



BACKGROUND CHECK PROCESS 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) Fieldprint website.

1. Visit <https://fieldprintgeorgia.com/individuals>
2. At the top of the page, click on **For Individuals**.
3. Click on **Schedule Appointment**. (You will choose a fingerprint scan appointment date/time/location.)
4. On the next page, click on **Sign Up** to create an account.
5. Once you have created your account, you will be directed to a screen titled **New Applicant Registration**.
6. Leave the fieldprint code box blank.
7. Select the option **City/County Government and Law Enforcement Agencies**.
8. On the next page, select **Alcohol and Liquor License**.
9. Click the drop-down **Reason for Fingerprinting** and select **Alcohol and Liquor License**.
10. Enter Reviewing Agency ID: **GA923403Z**
11. Once the registration and scheduling process is complete, City staff will approve the registration. Upon approval, you will go to your scheduled fingerprint scan location to complete the fingerprint scan. The results will be made available to authorized City staff through the GAPS system.
12. The City cannot approve a registration until after the license application is received in the CitizenServe portal.

<https://fieldprintgeorgia.com/individuals>

fieldprintgeorgia.com/individuals



For Individuals For Agencies

English

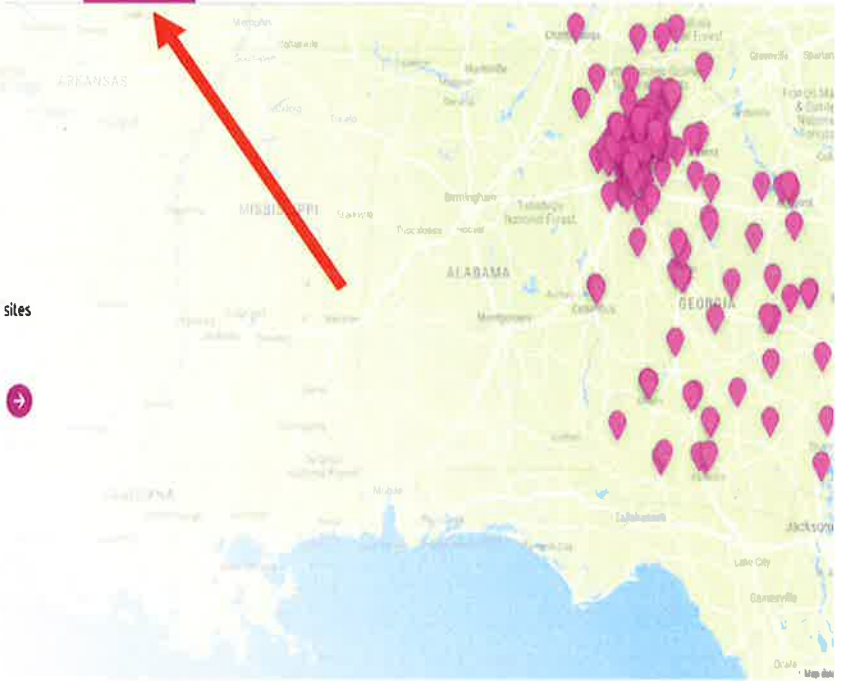
GAPS Georgia Applicant Processing Services

For Individuals

Electronically schedule an appointment with one of our many conveniently located Livescan sites across the state.

Schedule Appointment

I have been approved by my agency or have already scheduled



Simple. Safe. Secure.

New Applicant Registration

Continue with Fieldprint Code

If your organization has provided you with a Fieldprint Code, please enter it below to continue. ORI should NOT be entered here. An example ORI is GA922974.

If you do not have a Fieldprint Code leave this field blank and scroll down to select the appropriate option for registration.

Fieldprint Code

Continue with Fieldprint Code



Don't have a Fieldprint Code?

NO CODE NEEDED. SELECT OPTION BELOW

To register for a background check, please select one of the options below.

 Georgia Court Services	 Department of Early Care & Learning (DECAL)
 Education Agencies	 Department of Behavioral Health & Developmental Disabilities (DBHDD)
 Secretary of State (SOS)	 Georgia State-only Background Checks
 Department of Community Health (DCH)	 Department of Driver Services (DDS)
 City/County Government & Law Enforcement Agencies	 Department of Public Health (DPH)
 Real Estate Commission Appraisers Board (GREC)	 Department of Banking & Finance (DBF)

City/County Government and Law Enforcement Agencies

Alcohol and Liquor License	Courts
Firefighter	Law Enforcement Agencies
Local County Health Districts	Ordinances
Other	

City/County Government and Law Enforcement Agencies

* — Required Fields

Alcohol and Liquor License	Courts
Firefighter	Law Enforcement Agencies
Local County Health Districts	Ordinances
Other	

Reason for Fingerprinting *

Requesting Agency ID

Select one	▼
Select one	
Alcohol/Liquor Licensee	
GA Check Only	

Back	Continue
-------------	-----------------

City/County Government and Law Enforcement Agencies

* — Required Fields

Alcohol and Liquor License	Courts
Firefighter	Law Enforcement Agencies
Local County Health Districts	Ordinances
Other	

Reason for Fingerprinting*

Alcohol/Liquor Licensee

Reviewing Agency ID*

Requesting Agency ID

Enter Hoschton Agency ID: GA923403Z

Back

Continue