



BACKGROUND CHECK INFORMATION FOR ALCOHOL LICENSING

Fingerprint background checks are required for all new alcohol license applicants (New Licensee and Transfer). Background checks for alcohol license applicants will be performed through the GAPS (Georgia Applicant Processing Service – Georgia Bureau of Investigation) web site located at <https://www.aps.gemalto.com/ga/index.htm>, or use the search term “Georgia Applicant Processing Service”.

1. On the main screen, choose “Applicant Registration”.
2. On the next screen, select “City/County Government and Law Enforcement Agencies”.
3. On the next screen, select “Alcohol and Liquor License”.
4. Accept terms and conditions.
5. On the registration screen, under reason for fingerprinting select “Alcohol and Liquor License”.
6. The Reviewing Agency ID is **GA923288Z**.
7. Once you have completed and paid for the online registration, authorized Town personnel will go into the system and approve the registration.

8. Once the registration is approved, you will go to a designated GAPS fingerprint scan location and do the fingerprint scan. The results will be made available to authorized Town personnel through the GAPS system.
9. The GAPS web site will provide you a list of GAPS fingerprint locations.

It is the responsibility of the applicant to register on the GAPS web site and visit a GAPS print site location to have the fingerprint scan taken.