Georgia Department of Behavioral Health and Developmental Disabilities

APPLICANT BACKGROUND CHECK

You received this form because you are required to complete a Georgia Department of Behavioral Health and Development Disabilities (DBHDD) background check. Follow the instructions below to submit your background check request to DBHDD.

Narcotics Treatment Program	Applicant Pay Code
NTP Licensure Applicant	**ELPCER**

1. Go to the CheckPT Portal and select the portal for Applicants at https://www.DBHDDcheckPT.com/Applicant

a. For new applicant accounts, please start at step 2.
b. If you have an existing applicant account, please login and start at step 4.

2. Create an Account

If you have not created an account before:

a. Select "**Register as a new user.**"
b. Carefully input your personal information.
c. Once you've double checked your information, click "**Register**" and confirm in the pop up window.
d. Check your email for a message from noreply@innovativearchitects.com with a link to set your password.
e. Follow the link and set a permanent password and choose three security questions and answers.
f. **Please note that you must accept the Terms and Conditions and complete the first tow steps below under "Enter Application Information" for your account to be fully established.

3. Terms and Conditions

Read and accept the Terms and Conditions. Select the "**I accept the Terms and Conditions of the End User License Agreement**" checkbox and then select the "**Accept**" button.

4. Enter Application Information

a. Select "**Create Application**" on the home screen.
b. Enter Applicant Pay Code ELPCER in the provider number field and click "**Search**". If the correct facility type is displayed, click "**Continue Application**." If an incorrect facility type is displayed, please try the Code again and ensure you have capitalized the Code with no spaces.
c. Enter your demographic information including all required fields and select "**Next**".
d. Take a picture of your Identification Document (state issued driver's license, state issued identification card, US armed forces ID, passport, or visa). Select the type of identity document and select "**Upload Document**". Find the picture/file, select it, and enter the name of the document, for example, GA Driver's License. Click "**Upload**", then select"**Next**".
e. Enter your Physical Address as it appears on your Identification and click "**Next**".
f. Enter your mailing address if it is different from your physical address. If it is the same, check the box "**Mailing Address is same as Permanent Address**", and select "**Next**".
g. If you have lived in a different state in the last 5 years, enter that information and click "**Add this previous address**". If you have not lived in a different state in the last 5 years, check the box "**I have not lived in another State during the specified time frame**", and select Next.
h. Enter any different names you have used, like maiden names or aliases. Enter any different social security numbers or dates of birth used (very rare). Once added, if applicable, click on "**Add this name or alias**". Select "**Next**". If not applicable, leave blank and select "**Next**".
i. Read and acknowledge each statement on the Release of Information (ROI), check all boxes, and select "**Next**". At the bottom of the ROI page is a statement related to privacy rights. Select the link "**Privacy Rights**". This will open a new window. Read the privacy rights information. Navigate back to CheckPT and check the box to acknowledge that you have read the privacy rights. Select "**Next**".
j. Review all information on the Application Summary and be careful to ensure all information was entered correctly. Incorrect information will result in the delay of your ability to get fingerprinted and possibly hired. After you have reviewed the information, check the box "**The above information has been reviewed by me and is true and correct**". Select "**Finish**." Selecting "**Finish**" will submit your application to the provider for their review.
k. If you selected "**Finish**" and any of your information was incorrect, you will need to contact the provider directly.

5. Check your email

You will receive an email when the provider submits your background check request to Idemia. The email will come from no-reply-ue@us.idemia.com and includes a unique tracking number (specific to you) called a Universal Enrollment Identification (UE ID). The email includes a link to IdentoGO.

If you have questions, please submit all inquiries to DBHDD's Provider Issue Management System (PIMS) to ensure proper routing and timely response.

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