

## **NEW EMPLOYEES/NEW HIRES – STEPS FOR FINGERPRINTING**

**Step 1** – Fill out Consent Form to allow Dade County Schools to receive your fingerprinting history and submit to Judy Walden in the DCS Human Resources Office either via hand delivery or scanning and emailing to [judywalden@dadecs.org](mailto:judywalden@dadecs.org) (the Consent Form is on the DCS Human Resources page).

**Step 2** – Register for Fingerprinting.

- Go to the Human Resources page at [www.dadecountyschools.org](http://www.dadecountyschools.org) by clicking on “Departments & Programs” then Human Resources.
- Click on “Employee Fingerprinting.”
- Download the Employee Fingerprinting Process document or follow the steps below.
- Visit the Fingerprinting registration web site at the following address:  
<https://www.aps.gemalto.com/ga/index.htm>  
(GAPS – Georgia Applicant Processing Services)
- Click on “Applicant Registration.”
- On the New Applicant Registration page, click on “Education Agencies” (top right with an Apple icon).
- Under Education Agencies, click on “Public Schools.”
- Check the box to agree to the Non-Criminal Justice Applicant’s Privacy Right and the Privacy Right Statement and then click “Continue.”
- Completely fill out the Information Form.
- For Reason for Fingerprinting, choose “School Employment – Public Schools.”
- NOTE: For Payment Type, select “Credit Card” – DO NOT SELECT AGENCY.
- NOTE: DO NOT CHECK THE BOX MARKED “FINGERPRINT CARD USER” – leave this box UNCHECKED.
- When completely filled out, click “Continue.”
- Review your information and then click “Submit.”
- Next, a page loads for you to input your credit card information.
- Fill out form and click “Pay.”
- Print your receipt.
- You should receive an e-mail verifying registration and payment.
- Print the e-mail – you must take this with you to be fingerprinted.
- Notify Judy Walden in the DCS Human Resources Office (706) 657-4361 ext. 10020 that you have completed your registration for fingerprinting.
- After DCS Human Resources approves your request for fingerprinting, you will receive an e-mail from the Georgia Applicant Processing Services labeled “Registration Approved/Confirmation.”

**Step 3** – Fingerprinting

- Take note of the fingerprinting times at the Dade County Sheriff’s Office (see times on the DCS Human Resources page – Monday, Wednesday, and Saturday between 2:00 p.m. and 6:00 pm eastern time (remember to follow mask and social distancing requirements)).