



Georgia Department of Early Care and Learning

2 Martin Luther King Jr. Drive, SE, Suite 754, East Tower, Atlanta, GA 30334

Nathan Deal
Governor

Amy M. Jacobs
Commissioner

Records Check Application for DECAL and CACFP Institutions

The following information is required by our vendor, Gemalto (Cogent), to process the national fingerprint-based records check for employees of the Bright from the Start: Georgia Department of Early Care and Learning (DECAL) and vendor/contractor employees that may perform any work at a child care facility of behalf of DECAL in compliance with O.C.G.A.§ 20-1A-24(b). Please complete the worksheet below, the Gemalto (Cogent) Applicant Processing Services Acknowledgement form and submit both forms with the CACFP application for participation.

Last Name: _____ First Name: _____
 Middle Name: _____ Maiden Name: _____
 Date of Birth: _____ Place of Birth: _____
 SSN: _____ Gender: _____
 Race: _____ Eye Color: _____
 Hair Color: _____ Height: _____
 Weight: _____ Country of Citizenship: _____
 Driver's License Number: _____ Driver's License State: _____
 Mailing Address: _____
 City: _____ State: _____ Zip Code: _____
 Phone Number: _____ Personal E-mail: _____
 States/Countries in which you have lived in the past 5 years: _____

Sponsors/Institutions please provide the following additional information:

Employer: _____ Contract/Grant No: _____
 Employer Mailing Address: _____
 Employer Contact: _____ Employer Email: _____
 Employer Phone No: _____

Legal Services Contact: John Gardner, Program Operation Specialist (404) 232-1836

I hereby authorize DECAL to receive any criminal history record information pertaining to me which may be on file with any criminal justice agency in the United States and its territories. I further authorize DECAL to release a fitness determination to the Department or Vendor employer. I understand that this authorization is valid for up to and including 180 days from the date of this signature. Georgia law authorizes DECAL to require additional fingerprint records checks when the department has reason to believe that I have a criminal record that renders me ineligible to have contact with children in a licensed child care facility or during the course of a child abuse investigation.

Applicant Signature

Date



Georgia Applicant Processing Services

Gemalto (Cogent) Applicant Processing Services Acknowledgement

I authorize Gemalto (Cogent), Inc. to conduct a fingerprint-based criminal history record check of me.

I understand that Gemalto (Cogent), Inc., will send my fingerprints to the Georgia Crime Information Center for a search of criminal history information in its files when a federal record check is so authorized.

I understand that the electronic results of this fingerprint check will be received by Gemalto (Cogent), Inc. and forwarded to the agency responsible for determining my suitability for the position for which I have applied.

I further understand that Gemalto (Cogent), Inc. will not maintain a copy of my record and that Gemalto (Cogent), Inc. meets all confidentiality and security requirements for handling and dissemination of state and federal criminal history record information.

Do you receive any retirement income from the State of Georgia? _____

Name of Applicant (printed)

Signature of Applicant

Date

GEMALTO (COGENT) APPROVED IDENTITY VERIFICATION DOCUMENTS

*Gemalto (Cogent) requires current, valid and unexpired picture identification documents

PRIMARY DOCUMENTS

As a primary form of picture identification one of the following will be accepted at the Gemalto (Cogent) Fingerprint Location:

- State Issued Driver's License with Photograph
- State Issued Identification Card with Photograph
- US Passport with Photograph
- US Active Duty/Retiree/Reservist Military ID Card (000 10-2) with Photograph
- Government Issued Employee Identification Card with Photograph (includes Federal, State, County, City, etc.)
- Tribal Identification Card with Photograph

SECONDARY DOCUMENTS

In the absence of one of the above Primary Documents, applicants may provide one or more of the following Secondary Documents, along with two of the supporting documents listed below:

- State Government Issued Certificate of Birth
- Social Security Card
- Certificate of Citizenship (N560)
- Certificate of Naturalization (N550)
- INS I-551 Resident Alien Card Issued since 1997
- NS 1-688 Temporary Resident Identification Card
- INS I-688B, I-766 Employment Authorization Card

SUPPORTING DOCUMENTS

Must be supported by *at least two* of the following:

- Utility Bill (with current address)
- Voter Registration Card
- Vehicle Registration Card/Title
- Certificate of Naturalization (N550)
- Current Paycheck Stub with Name/Address
- Cancelled Check or Bank Statement