

## Contracted Personnel Background Check Guidelines

The approved Contractor must ensure (prior to the onset of the contract) that criminal history background checks are performed on all persons hired and assigned to perform services under the contract at a school or facility. Contractor shall not employ for the services of Fulton County Schools (FCS) any person who does not pass the criminal history background check as determined by FCS Department of Safety & Security. The Contractor shall provide to the school Principal, the names of all personnel assigned to perform services for FCS, prior to the start of services. Fingerprints/background checks and contractor badges are good for two (2) consecutive school years; at the end of the 2-year term, all personnel must be fingerprinted again.

Prior to working in and for Fulton County Schools, all contracted personnel must complete the following:

1. Register and pay for fingerprint background check at <https://www.aps.gemalto.com/index.htm>
  - a. Click on Georgia Gaps
  - b. Click on **Applicant Registration**
  - c. Click on **Education Agencies (EA)**
  - d. Click on **Public Schools**
  - e. Read Privacy Rights; check box ("I have read and accepted these terms"); click **Continue**
  - f. For "Agency", select **Fulton County Board of Education** from the drop down list
  - g. For "Reason", select **School Employment – Public Schools** from the drop down list
  - h. For "Position Applied for", enter **Company Name and School/Department Name**
  - i. For "Fingerprint Card User", **skip and DO NOT check the box**
  - j. For "Payment", select **Credit Card or Money Order** from the drop down list (**\$45.00 total cost**)
  - k. Complete all areas highlighted in yellow. Click **Continue** and follow the instructions on the screen
2. Proceed to be fingerprinted at an approved location (sites and hours can be found at <https://gacogentid.3m.com/index.htm>, then select **Find A Fingerprint Location** from the left side of the page)
3. Report to the Fulton County Schools Administrative Building located at 6201 Powers Ferry Road, Atlanta, GA 30339 to be photographed and badged (**no earlier than 2 days, but no later than 30 days after being fingerprinted**). Photographing and badging occurs on Tuesday, Thursday and Friday (9:00am-11:00am and 2:00pm-3:00pm)

Contact the Department of Safety & Security at 470-254-7159 with questions or comments.

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