Individuals must complete the registration process and pay the fee prior to being fingerprinted. Please review the detailed instructions below before proceeding to the website link at the end of this information. On the home page, you will need to choose Register Online under the Applicants tab.

Or, the screen may look like...
Choose the Education Agencies button.

Choose the Public Schools button.
Read the privacy notice, check that you accept and then choose the Continue button.

Choose Buford City Schools from the Agency drop-down menu. The Reviewing Agency ID will auto-populate. The Payment Type will be credit card. Do NOT click the Fingerprint Card User option.
For Reason, choose School Employment if you are/will be employed with Buford City Schools. All others will need to choose Public Schools Volunteers Providing Direct Care. Do NOT choose the Adoption International or School/Child Care options, as they are not accepted to meet our background check requirement. Each individual is responsible for his/her fingerprinting fee, including any additional fees incurred due to choosing the incorrect reason and having to be re-printed.
Complete the information and then choose Continue. Your SSN is not required; however, if you choose not to enter that information, you must print the registration receipt and take it with you.
Verify your information, including the appropriate reason for fingerprinting, and hit submit at the end of the page.

Complete your payment information.
Print the registration receipt.

GAPS Georgia Applicant Processing Services

Step 3 - Registration Complete

Registration Receipt

Registration ID: 2B06175243650  Registration Date: JUNE 01, 2020

Requesting Agency: GAC993296LZ

Request will be sent to: GAC993296LZ - BUFORD CITY SCHOOLS

Last Name: GRANNON  First Name: AMANDA

Reason for Fingerprinting:
School Employment - Public Schools

Payment Type: Credit Card
Transaction Fee: $41.25

Credit Card Payment Confirmation Number: 37872617708

Note: This barcode allows the fingerprint site to quickly retrieve your information. It is NOT a confirmation of payment.

This registration will expire after 90 days from the registration date. It will be cancelled and any payment will be refunded if the applicant has not been fingerprinted.

Next Step - Agency Approval
Your agency will approve your registration. Once approved, you will receive an email notifying you what you can proceed to a fingerprint site. If your registration get rejected, you will receive an email with instructions on what to do next.

A receipt email has been sent to AMANDA (GRANNON@BUFORDCITYSCHOOLS.ORG)

PRINT RECEIPT  CLOSE
An email will be sent to you to verify your payment and registration.

Once you have registered, authorized school personnel will receive notification that you have completed that process. Before you can go to a fingerprinting site, your registration must be approved. Once that is done, you will receive a verification email. You can then go to an approved fingerprinting site to complete the process.
Click on https://www.aps.gemalto.com/ga/index.htm to continue to the fingerprinting registration site. After completing the on-line registration/payment, please go to one of the approved locations to have your fingerprints scanned. Locations can be found under the Applicants tab of their website. Once you have completed the fingerprinting process, your results will be received electronically by authorized school system personnel. Verification that the process has been completed will be reported to appropriate school representatives, but you will not be contacted directly. If you have questions regarding this process, please email Amanda.grannon@bufordcityschools.org.

IF YOU ARE BEING FINGERPRINTED IN ORDER TO BE A CHAPERONE OR VOLUNTEER, YOU MUST COMPLETE THE FORM AT bit.ly/BCSvolwaiver IN ADDITION TO THE PROCEDURES OUTLINED ABOVE. YOU WILL NOT BE ALLOWED TO CHAPERONE OR VOLUNTEER UNTIL THE FINGERPRINT RESULTS AND THE COMPLETED FORM ARE RECEIVED.