

## **Georgia Applicant Processing Service Hardcopy Fingerprint Card Submission Instructions**

Applicants that are out-of-state, unable to visit an electronic fingerprinting location, or are otherwise unable to be electronically fingerprinted may submit hardcopy fingerprint cards to 3M Cogent.

**Process** - Applicants who are submitting ink cards for a required Georgia background check should follow the steps below:

**Register** – All applicants must be registered prior to sending hardcopy fingerprint cards. You can register online at [www.cogentid.com](http://www.cogentid.com). Be sure to select the Fingerprint Card User box. Applicants may also contact the Registration Call Center to register by phone: 1-888-439-2512

**Payment** – Payment may be made online or a money order can be sent with your fingerprint card:

- **Option 1: Online Payment** – Applicants may pay online at the time of registration using a credit/debit card, or the transaction may be billed to your employer using “agency pay.”
- **Option 2: Send payment with Fingerprint Card** – Money order only. Cash and personal checks are not accepted.

**Registration ID** - All applicants will receive a Registration ID. Write this number on the back of your fingerprint cards.

**Submission – Mail the cards (and if applicable, payment) to:**

3M Cogent, Georgia CardScan  
5025 Bradenton Avenue, Suite A  
Dublin, OH 43016

**Results** – Background check results will be sent directly to your employer. 3M Cogent does not have access to background check results or make employment determinations. Please check with your employer regarding questions about your background check results.