

ADOPTION FINGERPRINT REGISTRATION (updated 7/2020)

REGISTRATON

<https://www.aps.gemalto.com/ga/index.htm>

Select: Applicant Registration

Select: Georgia Court Services

Select: Superior Court (Check box to Accept terms then continue)

TRANSACTION INFORAMTION: (some courts have attorneys register)

Reviewing Agency ID: **GA039015J**

Reason for Fingerprinting: Adoption Investigation by Court Appointed Agency

Payment Type: Credit Card

COMPLETE APPLICANT PERSONAL INFORMATION (Must have Applicant DL)

HAVE APPLICANT VERIFY INFORMATION then SUBMIT

ENTER PAYMENT INFORMATION \$51.50 (as of 8/2020)

Applicant must provide Email Address. Registration confirmation will be sent to their email

PRINT 2 COPIES OF THE REGISTRATION RECEIPT (1 FOR APPLICANT; 1 FOR FILE)

APPROVE REGISTRATION (only court can approve; if attorney registered they need to let you know)

Login to: GAPS Agency Login (see Clerk for UN & PW)

Select: VIEW REGISTRATION

Select: Approve Registration

Once approved advise registrant to check email. They will receive an approved registration email that will need to be printed and taken to the fingerprint location.

Request that applicant contact office to advise clerk upon completion of fingerprinting.

RETRIEVE RESULTS

Login to: GAPS Agency Login (see clerk for UN & PW)

View Results: Print for file

Send copy to Adoption investigator in necessary