



youth
v.i.b.e.
i n c o r p o r a t e d

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
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 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