



**Georgia Department
of Human Services**
Office of Inspector General

Records Check Verification Process

Provider Training



stronger families

FOR A STRONGER GEORGIA



Records Check Application

The Federal Bureau of Investigation (FBI) requires that all agencies submit a Record Check Application on potential applicants prior to GBI and FBI processing an applicant's fingerprints.

- Provides authorization for submission of prints to appropriate authorities
- Provides authorization for processing of background information by DHS



The Process

Applicant registers for fingerprinting in GAPS Idemia, then applicant and/or agency completes and submits Records Check Verification Form via IDHS



DHS approves or denies the GAPS Idemia registration based on the Records Check Verification Form review in **3-5 business days**
* If denied please return to step one*



Upon approval, the applicant receives an email and/or can check Idemia account with fingerprinting instructions



Applicant visits GAPS print site Idemia and fingerprints are processed by GBI and FBI



Records released to DHS for processing. Please allot 3-5 business days for processing.



Georgia Applicant Processing Services (GAPS) Training

- IDEMIA is Georgia's new contracted vendor for statewide fingerprinting.
- For additional training materials, please visit the GCIC website at <https://gcicweb.gbi.state.ga.us/ncja/content/gaps-2>.
- Click on **GAPS Registration** tab for **GAPS Registrations with Approval** [GAPS](#)
- **Agency Portal AMP** (agencies should only access the information for billing): [Agency Management Portal\(AMP\) | Applicant Services](#) Invoice billing is not available.
- **Idemia Website:** <https://ga.state.identogo.com/ata>
 - a. Applicants can access this site for registrations, schedule, or change fingerprint appointments after approval.
 - b. Applicants can contact Idemia customer service at **1-833-542-9283** for help with registrations, fingerprint appointments, TCN Retrieval, and locations.

Additionally, here are some helpful resources:

- New Agency Enrollment Email: UEP-ENG-Support@us.Idemia.com
- Idemia Website: <https://ga.state.identogo.com/ata>



Registration Verification

- DHS will compare the information included in the GAPS/Idemia Registration to the information provided on the Records Check Verification Form.
- Hiring Agencies will be contacted or GAPS/Idemia Registrations will be denied for the following reasons:
 - UE ID Does not match
 - Name spelled different on either document.
 - DOB, POB, or SSN listed different on either document.
 - Sex or Race listed different on either document.
 - Service Code/Reason Fingerprinted different on either document.
 - Requesting Agency GAP/GAC number left off or same as DHS



Form Submission

Hiring Agency

- Visit <https://idhs.dhs.ga.gov/>
- Click on the *Records Check Application* tab
- Complete and submit Fingerprint Records Check Verification Form via IDHS after applicant is registered in GAPS.

Identity History System (IDHS)

Home FAQ Contact Us **Records Check Application**

STATE OF GEORGIA
1776

Welcome to the DHS Office of Inspector General
Identity History Summary results webpage

Disclaimer:
Unauthorized access to this site is strictly prohibited. This website should only be used to access information belonging to your agency. Use of this site is restricted to authorized users and is subject to monitoring.

If you agree to these terms, Click here **Proceed**

Copyright ©2019 All Rights Reserved - Department of Human Services - Identity History System(IDHS)
This site can be best viewed in IE 11.0 or above with 1366 X 768 screen resolution



Application Details

- **Applicant Information** - current information matching the Idemia Registration and a government-issued photo ID.
- **Name of Employer** - provider's business/agency name
- **Reason Fingerprinted** - reason for the background check are linked to Service Codes with Idemia. Below are the RFPs for DHS Contractors or RCCL Agencies.
 - DFCS – CPA Adoptions
 - DFCS/DHS – Foster Care Home Placement
 - DFCS/DHS – Foster Care Home Placement (4 year renewal)
 - DFCS/DHS – Foster Care Home Placement (5 year renewal)
 - DHS – Licensing Child Care Center (Director)
 - DHS – Licensing Child Care Center (Employee)
 - DHS – Licensing Child Care Center (Volunteer)
 - DHS – Licensing Child Welfare Agency (Owner)
 - DHS – Health Agencies/Contractors Providing Direct Child Care
 - DHS – Health Agencies/Contractors Providing Direct Elder Care
 - DHS – Volunteers Providing Direct Elder Care
 - DHS – Volunteers Providing Direct Child Care

