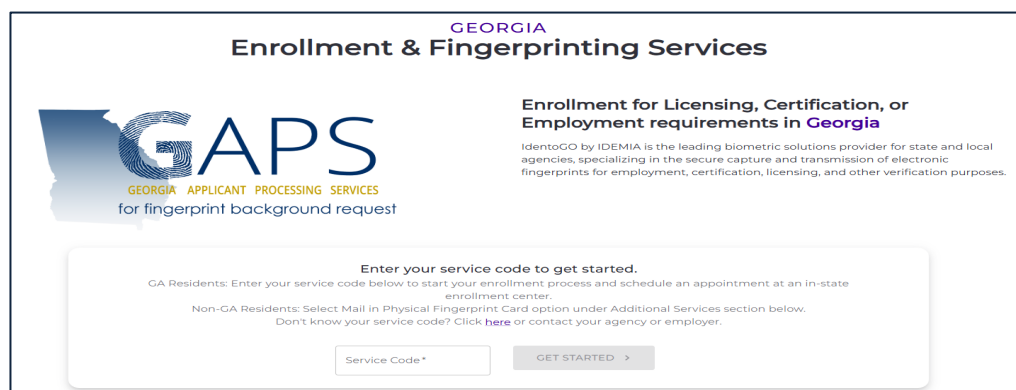


## Georgia Applicant Processing System (GAPS)

The Georgia Applicant Processing System (GAPS) fingerprinting process must be completed by all regulated program applicants to satisfy the statutorily required national and state criminal history check. Fingerprint results obtained from any source other than the approved GAPS process will not be accepted. When submitting a certification application to Georgia Department of Driver Services (DDS), please follow the fingerprinting instructions outlined below.



### Step 1: Registering for Fingerprinting

- Go to this website: <https://ga.state.identogo.com/ata>.
- Use the table below to find and enter the applicable "Service Code" and click **Get Started**.

SERVICE CODE	APPLICATION
<b>2TGGGB</b>	For-Hire License Endorsement
<b>2TGGFY</b>	DDS Regulated Programs (ADAP)
<b>2TGG91</b>	DDS Regulated Program (IIP Center)
<b>2TGG8J</b>	DDS Regulated Programs (DT/TPT Instructors)
<b>2TGG73</b>	DDS Regulated Programs (DT/TPT Owner)
<b>2TGG6N</b>	DDS Regulated Programs (DI)
<b>2TGG55</b>	DDS Regulated Programs (DUI)

- Click **Continue** to skip the Enrollment Service Lookup - Requesting Agency ID# page.
- On the next page, verify the Agency and Reason for Fingerprinting and click **Start Enrollment**.
- Click the checkbox at the bottom left to acknowledge the Non-Criminal Justice Applicant's Privacy Act statement, then click **Continue**.
- Follow the prompts to complete all required Personal Information fields and click **Review**.
- Review all entered information and click **Submit Enrollment** if correct.

### Step 2: Agency Decline or Approval

- Submit your certification application (i.e., For-Hire Endorsement, Driver Training Instructor, Risk Reduction Program, Driver Improvement Clinic, etc.) to DDS.
- When your certification application is received by DDS, you will receive an email from Identogo stating "your registration is under review."

### Step 3: Schedule Fingerprint Appointment

- Upon receipt of the registration approval email, note the UEID (Assigned Registration #) listed in the email and click the **Schedule Appointment** link provided.
- Enter your Date of Birth, Last Name, and the noted UEID.
- Follow the prompts to schedule and pay for your fingerprint appointment.

GAPS results, in most cases, are usually accessible to DDS within 48 hours of fingerprinting and will remain available to DDS for 30 days. Please contact Idemia for additional information regarding this process.