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# MEMORANDUM

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TO: Bingo Organizations

THRU: Dawn M. Diedrich  
Director of Privacy and Compliance

FROM: Catherine Mausolf  
Special Agent in Charge  
GBI Office of Privacy & Compliance

DATE: December 29, 2016

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

Due to state budget cuts, the Georgia Crime Information Center (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**, the GBI /GCIC will no longer accept manual fingerprint-based criminal history record checks for non-criminal justice purposes, such as licensing and non-criminal justice employment.

Agencies should submit fingerprint-based criminal history record checks via the Georgia Applicant Processing Services (GAPS). The GAPS program provides the following features and/or services:

- Georgia residents will not have to travel more than 25-30 miles for fingerprinting services
- Individuals have the option of registering via a toll free phone number (1-888-439-2512) or through the GAPS website
- GAPS fingerprint locations are in a non-criminal justice environment

For more information on GAPS, please visit the GAPS website at <http://www.ga.cogentid.com> for additional information or enrollment. If you have any questions or concerns, please contact SAC Catherine Mausolf at 404-270-8223 for further assistance.