■ = Residential Childcare Licensure (RCCL) Reason For Prints (RFP)

■ = Contractor RFPs



DHS Idemia Service Codes

DHS Contractors Service Codes

- **2TGH61** DHS – Health Agencies/Contractors Providing Direct Child Care
- **2TGH7G** DHS- Health Care Agencies Contractors Providing Direct Elder Care
- **2TGHZ7** DHS- Volunteer Direct Elder Care
- **2TGHYT** DHS- Volunteer Direct Child Care

Residential Child Care Licensing Facilities

- **2TGHSZ** DHS- Licensing Child Care Center (Volunteer)
- **2TGH9B** Licensing Child Care Center (Director)
- **2TGHJQ** DFCS/DHS – Foster Care Home Placement
- **2TGHK4** DFCS/DHS – Foster Care Home Placement (5-year renewal)
- **2TGHBV** DHS – Licensing Child Care Center (Employee)
- **2TGH8Y** Licensing Child Welfare Agency (Owner)





Identity History System (IDHS)

Home FAQ Contact Us Records Check Application

Brian P. Kemp
Governor



Candice L. Broce
Commissioner

All fields marked with a red asterisk are required

Georgia Department of Human Services
Aging Services | Child Support Services | Family & Children Services
Department of Human Services
Fingerprint Records Check Verification Form

Applicant Information

UE ID number is now a required field & only obtained after applicant is registered in GAPS/Idemia for fingerprints.



Registration ID *

Contract #/RCCL License #

Last Name *

Middle Name

Address Line 1 *

City *

Zip *

Sex *

Date of Birth *

Reason for Fingerprinting *

Job Title/Applicant Role *

First Name *
Enter Correct Full Name

Maiden Name

Address Line 2

State *

Phone Number *

Race *

Place of Birth *

All fields marked with a red asterisk are required



Reason for Fingerprinting

Select

*



All fields marked with a red asterisk are required

* I understand and have been informed that an FBI/NCIC and GBI/GCIC background check will be conducted.

* I have been provided written notice of the Applicants Privacy Rights and the Privacy Act Statement. Title 28 CFR 16.30 through 16.34. [Click here](#)

Signature of Applicant

*

Date

mm/dd/yyyy



*

Hiring Agency

I, as the hiring official, have verified that the above-named applicant is a prospective employee of this organization. I understand that before the applicant's fingerprints are submitted to the Georgia Bureau of Investigation (GBI) and Federal Bureau of Investigation (FBI), the Department of Human Services (DHS) must verify that the applicant is seeking to provide services and/or gain employment with this agency. This is an FBI requirement.

Note: This verification form should be submitted after the applicant has been registered for fingerprinting within the Georgia Applicant Processing Service (GAPS). Applicants will not be released to a fingerprinting site until this form has been received and the registration has been cleared by DHS. The information contained within this form will be compared to the information provided in the GAPS registration for accuracy. If any discrepancies are found, DHS will communicate with the hiring agency for resolution. *Applicant cannot proceed to a print site until they receive a confirmation email from GAPS.*

Employer Name

Agency Name

*

Name of Hiring Official

*

Signature of Hiring Official

*

Telephone

*

Employer's Email Address

*

All fields marked with a red asterisk are required



Enter Captcha

Submit

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Record Processing (Contractors)

- Applicant's background checks will be processed within 3-5 business days from when the Department of Human Services (DHS) receives the results from the state approved vendor.
- A clearance determination letter for DHS Contractors will be accessible by the provider immediately upon being entered into IDHS. Email ASKOIGBIU@DHS.GA.GOV for instructions to access letters.
- DHS Contractor Applicants' needing further evaluation will have a final determination uploaded in IDHS no later than 15 business days from initial record review.



Record Processing (RCCL)

- Applicant's background checks will be processed within 3-5 business days from when the Department of Human Services (DHS) receives the results from the state approved vendor.
- A clearance determination letter for RCCL agencies will be emailed to the providers/directors. Email ASKOIGBIU@DHS.GA.GOV for any assistance locating letter.
- RCCL Applicants' needing further evaluation will have a final determination sent vial email no later than 30 business days from initial record review.



Questions

Please forward all questions to
ASKOIGBIU@dhs.ga.gov

