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.

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**Step 3 - Registration Complete**

**Registration Receipt**

- **Registration ID**: GA0061754243560
- **Registration Date**: JUNE 01, 2020
- **Requesting Agency**: GA931 2962
- **Results will be sent to**: GA931 2962 - BUFORD CITY SCHOOLS
- **Last Name**: GRAMNIN
- **First Name**: AMANDA
- **Reason for Fingerprinting**: School Employment - Public Schools
- **Payment Type**: Transaction Fee
- **Credit Card**: $49.25
- **Credit Card Payment Confirmation Number**: 378726 1570B

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**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 instructing you to proceed to a fingerprint site. If your registration gets rejected, you will receive an email with instructions on what to do next.

A receipt email has been sent to AMANDA.GRAMMON@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.