

Live Scan Fingerprinting Procedure

Live Scan fingerprinting is an electronic process managed by Cogent Systems, Inc. Your fingerprints will be scanned with a computer. You DO NOT need fingerprint cards.

Please read this page carefully before you begin.

1. Register – you must first contact Cogent Systems, Inc. to register.

You may do this one of two ways:

- **Online** at www.ga.cogentid.com **or**
- **By phone** at 1-888-439-2512.

***Important!* You will need the following information to register:**

- **Transaction Reason** is “Bright from the Start: Child Care/Family Day Care Home”.
- **ORI number** is GA922290Z.
- **Verification code** is 922290Z.
- **The processing fee as of March 19, 2012, is \$50.15.**
- If paying online, credit or debit is accepted.
- You will receive a registration confirmation number. **Write down the registration confirmation number and save it. Be sure to write this number on your Criminal Record Check Application.**

2. Locate the nearest fingerprinting location either:

- **Online** – once registered, click on “Print Location & Hours”, then click on your county on the Georgia map to locate the site closest to you or
- **By phone** – once registered, ask for the fingerprinting location closest to you.

3. Take the registration confirmation number and go to the fingerprinting location nearest you.

- You must also take identification. A picture id is preferred.
- If paying at the fingerprinting site, you must pay with a money order or cashiers check for \$50.15, payable to **Cogent Systems**.
- **NO CASH OR PERSONAL CHECKS WILL BE ACCEPTED AT THE FINGERPRINTING LOCATIONS!**
- Your fingerprints will be scanned with a computer and the results will be forwarded electronically to Bright from the Start for review.

4. After you have completed the Live Scan fingerprint process, you must immediately submit a notarized criminal records check application and the Cogent registration confirmation number to:

Bright from the Start-Criminal Records Unit
2 Martin Luther King Jr. Drive, SE
Suite 754, East Tower
Atlanta, GA 30334

(Do not send any payment with this application)