

## GAPS New Agency Request Form (Providers)

**Special Instructions for obtaining a GAPS number:** Be sure to answer YES/NO to the highlighted question. If you are an eligible agency for NCPA/VCA be sure to select the check box below.

Email completed form to: [ncj.agencyenrollment@gbj.ga.gov](mailto:ncj.agencyenrollment@gbj.ga.gov)

Organization Legal Name: \_\_\_\_\_

Organization Address Line 1: \_\_\_\_\_

Organization Address Line 2 (optional): \_\_\_\_\_

Organization City: \_\_\_\_\_

Organization State: \_\_\_\_\_

Organization Zip Code: \_\_\_\_\_

Organization Country: \_\_\_\_\_

Organization Phone Number: \_\_\_\_\_

Organization FAX Number (optional): \_\_\_\_\_

**Question – Select YES or NO: Is your agency licensed or contracted through a Georgia government agency?**

(Example: DCH, DCS or DECAL, etc.)

YES  NO

If yes, provide the following information for the Reviewing Agency (if only one item is available, please include):

Reviewing Agency Name: Bright from the Start DECAL

Reviewing Agency ORI: GA922290Z

Reviewing Agency Service Codes: 2TGSZH, 2TGT19 (see below)

NCPA/VCA

If no, your agency will be authorized to receive a GA check only background check on your applicants, the screening will not include national criminal history record information.

### Organization Contact Information:

Contact Person First Name: \_\_\_\_\_

Contact Person Last Name: \_\_\_\_\_

Contact Person Title (optional): \_\_\_\_\_

Contact Person Email Address: \_\_\_\_\_

Contact Person Phone Number: \_\_\_\_\_

### Instructions for Obtaining GAPS number continued:

- The organization legal name will be the name of the Individual, Corporation, Partnership, LLC or other organization that owns the Center.
- The Contact Person will be the Director or Administrator of the Center or Support Center.
- The Service Code for all Provider Directors and Employees, or Support Center Employees is: **2TGSZH**
- The Service Code for all Technical College Student or Employees working in child care is: **2TGT19**
- Every provider will check the Box marked NCPA/VCA