

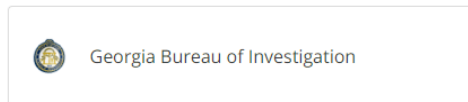
Request a GCIC fingerprint-based background check for Personal Request.

Step 1: Access the site- <https://fieldprintgeorgia.com/individuals>

Step 2: Click- Schedule Appointment

Step 3: Log-in or Sign-up (if this is your first time using the system, you will need to sign-up)

Step 4: Select the GBI tile-



Step 5: Select **Personal Request Background Check** and **Continue**.

Georgia Bureau of Investigation

Checks for Visa or Immigration	Contractors
Employment	International Adoption
Personal Request Background Check	

Step 6: Enter Personal Information

Step 7: Enter Demographic Information

Step 8: Acknowledge Biometric Disclosure

Step 9: Acknowledge GA Privacy Statement

Step 10: Schedule an appointment

Step 11: Complete payment

Step 12: Review Confirmation

Once your request has been completed, the results of the GCIC criminal background check and notarized certificates (one certificate for personal request) will be mailed to the home address entered at the time of registration. The response time is approximately 7 - 14 business days, which excludes holidays and weekends.

For other questions, contact our office Monday-Friday from 9am-4pm Est via email, GAApplicant@gbj.ga.gov, or phone at 404 244-2639, opt 2.