



COGENT  SYSTEMS  
Georgia Applicant Processing Services

**Acknowledgement**

I authorize Cogent Systems, Inc. to conduct a fingerprint based criminal history record check of me.

I understand that Cogent Systems, Inc. will send my fingerprints to the Georgia Crime Information Center for a search of criminal history information in its files and to the Federal Bureau of Investigation for a search of its files when a federal record check is so authorized.

I understand that the electronic results of this fingerprint check will be received by Cogent Systems, Inc. and forwarded to the agency responsible for determining my suitability for the position for which I have applied.

I further understand that Cogent Systems, Inc. will not maintain a copy of my record and that Cogent Systems, Inc. meets all confidentiality and security requirements for handling and dissemination of state and federal criminal history record information.

By: \_\_\_\_\_

Date: \_\_\_\_\_

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**\*\*\* THIS DOCUMENT/PROCESS MUST BE COMPLETED  
BY OWNERS AND MANAGERS. PLEASE MAKE  
ADDITIONAL COPIES AS NEEDED.**

GAPS Information List

Print your answers

Last Name:	Address
First Name:	City:
Middle Name:	State:
Suffix: ( Jr,Sr.)	ZIP:
Date of Birth:	Phone:
Place of Birth:	Reason For Prints:
Sex:	Payment: Credit Card or Money Order
Race:	
Eye Color:	
Hair Color:	
Height:	
Weight:	
Country of Citizenship:	
Drivers License Number:	
State of Drivers License:	

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# GAPS INSTRUCTIONS

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Follow the instructions below for electronic fingerprinting required for your City of Brunswick Alcohol License background check. If you have any questions, please contact Deputy Marshal, Len Schmauch, Code Enforcement, 912-267-5583.

1. You must have access to a computer with internet connection. You will need a credit card in order to pay for the GAPS on the website.
2. Go to [www.cogentid.com](http://www.cogentid.com)
3. Click on Georgia GAPS
4. Click on Applicant Registration
5. Click on City/County Government and Law Enforcement Agencies
6. Click on Alcohol and Liquor License
7. Read Privacy Rights statement and click box at bottom of page signifying that you have read and accepted the privacy right terms
8. Click continue
9. Applicant registration page: complete all yellow highlighted blocks and the social security and driver's license # blocks. You will need the code **GA0630100** for the **Reviewing Agency ID** block. For the **Reason** block, click on the down arrow and choose "Alcohol/Liquor License". **Do Not** click the box beside "Fingerprint Card User". Only accept electronically scanned fingerprints will be accepted.
10. Click continue at bottom of page and you will have the opportunity to review information before continuing on to the payment screen.
11. Complete the payment information and print out the payment confirmation.
12. Take the payment confirmation and to the UPS store located at 139 Altama Connector across from WalMart. Fingerprinting hours are Mon – Fri 8:30 to 6:00 and Sat 9:30 to 3:30. The UPS store phone number is 912-265-3155.
13. The UPS store will electronically scan your fingerprints.
14. You will be given a **TCN number** by the UPS store. Call Deputy Marshal Schmauch's number (912-267-5583) and give the TCN number to him or if he is unavailable, leave the number on his answering machine.

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