

Quick Guide to Electronic Fingerprints

1. Go the GAPS - <https://www.ga.cogentid.com/index.htm>
2. Under the Registration tab on the right hand side, choose Single Registration. Complete all of the required fields on the next page (those labeled with an **asterisk ***)
3. Near the end of the Registration screen you will see a heading entitled *Transaction Information*. In this area you must:
 - a) Click on the drop box next to *Reason* and select **Insurance Commissioner Licensing Authority**.
 - b) Click on the drop box next to *Payment* and select the appropriate payment option. If credit card is selected you will be prompted to enter additional information so please have credit card information available during the registration process. If you are paying with a money order, you must provide the money order, payable to: **Cogent Systems – GAPS**, at the GAPS Print Location before being fingerprinted.
 - c) Enter **GA922954Z** in the *ORI/OAC* field.
 - d) Enter **922954Z** in the *Verification* field.

Do Not check the box for '*Does another agency make the fitness determination*'
 - e) Click Next at the bottom of the page and you will be taken to another screen. If all of the information displayed is correct, click Next and you will be given a Registration ID number. The Registration ID number will be needed when you go to the GAPS Print Location to get your fingerprints taken. Complete the payment form and submit your registration.