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BULLETIN

IMPORTANT UPDATE FROM THE GBI REGARDING THE TRANSITION FROM FIELDPRINT TO IDEMIA

Georgia Applicant Processing Service Vendor Transition

The Georgia Bureau of Investigations (GBI) has released updates related to the transition of fingerprint vendors from Fieldprint to Idemia, which is available at the link below. This transition will also impact the timing of the launch of CheckPT as they are tied together.



We will continue to provide updates on this transition as soon as it is received.

A few reminders for a smooth process with our current vendor:

- Please have applicants register in Fieldprint prior to submitting the Registration Notification form. Be sure they have entered the correct agency ID and for community providers, the reason code "DBH/DD - Contractors Providing Care/Treatment". Be sure their demographics in Fieldprint match what is on the Registration Notification form, including DOB, spelling of names, etc.
- Once the applicant has registered in Fieldprint, please submit the Registration Notification form which is attachment E of DBHDD policy [Criminal History Record Check for DBHDD Network Provider Applicants, 04-104](#). Be sure the "Position Applied for" is completed and the demographics are accurate on the form. Also, including the Fieldprint Registration ID on the form helps us process the applications faster. Email the registration form to dbhdd.reg@dbhdd.ga.gov.
- Once the fingerprints have been received, please check CHRIS in 5-7 business days for the eligibility determination letter.

For us to process registrations and results as quickly as possible, please be mindful of the following requests:

- Please send documentation and questions to only the relevant group email noted below. This will allow us to process questions and documents timely.

Registrations – dbhdd.reg@dbhdd.ga.gov.

Fingerprint results – dbhdd-CRS@dbhdd.ga.gov

- Please allow 5-7 business days to process registrations. We process emails in the order received. It's important to note that sending multiple follow-up emails can cause a delay in processing. By allowing us to focus on the processing of registrations and

documents, we will be able to move things through the process faster.

Thank you for your patience and understanding. We are looking forward to sharing CheckPT with you as the new application will help reduce a lot of the stress and delays as well as remove the issues with the Registration Notification form process.

**GBI Announcement - Idemia
Transition**

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For Provider Relations inquiries,
please contact us at
DBHDD.Provider@dbhdd.ga.gov.



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