

Fingerprinting Procedure - In-State

LiveScan fingerprinting is the electronic Georgia Applicant Processing Service (GAPS) managed by Fieldprint. Your fingerprints will be scanned electronically.

You must register with Fieldprint before you visit a fingerprinting location:

1. Go to <https://fieldprintgeorgia.com/>.
2. Click Schedule Appointment.
3. Create a user account.
4. Select City/County Government and Law Enforcement Agencies.
5. Select Law Enforcement Agencies.
6. Select Criminal Justice Employment - POST Certified Employees from the Reason for Fingerprinting dropdown.
7. Enter the GAGSPH800 for the REVIEWING AGENCY ID, then click Continue.
8. Fill in all required information. **NOTE:** Fields marked with a red asterisk are required.
9. Read and agree to the Biometric Disclosure and the GA Privacy Statements.
10. Send your request for review. POST must approve your request before you can make your appointment.
11. Once you have received your POST approval to schedule your appointment, return to <https://fieldprintgeorgia.com/>, log back in, and select "I have been approved by my agency or have already scheduled."
12. Proceed with scheduling your appointment. You will be able to choose an appointment by location, date, or first available appointment.
13. Make your online payment for fingerprinting services. Accepted forms of payment are PayPal, debit card, or credit card.
14. Your confirmation information will be emailed to you. You can also print your confirmation from the site.
15. Bring your confirmation number and your accepted photo ID to your appointment. Accepted forms of identification are listed below.
16. Visit the print site location of your appointment and electronically scan your fingerprints. Your results will be transferred to the agency electronically for review.

Fieldprint Approved Identity Verification Documents

Fieldprint requires current, valid, and unexpired picture identification documents. As a primary form of picture identification one of the following will be accepted at the Print Locations:

Primary Documents:

- State issued driver's license with photograph.
- State issued identification card with photograph.
- U.S. passport with photograph.
- U.S. active duty/retired/reservist military identification card (000 10-2) with photograph.

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- Government issued employee identification card with photograph (includes federal, state, county, city, etc.).
- Tribal identification card with photograph.

However, in the absence of one of the above Primary Documents, applicants may provide one or more of the following Secondary Documents, along with two of the supporting documents listed below:

Secondary Documents:

- State government issued certificate of birth.
- Social security card.
- Certificate of citizenship (N560).
- Certificate of naturalization (N550).
- INS 1-551 Resident alien card issued since 1997.
- INS 1-688 Temporary resident identification card.
- INS1-6888, 1-766 Employment authorization card.

Secondary Documentation must be supported by at least two of the following:

- Utility bill (with your current address).
- Voter registration card.
- Vehicle registration card.
- Paycheck stub with your name/address.
- Cancelled check/bank statement.

Fingerprinting Procedure - Out-of-State

If you reside outside of Georgia, you have the option to visit the closest Georgia print site or request a Printcard Packet to be fingerprinted at a local law enforcement agency. If you select a Georgia print site, please use the In-State instructions above. To be fingerprinted at a local law enforcement agency, use the following directions.

1. Go to <https://fieldprintgeorgia.com/>.
2. Click Schedule Appointment.
3. Create a user account.
4. Select City/County Government and Law Enforcement Agencies.
5. Select Law Enforcement Agencies.
6. Select Criminal Justice Employment - POST Certified Employees from the Reason for Fingerprinting dropdown.
7. Enter GAGSPH800 for the REVIEWING AGENCY ID, then click Continue.
8. Fill in all required information. **NOTE:** Fields marked with a red asterisk are required.
9. Read and agree to the Biometric Disclosure and the GA Privacy Statements.
10. Send your request for review. POST must approve your request before you can make your appointment.

11. Once you have received your POST approval to schedule your appointment, return to <https://fieldprintgeorgia.com/>, log back in, and select "I have been approved by my agency or have already scheduled."
12. Proceed to the Schedule Appointment section. Enter your location and select Request Printcard Packet from a local law enforcement agency listing.
13. After requesting your Printcard Packet, you will make your online payment for fingerprinting services. Accepted forms of payment are PayPal, debit card, or credit card.
14. You will receive confirmation and further instructions.
15. Fieldprint will mail the packet to you 7-10 business days after your payment has been processed. The packet will include instructions for submitting the cards.
16. Once you have received the Printcard Packet, you can be fingerprinted at any local law enforcement agency. Each law enforcement agency has their own criteria and requirements. If you select an agency from the Fieldprint website, you will see residency requirements and fees. If you select another law enforcement agency, it is recommended you call the agency before arriving to learn of their specific requirements and fees.
17. Follow the Printcard Packet instructions for submitting the fingerprints.