

## Fingerprint Instructions

**Do not submit your fingerprints unless your fitness analyst sends you a specific request to do so.** If you are asked to submit fingerprints, you will be required to submit them through our vendor, IDEMIA, and you will register through the IDEMIA website. The process for submission of fingerprints will vary depending on whether you are able to get your fingerprints submitted in Georgia, as described below.

### **If Fingerprints Have Been Requested, Register with IDEMIA**

- Access the IDEMIA website at <https://ga.state.identogo.com/>.
- Enter the Service Code, **2TGN1V**, and click “Get Started.”
- On the next page, leave the “Requesting Agency” box blank and click “Continue.”
- Follow the prompt to “Start Enrollment.”
- Read over and acknowledge the Privacy Rights statement that appears on the next page and click “Continue.”
- Enter the requested information to complete the enrollment process.

**Once you register, your request will be submitted to the Office of Bar Admissions for approval pursuant to FBI policy. Please be patient, as this approval process may take a few days and is not controlled by your fitness analyst.**

IDEMIA will contact you via email to confirm your registration and to notify you when your fingerprinting request has been approved. The emails will come from **no-reply@ga.state.identogo.com**. **Make sure those emails are not directed to your spam folder.**

Once you receive the approval email, click the “Schedule Appointment” button that appears in the body of the email and follow the instructions for making your in-person fingerprinting appointment. **If you are unable to schedule a fingerprinting appointment at an Enrollment Center in Georgia, you will have to select the option for mailing in physical fingerprint cards and make your own arrangements to get your fingerprints taken at a law enforcement agency.**

**Please bring one of the identification documents from the list below to your fingerprinting appointment. Identification must be valid, not expired, and contain your photograph.**

- Driver’s License issued by a State or outlying possession of the U.S.
- Driver’s License Permit issued by a State or outlying possession of the U.S.
- Driver’s License Paper/Temporary issued by a State or outlying possession of the U.S.
- Enhanced Driver’s License (EDL)
- Commercial Driver’s License issued by a State or outlying possession of the U.S.
- Commercial Driver’s License Permit issued by a State or outlying possession of the U.S.
- ID card issued by a federal, state, or local government agency or by a Territory of the United States
- Enhanced Tribal Identification Card (for federally recognized U.S. tribes)
- Department of Defense Common Access Card
- Uniformed Services Identification Card (Form DD-1172-2)
- U.S. Military Identification Card
- U.S. Coastguard Merchant Mariner Card
- Military Dependent's Identification Card
- U.S. Passport
- Foreign passport
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Employment Authorization Card/Document (I-766) that contains a photograph
- Foreign Driver’s License (Mexico and Canada Only)
- U.S. Visa issued by the U.S. Department of Consular Affairs for travel to or within, or residence within, the United States

## **Georgia Applicants: Schedule a Fingerprinting Appointment at an Enrollment Center**

IDEMIA will provide you with a list of Enrollment Center locations based on your location. You will select a location, date, and time for an appointment to submit your fingerprints digitally at that location. You will need to present one of the forms of photo ID listed above, so make sure to have it with you.

The Office of Bar Admissions should receive the results of your background check within 48 hours after you have been fingerprinted. Your report will automatically be made a part of your Application for Certification of Fitness.

## **Out-of-State Applicants: Send Fingerprint Cards**

Out-of-State applicants will be asked to send in two separately rolled fingerprint cards to Identogo after making payment arrangements with the law enforcement agency that completes the fingerprints.

Fingerprint cards **must** be mailed to the correct address for processing:

Identogo Cardscan Department - GA  
340 Seven Springs Way, Suite 250  
Brentwood, TN 37027

## **Do not mail your fingerprint cards to the Office of Bar Admissions or upload them to your homepage.**

The Office of Bar Admissions should receive the results of your fingerprint check from IDEMIA within three weeks. Your report will automatically be made a part of your Application for Certification of Fitness.

**Questions should be directed to IDEMIA** at 833-542-9283 or to the GBI Applicant Services Help Desk at 404-244-2639 (option 2) or [GAApplicant@gbi.ga.gov](mailto:GAApplicant@gbi.ga.gov).