

SPECIAL MEMORANDUM

SUBJECT: Requirement for Electronic Submissions of Criminal History Record Checks for Non-Criminal Justice Purposes

ATTENTION: *Agency Heads*

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In October, the Georgia Crime Information Center (GCIC) advised agencies via “Special Memorandum” that due to state budget cuts, the GCIC no longer has resources to process manual (inked prints on paper fingerprint cards) fingerprint-based criminal history record checks in a timely manner, as required by agencies making suitability decisions for critical employment or licensing purposes. Therefore, effective **January 1, 2009**, GCIC would no longer accept manual fingerprint-based criminal history record checks for non-criminal justice purposes, such as licensing and non-criminal justice employment. Although the electronic submission of all criminal and criminal justice employment fingerprint checks is encouraged, it is not required at this time.

To accommodate those agencies who are still transitioning their paper process to electronic submissions, GCIC is extending the effective date for the requirement to submit non-criminal justice fingerprint checks to **February 1, 2009**. Agencies may submit fingerprint-based criminal history record checks from electronic fingerprint capture (“live scan”) devices or via the Georgia Applicant Processing Services (GAPS). **After February 1, 2009, all paper fingerprint card submissions will be rejected and returned to the agency.** After this date, GCIC will only accept paper fingerprint card submissions for criminal justice employment or out of state applicants as properly indicated on the fingerprint card.

Electronic submissions are accepted from GCIC certified live scan devices purchased by an employing/licensing agency with approved connectivity or from a law enforcement agency that provides electronic fingerprint services. However, most employing/licensing agencies may find it more cost effective and efficient to utilize GAPS rather than purchase and maintain a live scan device. Additionally, not all law enforcement agencies provide electronic fingerprint services for non-criminal justice purposes. When those services are provided, criminal history record results are returned to the law enforcement agency to forward to the requesting agency, rather than directly to the employing/licensing agency.

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For additional information on GAPS, please contact one of the following individuals, or visit the GAPS website at <http://www.ga.cogentid.com> for additional information or enrollment.

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Approved: 

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Date