



City of Danielsville

P.O. Box 339 Danielsville, Ga 30633

Phone: (706) 795-2189

Fax: (888) 295-1935

Mayor Michael Wideman

Mayor Pro Tem Steve Russum

Council Member John Hendrix

Council Member Joe Frederico

Council Member Libby Loftis

Applicant Fingerprint Registration Instructions

Step One: Register on Gemalto website

- A.** Go to Gemalto website at <https://www.aps.gemalto.com/ga/index.htm>
 1. Works best in Chrome
- B.** Select blue REGISTER icon in Applicant Registration box
- C.** Select Agency icon: City/County Government and Law Enforcement Agencies (first column on the right, and third icon from the top)
- D.** Select: Alcohol and Liquor License
- E.** Read both Privacy documents and mark the “I have read and accepted these terms” box then select CONTINUE
- F.** Complete **all fields** marked with a red asterisk*
 1. Reviewing Agency ID: GA923443Z
 2. Reason for Fingerprinting: Alcohol/Liquor Licensee
 3. Payment Type: select Credit Card
 4. Fingerprint Card User Box: mark **ONLY** if you are an **OUT OF STATE** Applicant.
*NOTE: OUT OF STATE Applicants who mark this box will need to print the directions for mailing in their fingerprint cards.
 5. *You are required to enter an email address
- G.** Select **CONTINUE** after you have completed all required fields
- H.** Review your Registration and select **SUBMIT** to go to the payment page.
- I.** Complete Payment page
- J.** Receipt
 1. Print this receipt that includes the barcode. You must take this with you to the fingerprint site.
- K.** **Call our office (706) 795-2189 (101) to let us know you have registered so we can approve it.**

Step 2: Receive emails

- A.** You will receive **two** emails!!



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- 1. First email:** copy of your Registration Receipt that includes a barcode. If you have not already printed this, print it now to take with you to the fingerprint site.
- 2. Second email:** Agency Approval that notifies you to proceed to the GAPS fingerprint site. ***DO NOT GO** to the fingerprint site until you have received this approval email!!!
*If you marked the FINGERPRINT CARD USER box, you will need to get fingerprinted in your state and mail your two (2) fingerprint cards to the address in the instructions on the GAPS website. There may be an extra fee to the fingerprint site in your state.

Step 3: Proceed to Fingerprint Site

A. Please make sure you take an approved form of photo identification and your receipt with you to the fingerprint site.

Step 4: Your results will be sent directly to the Agency

A. You may request a free copy of your results by visiting the GAPS Registration website and selecting **Registration Status and Result** under the Applicants Tab in the top right-hand corner of the page.