FLOYD COUNTY BOARD OF EDUCATION
600 Riverside Parkway
Rome, GA 30161

Instructions for Applicants to Obtain Fingerprints for a Background Check
Public Schools – Volunteers Providing Direct Care – Service Code 2TGQXV

The Georgia Applicant Processing Service (GAPS) fingerprint background check is simple and easy to use. Follow the instructions below.

CREATE YOUR ACCOUNT

To set up an account for scheduling to have your prints taken:

1. Visit the Idemia GAPS website at https://ga.state.identogo.com/
2. Enter Service Code – **2TGQXV** – Public Schools – Volunteers Providing Direct Care
3. Enter Reviewing Agency – **GA930800Z**
4. Verify Information
5. Click Start Enrollment
6. Read and acknowledge Non-Criminal Justice Applicant's Privacy Rights
7. Enter Demographic information. Items with an asterisk (*) are required
8. Review enrollment information and verify all is correct
9. Click Submit Enrollment. ***Once you Submit Enrollment, you will be unable to change the information provided***
10. Your registration information has been sent to Floyd County Schools to review and approve for scheduling your appointment
11. Once your registration is approved, a notification will be sent to the email address you provided. Click the link provided in the email to continue the registration/scheduling process. Be sure to note the UEID, the assigned registration number.

SCHEDULING A FINGERPRINT APPOINTMENT

1. Click on the link from the registration approval email or return to https://ga.state.identogo.com/
2. Enter Date of Birth, Last Name, and the UEID provided
3. Schedule Appointment – Enter a city, state, and/or zip code in Select a Location
4. Click on the Location to be fingerprinted
5. Select desired appointment Date and Time
6. Click Confirm. An additional confirmation screen will pop-up, Yes Confirm
7. Review Enrollment Application. Use Edit Information (top, right-hand) to make any corrections
8. Click Continue to Payment
9. Enter Payment Information
10. Click Pay and Submit
11. Application Has Been Submitted – print this page or download a copy by using the buttons on the lower left. Information will also be emailed to the provided email address
12. Visit the selected Enrollment Center at the appropriate date and time

After your appointment, your background results will be electronically delivered to Floyd County Board of Education. Results are usually available to the agency with 24-48 hours.