

# Memo

**To:** All Attorneys / Petitioners  
**From:** ELIZABETH Z. HURSEY Clerk Superior Court  
**Date:** August 28, 2015  
**Re:** FINGERPRINTS ON ADOPTION PETITIONS

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Petitions for Adoptions that are filed after July 1, 2007 and pursuant to O.C.G.A. 19-8-17(d) are required to submit to a fingerprint based state and national criminal history records check.

The clerks' office has established a website with COGENT systems to handle this for all petitioners. Carefully follow the procedures listed below for fingerprint record checks for the required GBI and FBI results.

1. Go online and register at [www.ga.cogentid.com](http://www.ga.cogentid.com)
2. Pick either single or multiple applicant registration
3. USE ORI# GA051015J
4. Verification code is 364
5. Choose payment type: Money order or Credit card
6. You should get a registration ID from this site once registered. Take this number to the place where you will obtain your fingerprints
7. The results will be electronically sent to us at the Clerk's office and be available for only 30 days! Be sure to call our office and ask for April Baca at (912) 754-2146 to let us know you have had your fingerprints scanned so we can download the results. After 30 days you will lose your registration fee and have to start over.

LOCATION: UPS Store #5722, 5710 Ogeechee Road, Savannah, Ga. 31405 (912) 238-2375

UPS Store #4719, 1 Diamond Causeway, Ste 21, Savannah, Ga. 31405 (912) 303-0912

Start Smart Learning Center, 250 Chimney Road, Rincon, Ga. 31326 (826-0062)

Boys & Girls Club of Bulloch County, 1 Lee Hill Drive, Statesboro, Ga. 30458

(912) 764-9696



Applicant Fingerprinting Online Services



Savannah #5722

**SITE INFORMATION**

Primary Service Location Address	The UPS Store #5722 5710 Ogeechee Rd Savannah, GA 31405
Hours of Operations	Mon – Fri 10:00A to 6:00P Sat Closed Sun Closed  Please do not overwhelm the service by sending large groups of applicants to the locations. <b>If you have a large group of applicants to fingerprint, please contact the fingerprint site and plan for their arrival to occur over days and weeks, not hours.</b> The fingerprint site may have a preferred method for handling large groups of applicants.
Telephone Number (Applicant Use)	1-888-439-2512 <i>912-238-2375</i>  Please see <a href="http://www.ga.cogentid.com">www.ga.cogentid.com</a> or the web site listed below for information pertaining to fingerprint processing and results. This fingerprint site <b>DOES NOT</b> have the means to provide applicants the status of their background check.
Web Site (Service Site Specific)	
Schedule a Mobile Fingerprinting	No
Currently Scheduled Mobile Fingerprinting Service	None
Directions to your facility	<u>Map It</u>  Turn off Hwy 204 and go North on Hwy 17. Go about 2 miles on left side. Next to Kroger.
Special Instructions for Applicants	
Additional Information	



Applicant Fingerprinting Online Services



**SITE INFORMATION**

Primary Service Location Address	<b>The UPS Store #4719</b> 1 Diamond Causeway Suite 21 Savannah, GA 31406
Hours of Operations	Monday through Friday 8:30am to 6:00pm Saturday 10:30am to 3:30pm  Please do not overwhelm the service by sending large groups of applicants to the locations. <b>If you have a large group of applicants to fingerprint, please contact the fingerprint site and plan for their arrival to occur over days and weeks, not hours.</b> The fingerprint site may have a preferred method for handling large groups of applicants.
Telephone Number (Applicant Use)	912-303-0912  Please see <a href="http://www.ga.cogentid.com">www.ga.cogentid.com</a> or the web site listed below for information pertaining to fingerprint processing and results. This fingerprint site <b>DOES NOT</b> have the means to provide applicants the status of their background check.
Web Site (Service Site Specific)	
Schedule a Mobile Fingerprinting	No
Directions to your facility	<u>Map It</u>  From the Truman Pkwy take the Whitefield Ave exit. Turn heading East, about a mile down turn right into Marshpoint Plaza.
Special Instructions for Applicants	<b>You MUST be registered for background check services before arriving at the location.</b>  <b>Arrange to pay prior to arriving for fingerprinting or bring a money order with you payable to 3M Cogent in the amount stated on the website. No cash or checks will be accepted on site.</b>
Additional Information	



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Applicant Fingerprinting Online Services



## SITE INFORMATION

Primary Service Location Address	<b>Start Smart Learning Center</b> 250 Chimney Road Rincon, GA 31326
Hours of Operations	Monday through Friday 10:00am to 6:00pm  Please do not overwhelm the service by sending large groups of applicants to the locations. <b>If you have a large group of applicants to fingerprint, please contact the fingerprint site and plan for their arrival to occur over days and weeks, not hours.</b> The fingerprint site may have a preferred method for handling large groups of applicants.
Telephone Number (Applicant Use)	912-826-0062  Please see <a href="http://www.ga.cogentid.com">www.ga.cogentid.com</a> or the web site listed below for information pertaining to fingerprint processing and results. This fingerprint site <b>DOES NOT</b> have the means to provide applicants the status of their background check.
Web Site (Service Site Specific)	
Schedule a Mobile Fingerprinting	
Directions to your facility	<u><a href="#">Map It</a></u>  Take Exit 94 on I95 and proceed north on Highway 21 towards Rincon. Turn right on Chimney Road. Approximately 2 blocks on right.
Special Instructions for Applicants	<b>You MUST be registered for background check services before arriving at the location.</b>  <b>Arrange to pay prior to arriving for fingerprinting or bring a money order with you payable to 3M Cogent in the amount stated on the website. No cash or checks will be accepted on site.</b>
Additional Information	



Applicant Fingerprinting Online Services



**SITE INFORMATION**

<p>Primary Service Location Address</p>	<p><b>Boys &amp; Girls Club of Bulloch County Inc</b>                  1 Lee Hill Dr                  Statesboro, GA 30458</p>
<p>Hours of Operations</p>	<p>Monday through Friday 9:00am to 4:00pm                   Please do not overwhelm the service by sending large groups of applicants to the locations. <b>If you have a large group of applicants to fingerprint, please contact the fingerprint site and plan for their arrival to occur over days and weeks, not hours.</b> The fingerprint site may have a preferred method for handling large groups of applicants.</p>
<p>Telephone Number (Applicant Use)</p>	<p>912-764-9696                   Please see <a href="http://www.ga.cogentid.com">www.ga.cogentid.com</a> or the web site listed below for information pertaining to fingerprint processing and results. This fingerprint site <b>DOES NOT</b> have the means to provide applicants the status of their background check.</p>
<p>Web Site (Service Site Specific)</p>	
<p>Schedule a Mobile Fingerprinting</p>	
<p>Directions to your facility</p>	<p><u><a href="#">Map It</a></u>                   GA Hwy 301 N (Main St) to West Main. Left onto Johnson St. Right onto Denmark ST. Left onto Lee Hill Dr.</p>
<p>Special Instructions for Applicants</p>	<p><b>You MUST be registered for background check services before arriving at the location.</b>   <b>Arrange to pay prior to arriving for fingerprinting or bring a money order with you payable to 3M Cogent in the amount stated on the website. No cash or checks will be accepted on site.</b></p>
<p>Additional Information</p>	