

Decal Procedure for The Department of Public Health Babies Can't Wait

Background Check

Portability: The Decal Licensed Center will port the therapist's determination letter into their Koala Account when the therapist visits the center for the first time. Once the letter is ported to a center it is effective there until it expires, five years from the fingerprint date. The determination letter is only **portable for one year from the fingerprint date.**

Decal pays for the background check unless the therapist has lived outside the state of Georgia in the last five years, in which case there may be an additional cost charged by the other state for copies. You will receive an e-mail with instructions if you have lived out of state in the last five years.

Go to: <https://decalkoala.com/CBCApplication> to complete the Decal KOALA application.

Search for Provider Number Only: SUPP-50653

Select SUPP-50653



Select	Provider Number	Facility Name	Facility Address	Facility City	Facility Zip
Select	SUPP-50653	GA DPH Office of Inspector General	2 Peachtree St. NW	Atlanta	30303

The first question in the application is Applicant/Employee Type. Select: Independent Contractor.

Complete the application.

Submit the application.

Stephanie Lockridge will approve the application. The email described below will be sent with further instructions.

You will receive an e-mail from DECAL with a link to set up your own account in FieldPrint. You will use this account to log in every time you need to fingerprint with FieldPrint. You will use it for your DPH background Check also.

Remember your username and password.

FieldPrint requires an appointment for every fingerprint. If you are late for your appointment or miss your appointment you will need to schedule a new appointment.

Note you must print twice- once for DECAL and once for DPH. You must make two appointments! It is better if you fingerprint at two appointments that are consecutive (back-to-back). Look at multiple locations to find appointments that are consecutive. You must bring the **Appointment Numbers** and two pieces of identification to fingerprint, as set out in the email described above.