



Fingerprinting Instructions for Alcohol License Applicants

The City of Chamblee utilizes the service of Georgia Applicant Processing Services (GAPS) to perform electronic submission of licensees' fingerprints in regard to Alcohol Licensing. Registration is completed online. The City of Chamblee **MUST** have an application on file for you **BEFORE** you go to the fingerprint site. If you have previously submitted your fingerprints through GAPS for a Chamblee Alcohol License, please complete the Criminal History Consent Form located in on the [Forms and Documents](#) page and do not proceed through GAPS.

To register:

- 1) Go to the GAPS website at www.fieldprintgeorgia.com.
- 2) Click the Schedule Appointment Button under the For Individuals tab.
- 3) Click the "Sign Up" button to create an account.
- 4) Read the Disclosure & Consent Agreement.
- 5) Click the "I Agree" button if you agree to consent to the use of electronic signatures and to receiving documents and disclosures electronically. If you do not agree, click the "I do not agree" button and follow the provided instructions.
- 6) Create your Account by providing your valid email address, creating a username and password, your first and last name, and your contact phone number. You will also be prompted to select and provide answers to three (3) security questions. All required fields must be complete before continuing to the next step in the registration process.
- 7) Check your email for a verification email in your inbox. *Do not leave this webpage while you retrieve your Verification Code from the provided email address.
- 8) Open the email and copy the Verification Code in the provided field. Click "Complete Registration". Once your account has been verified, enter in your log in credentials and click the "Login" button.
- 9) Answer the security question that is displayed on the screen. Click the "Continue" button.
- 10) Select "City/County Government and Law Enforcement Agencies" tile in the section located under "Don't have a Fieldprint Code?".
- 11) For "Reason for Fingerprinting", Select the "Alcohol and Liquor License" option from the dropdown menu.
- 12) The "Reviewing Agency ID" is GA923241Z. The Requesting Agency ID is the same as the Reviewing Agency ID. Once all required fields are completed, click "Continue".
- 13) The applicant to be fingerprinted must personally complete all required fields in the Personal Information section. Make sure that a valid email address is provided so confirmation emails and all other correspondence will be received by the registrant.
- 14) Complete all required fields in the Demographics tab, then click "Continue".
- 15) Read the Biometric Disclosure. Click the "I agree" button, then click "Continue".
- 16) Read the GE Privacy Statements titled "Non-Criminal Justice Applicant's Privacy Rights" and the "Privacy Act Statement". Once complete, Check box stating, "I acknowledge that I have read, understand, and agree to the above Statement". Then click "Continue".
- 17) In the Send Request to Review tab, click the "Submit Request" button.
- 18) Once the request to review has been submitted, click either the "Back to Home" or "Log Out" button.
- 19) Once registration has been reviewed, you will receive an email.

- 20) Go to the GAPS website at www.fieldprintgeorgia.com.
- 21) Under the For Individuals Tab, click the "I have been approved by my agency or have already scheduled" link.
- 22) Log in to your account by clicking the "Log In" button under the Returning User Login section.
- 23) Once logged in to your account, click "Continue Scheduling".
- 24) In the Schedule Appointment tab, under the Fieldprint Location section, enter in your home address, then click the "Find" button.
- 25) Search by either distance or Soonest Available Time. Click the find Availability button on the desired location. Once the location has been selected, select the desired date and time and click "Continue".
- 26) In the Payment Tab, select one payment option. Enter your payment information and click "Continue" to authorize payment.
- 27) Click "Finish Scheduling". You will be provided with Confirmation Details with your appointment number listed at the top. Bring these instructions, your appointment number, and current valid Photo Identification to the fingerprint site.
- 28) Please send an email to the Licensing Officer once your prints have been submitted at alcoholbusiness@chambleega.gov.