



Fingerprint Information for Applicant:

This shall serve as written “NOTICE” that your fingerprints will be used to check criminal history records maintained by Georgia Crime Information Center (GCIC). You will be advised of any criminal charges showing on your record and given the opportunity to review, challenge, update or correct any information on the record (CHRI).

Your fingerprints and background check will be performed by Cogent Systems. Below are the steps to be taken before you have your fingerprints done.

Go On-line to Register for Fingerprints

https://www.ga.cogentid.com/perlpub/frame_page.pl?link=registration.pl

If you have any problem getting to the registration site go to the Cogents Home page - <https://www.ga.cogentid.com/index.htm>

Then go to Registration Section

- 1. Single Applicant Registration**
- 2. Choose City/County Government & Law Enforcement Agencies**
- 3. Reason – Alcohol/Liquor Licensee**
- 4. Reviewing Agency ID – GA922945Z**
Verification Code – cityofroswell
Payment – select Money Order or Credit Card

**** (Important to enter ORI/OAC and Verification code exactly – **case sensitive**)**

You will then need to print out the registration sheet once complete to take with you to be fingerprinted.

https://www.ga.cogentid.com/GA_regions_html/GA_Regions_Main.htm

Take your registration sheet, Primary Document ID (see attached) along with the money order/credit card payment information to the location you choose.

Bring verification that your fingerprints have been done when you submit your application to the City of Roswell Legal Department (770-594-6185).