How to Complete a Fingerprint Background Check

Youth V.I.B.E., Inc. is a **DHR contractor providing direct care**. Program staff and volunteers who are in direct contact with the students are required to perform fingerprint background checks. Registration will cost $52.90 and must be paid by the employee or volunteer.

To register and perform your fingerprint check, please complete the steps below:

1. Register as a single applicant by phone at **1-888-439-2512** or on the internet [www.ga.cogentid.com](http://www.ga.cogentid.com)

2. Click on the Single Applicant Registration Tab

You will need to know the following information during registration:

**Youth V.I.B.E. OAC #: GAP233263**

**Youth V.I.B.E. Verification Code: P233263**

**Transaction Info: Reason Code – DHS Contractor/ Health providing……..**

Does another Agency provide fitness CHECK YES (DHS is the determining agency)

**Youth V.I.B.E. ORI #: GA920280Z (will pop up)**

3. Print and take your registration form along with two valid forms of I.D. to a GAPS fingerprinting site.

4. To find a fingerprinting location please visit: [http://www.ga.cogentid.com/GA_regions_html/reg_3.htm](http://www.ga.cogentid.com/GA_regions_html/reg_3.htm) or call GAPS at **1-888-439-2512**…you can also visit one of the locations below:

- **Stone Mountain - Celltown** – 971 N. Hairston Rd., Stone Mountain, GA 30083; Mon.-Sat. 10:30am-6pm
- **Decatur - The UPS Store #3819** – 3904 North Druid Hills Rd., Decatur, GA 30033; Mon.-Sat. 9am-7pm
- **Atlanta -Metro Uniform** – 102 Piedmont Rd. NE, Atlanta, GA 30324; Mon.-Fri. 9am-7pm