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3355 Lenox Road Suite 750 Atlanta, Georgia 30326 / Phone 678-860-0849 / [www.myadoptionresources.com](http://www.myadoptionresources.com)

## **COMPLETING THE GBI CRIMINAL BACKGROUND CHECKS**

### **For all adoptions:**

**STEP 1:** Please register all members of the household age 18 and older at the following website:

<https://www.ga.cogentid.com/index.htm>

Select: **"Applicant Registration"**

Select: **"Georgia State-Only Background Checks (GABC)"**

Click **(X)** in box after reading and accepting terms – then click continue

Next be prepared to make fill in the following information in appropriate boxes:

**For Reviewing Agency ID: GAP232787**

**For Reason: PRIVATE ADOPTION AGENCY GA CHECK ONLY**

**For "Payment", select your preferred method of payment "credit card" or "money order"**

**Fill in all personal information boxes accordingly.**

**\*\* You must provide your social security number online to register online\*\***

Print out your registration page with registration number which will be needed at the fingerprinting location.

**STEP 2:** You may go to any facility in the State of Georgia to be fingerprinted. Most are in UPS stores. Find the nearest facility to you by going to the website and clicking on: "Print Locations and Hours" at: [http://www.ga.cogentid.com/GA\\_regions\\_html/GA\\_Regions\\_Main.htm](http://www.ga.cogentid.com/GA_regions_html/GA_Regions_Main.htm). Note that days and hours differ for each location.

You will also need to get a separate money order for **each** person being fingerprinted and bring these money orders with you to your fingerprinting location. Each money order will be for **\$36.25** and will be made out to: COGENT Systems – GAPS. You will not be charged further at the fingerprinting location.

When going for your fingerprinting, it is recommended that you call first to be sure they are open, operational, and have someone available to print you. Be sure that you bring with you your COGENT registration ID number as well as the appropriate number of money orders. After being printed, you will leave the facility with no documents and Adoption Resources & Counseling, Inc. will access the results from our office.

Please advise us as soon as you are fingerprinted for COGENT as we must go online to verify your results. Results are typically available within 48 hours.