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 is $52.90; no additional fees are required.
   - If paying online, credit or debit is accepted.
   - You will receive a registration confirmation number. **Write down the registration confirmation number and save it.**

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 $52.90, 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
   10 Park Place South, Suite 600
   Atlanta, GA 30303

   (Do not send any payment with this application.)