

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

Background Check

Portability: The Decal Licensed Center will port the therapist 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 good for five years from the date of fingerprint. The determination letter is only **portable** for **one year from the date of fingerprint**.

Decal pays for the background check unless the therapist has lived outside the state of Georgia in the last five years. There may be an additional cost for out of state documents. 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 and e-mail the therapist the GEMALTO Registration I.D.

When you receive an e-mail with the Gemalto Registration ID take it to an authorized Gemalto Location to fingerprint.

Authorized Gemalto Locations:

https://www.aps.gemalto.com/ga/GA_regions_html/GA_Regions_Main.htm?lang=en

DECAL listing with verified open (**Open Locations are in Green Type**) Gemalto Locations is in the middle of webpage:

<http://www.decal.ga.gov/CCS/CriminalRecordsCheck.aspx>

Call and verify hours of operation before you go print.

Note you must print twice if you have two registration I.D.'s. It is better if you fingerprint for both at the same time.

Once for DECAL – will begin with GCW then numbers.

Once for D.P.H. – will begin with GA then numbers and letters.