Possibly. The GCHEXS system will determine if a new set of prints are required. If you receive a notification that you need to submit fingerprints, please do so.

Non- Criminal Justice Applicant Privacy Rights

As an applicant who is the subject of a Georgia and Federal Bureau of Investigation (FBI) national fingerprint/ biometric-based criminal history 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. All notices must be provided to you in writing. These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulation (CFR), 50.12, among other authorities.

- You must be provided with an adequate written FBI Privacy Act Statement (dated 2013 or later) when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared or retained.
- You must be advised in writing of the procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record).
- 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 the information in the FBI criminal history record.
- 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> and <https://www.edo.cjis.gov>. You may find information regarding how to obtain a copy of your Georgia criminal history record on the [GBI website](#).
- 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 by submitting a request via <https://www.edo.cjis.gov>. 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.) If the disputed arrest occurred in the State of Georgia, you may send your challenge directly to the GCIC. Contact information for the GCIC can be found on the [GBI website](#).
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for the 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.

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.



Background Investigation Unit (BIU) FAQs

The Georgia Department of Community Health (GADCH) will review the results of the fingerprint based criminal history record check to determine eligibility. A determination of satisfactory or unsatisfactory will be issued in accordance with GADCH Healthcare Facility Rules and Regulations.

How can I obtain a copy of my criminal history record?

DCH does not provide copies of criminal history records. You may obtain a copy of your Georgia criminal history record by requesting a copy from your local law enforcement agency. If you would like to request a copy of your FBI criminal history record, you can do so on the FBI website.

Can I check the status of my background check?

Yes. You can log into your [GCHEXS ABC Portal](#) at any time to see the following Determination Statuses:

Not Yet Requested - this status indicates your employer has not yet reviewed and submitted your application to the Department of Community Health.

Determination Status: In Process - this status indicates we are waiting for your fingerprint submission. If you have already submitted your fingerprints then your application is in queue awaiting a determination. Determinations will be issued within 10 to 15 business days.

Satisfactory - this status indicates the background check process is complete and you have been determined to be Satisfactory for employment and licensing purposes.

Unsatisfactory - this status indicates the background check process is complete and you have been determined to be Unsatisfactory for employment and licensing purposes.

Will my criminal history information be shared with my employer?

No. BIU will never share criminal history record information with your employer. Per FBI policy, all information must be kept confidential and can only be discussed with the applicant of record.

What if the charges on my criminal history record are correct and I do not want to wait 45 days for a determination to be issued?

You can upload a letter requesting to waive the 45-day waiting period and receive your unsatisfactory letter with a link to the appeal request form. Please address your letter to the Criminal History Specialist listed on your Disposition Letter. You can **also** email a copy of the letter to the specialist email directly.

How long will it take to issue an eligibility determination?

Most determinations can be issued within 24-48 hours of the fingerprint submission. If a determination cannot be made without further review, a determination will be issued within 10 to 15 business days, or a Disposition Letter will be available in the GCHEXS ABC portal.

How can I check the status of my eligibility determination?

You can check status updates in your GCHEXS ABC portal.

What is a GADCH Disposition Letter?

A Disposition letter is a request for additional documentation. Please click the link to access the letter and read the letter in its entirety. Please submit/upload a copy of the requested document(s). Once submitted, BIU will review and issue a determination within 3 to 5 business days.

If I submit a the requested documentation, will I receive a satisfactory determination?

Not necessarily. BIU will need to review the documents and make a determination based on the information provided.

Where can I get copies of my disposition?

If the arrest occurred in the state of Georgia, you can reach out to the arresting agency or the court of the county in which you were arrested. If you were arrested in another state, please reach out to the arresting agency or state identification bureau in the arresting state for additional information.

What if the charges on my criminal history record are pending and I have not yet been to court?

If the charges for a disqualifying arrest are pending, you will receive an Unsatisfactory determination however, you will be able to appeal the Department's decision within 10 days. For more information on requesting an appeal, please see the FAQ's regarding Appeals.



Background Investigation Unit (BIU) FAQs

Why are my charges showing up after 7 years or after my record was restricted/expunged?

There is no statute of limitations on charges reported on a criminal history record. The charges reported by GBI and FBI will be always be reported. If you petition the the court for an expungement/ record restriction, or you were sentenced under First Offender Act, your charges may still be reported to Dept. of Community Health. State law allows certain crimes to be reported to DCH even when they are restricted/expunged. If we receive the information we will issue a determination based on the information received.

What if the charges on my criminal history record are several years old?

BIU uses the sentence completion date of certain felony convictions to determine eligibility. If your sentence was completed more than 10 years ago you may be eligible for a satisfactory determination. Example: You were sentenced in 2005 and received 5 years probation then your sentence ended in 2010. You will be eligible for a satisfactory determination in the year 2020.

Are there any charges that will disqualify me even after 10 years from the completion of my sentence?

Yes. Violent felonies and sexual offenses will receive an unsatisfactory determination regardless of the length of time since the sentence completion.

What if the charges on my criminal history record are incorrect?

You have the right to challenge or correct the information provided on your criminal history record with the arresting agency or the court submitting the information. BIU allows 30 days from the date of the disposition letter to provide proof of any corrections or updates to your record. The procedure for correcting or challenging your record can be found in the Applicant Privacy Rights document attached. You can also find a copy of the Applicant Privacy Rights in your GCHEXS account.

What if I do not respond to the request for additional information?

If you do not respond to the disposition letter, BIU will issue an unsatisfactory determination within 45 days from the date of the disposition letter.

Can I appeal my unsatisfactory determination?

Yes. Once you receive an Unsatisfactory Letter of determination, please read the letter in its entirety. A link to an appeal request form is embedded in the letter. You have 10 days from the date of the Unsatisfactory letter to submit the appeal request to the Office of Inspector General, Legal Unit. The appeal request must be submitted by the applicant or their legal representative, it cannot be submitted by an employer.

Can I remain employed while I wait for the appeal decision?

The decision to retain you as an employee must be made by your employer. The guidelines for retaining an unsatisfactory employee while they are in an active appeal, are provided in the Healthcare Facility Regulations Division Rules and Regulations.

How long is the appeal process?

Times will vary. Appeals are heard by the **Office of State Administrative Hearings (OSAH)**. OSAH will schedule the hearing and reach out to you directly to provide your hearing date and time.

Where will the appeal hearing take place?

Please review the communication you received from OSAH for the exact date, time and location.
The address to OSAH is: 225 Peachtree Street NE Suite 400
Atlanta, GA 30303

Department of Community Health
Office of Inspector General
Background Investigation Unit
404-463-7154