

Registration for Fingerprinting

1. Access the GAPS website at www.ga.cogentid.com
2. Click on "Applicant Registration"
3. Choose "Education Agencies"
4. Choose "Public Schools"
5. Please read the "Non-Criminal Justice Applicant's Privacy Rights", check the box beside "I have read and accepted these terms" then click "Continue"
6. Applicant Registration page
 - "Agency"—Choose from the drop down list "Catoosa Co Board of Education"
 - "Reason"—Choose from the drop down list "School Employment-Public Schools"
 - "Payment"—Choose either "Credit Card" or "Money Order". If you choose Money Order, make the Money Order payable to 3M Cogent.
 - "Fingerprint Card User"—DO NOT CHECK THIS BOX
 - "Personal and Address Information"—Complete the required information in yellow
 - Verify your information. If correct, click "Submit". If not, please go back and make your corrections.
 - "Registration Complete" page, please either print or email the receipt (to yourself). You will need this confirmation to be fingerprinted.
7. Please make sure you have scheduled an appointment to be fingerprinted. Human Resources will not fingerprint anyone who does not have an appointment.

Days and Hours available to schedule fingerprinting:

Monday - Thursday 8:00 - 11:30 and 2:15 - 4:00

Friday 8:00 - 11:30 and 1:15 - 3:30

Appointments are available in 15 minute increments

Please make sure that you have your fingerprint registration confirmation, appointment time and date, your drivers license and money order made payable to 3M Cogent, if you did not pay for fingerprinting with your credit/debit card.