

City of Dublin Background/Fingerprint Procedures:

Live Scan fingerprinting by Georgia Applicant Processing Service (GAPS) has been transitioned to Identogo as of January 6, 2025. The applicant DO NOT need inked fingerprint cards.

1. Register on the website ga.state.identogo.com/ata to sign up and schedule appointment for live scan prints. Fingerprint request page should look like this:

Enrollment & Fingerprinting Services



Enrollment for Licensing, Certification, or Employment requirements in Georgia

Identogo by IDEMIA is the leading biometric solutions provider for state agencies, specializing in the secure capture and transmission of electronic fingerprints for employment, certification, licensing, and other verification.

Enter your service code to get started.

GA Residents: Enter your service code below to start your enrollment process and schedule an appointment at an in-state enrollment center.

Non-GA Residents: Select Mail in Physical Fingerprint Card option under Additional Services section below.
Don't know your service code? Click [here](#) or contact your agency or employer.

Service Code*

GET STARTED >

2. At bottom of enrollment page, since you will not have a service code, click on the “here” to start enrollment.
3. Enrollment Service Lookup – click drop down box – select - **Georgia City/County Government & Law Enforcement Agencies.**
4. Reason for Fingerprinting – click drop down box – select - **Alcohol/Liquor Licensee**
5. Reviewing Agency – type in **GA923033Z**
6. Requesting Agency – type in **GA923033Z**
7. Hit Continue at bottom of screen
8. Verify information and be sure to write down the **SERVICE CODE** at bottom of page. You will need this code to continue process. Once verified and all is correct, click on **start enrollment** at bottom of screen
9. Must agree and acknowledge the NON-CRIMINAL JUSTICE APPLICANT’S PRIVACY RIGHTS. Click box at bottom of page and click CONTINUE.
10. Enter personal information and follow prompts to continue registration. **BE SURE EMAIL IS CORRECTLY ENTERED.** All correspondence will be through email.
11. Once the applicant submits the applicant request, please call 478-277-5016 or email hayest@dublinga.org or carterj@dublinga.org stating the applicant has submitted. Approval must be granted before you are allowed to schedule your live print scans.
12. Keep copies of ALL registration correspondence for future use, if needed.
13. Once approved you will need to re-login to select the facility, date, and time of applicant’s preferences.
14. Currently, total cost is \$53.24 but is subject to change.
15. Again, please keep a copy of ALL registration process as we will not have this information as entered.

Results will be transferred to our agency electronically for review. You will be notified of approval/denial.