

# BECOME AN OVERNIGHT CHAPERONE

*All overnight chaperones who wish to provide non-paid services, duties and responsibilities pertaining to the care, safety and well-being of the Fulton County School System students must have a national and state background check conducted prior to their volunteer service to the system.*

## STEP 1: COMPLETE REGISTRATION AND VOLUNTEER APPLICATION

If you have NOT already completed the chaperone registration form AND completed the online volunteer application, you must do both before continuing to STEP TWO.

1. Register as a Chaperone
2. Complete the Online Volunteer Application

## STEP 2: FINGERPRINTING/BACKGROUND CHECK

You must register and pay for fingerprinting and background check.

1. Please visit: [https://pci.aps.gemalto.com/gaperlpub/landing\\_page\\_1.pl](https://pci.aps.gemalto.com/gaperlpub/landing_page_1.pl)
2. Click on Applicant Registration
3. Click on Education Agencies (EA)
4. Click on Public Schools
5. Read Privacy Rights; check box ("I have read and accepted these terms"); click Continue
6. For "Agency", select Fulton County Board of Education from the dropdown list
7. For "Reason", select Public Schools - Volunteers/Contractors Providing Direct Care from the dropdown list
8. For "Position Applied for", type Chaperone and School Name
9. For "Payment", select Credit Card or Money Order from the dropdown list (\$51.50 total cost)

## STEP 3: FIND A FINGERPRINT LOCATION

You should receive an email confirming your registration before proceeding to a fingerprint location. Once you have received your confirmation email, proceed to be fingerprinted at an approved location. Sites and hours can be found at: <https://www.aps.gemalto.com/ga/index.htm>. Select "Find A Fingerprint Location" from the left side of the page.

## FINAL STEP: REPORT FOR BADGING

Report to the Fulton County Schools Administrative Building located at 6201 Powers Ferry Road, Atlanta, GA 30339 to be photographed and badged (no earlier than 48 hours, but no later than 30 days after being fingerprinted). Photography and Badging will occur Monday-Thursday from 8 a.m. - 11 am & 1 pm - 3 pm

## ADDITIONAL DETAILS

Overnight Chaperone Badges are good for a period of 2 years from the date of issuance. If you already have a badge, please make sure it has expired before you apply for a new one!