

## **Instructions for Obtaining Fingerprint-Based Criminal Record History To Satisfy Requirements of O.C.G.A. §19-8-16(d) in Adoptions**

Petitioners in adoptions in Georgia are required to provide the Court with a fingerprint-based criminal record history from the Georgia Crime Information Center (GCIC). To satisfy this requirement, Petitioners should utilize the Georgia Applicant Processing Service (GAPS), which generates a report that is delivered to the Clerk of the Court within approximately 48 hours of submission.

To obtain the required report, the Petitioner should do the following:

1. Go online to <https://www.aps.gemalto.com/>
  - a. Select the state of “Georgia”
  - b. Select “Applicant Registration”
  - c. Select “Georgia Court Services”
  - d. Select “Superior Court”
  - e. Read and accept the Privacy Terms
  
2. Enter the following TRANSACTION INFORMATION:
  - a. Reviewing Agency ID

Hall County:	<b>GA922930Z</b>
Dawson County:	<b>GA922932Z</b>
  - b. Reason **Adoption Investigation by Court Appointed Agent**
  - c. Payment **Credit Card –or– Money Order**
  
3. After entering your personal information and clicking “CONTINUE,” you will be given an opportunity to review your submission and have the option to “GO BACK” to make any necessary changes. Select “SUBMIT” once the information is correct.
  
4. Enter and submit your payment information, after which you will receive confirmation that your registration is complete.

*\* Please write down your REGISTRATION ID or print a registration confirmation. You will need to present it at the fingerprint location. You can also use the number to track the processing of your report later.*
  
5. You must visit a GAPS location to have your fingerprints electronically scanned. Select “Find a Fingerprint Location” on the left side of the home page and find a location convenient to you.
  
6. Visit a GAPS location and identify yourself, providing your REGISTRATION ID and a photo ID. They will then scan your fingerprints into the system.

The GAPS system will then process your fingerprints and report the results of the search directly to the Adoption Clerk where your adoption is pending. The clerk will place the results in your adoption file and provide a copy to the judge assigned to the case. The judge will notify you (or your lawyer) at least 5 days prior to a final hearing if there are significant concerns with the results contained within the report.