**Out of State Procedure for GA residents to Fingerprint**

If you have lived outside Georgia in the last five years you must do the following to obtain a National CRC Determination Letter:

You must request the out of state documents from the states you have lived in during the past five years.

Those states are listed on the e-mail you received.

The document instructions from each state can be found at:

[Criminal Records Check - State Contacts (ga.gov)](http://www.decal.ga.gov/CCS/CriminalRecordsCheck_StateContacts.aspx)

Once the out of state documents have been requested the applicant can fill out the out of state affidavit that was e-mailed to the applicant.

The completed affidavit must be e-mailed to [OutOfState@decal.ga.gov](mailto:OutOfState@decal.ga.gov)

Decal will upload the out of state documents to the Koala application and send the Gemalto Registration ID to the applicant so they can go fingerprint.

The Gemalto Registration ID will be a GCW\_\_\_\_\_\_\_\_\_\_\_\_\_   number.

The applicant will take that Registration ID along with their **government issued photo ID** to an authorized Gemalto location.

Note: the **name on the Koala application must match the name on the government issued photo ID.**

Once you or the center receives the out of state documents you must e-mail those documents to DECAL at [OutOfState@decal.ga.gov](mailto:OutOfState@decal.ga.gov)