



**Georgia Department
of Human Services**
Office of Inspector General

Records Check Verification Process

Provider Training



stronger families

FOR A STRONGER GEORGIA



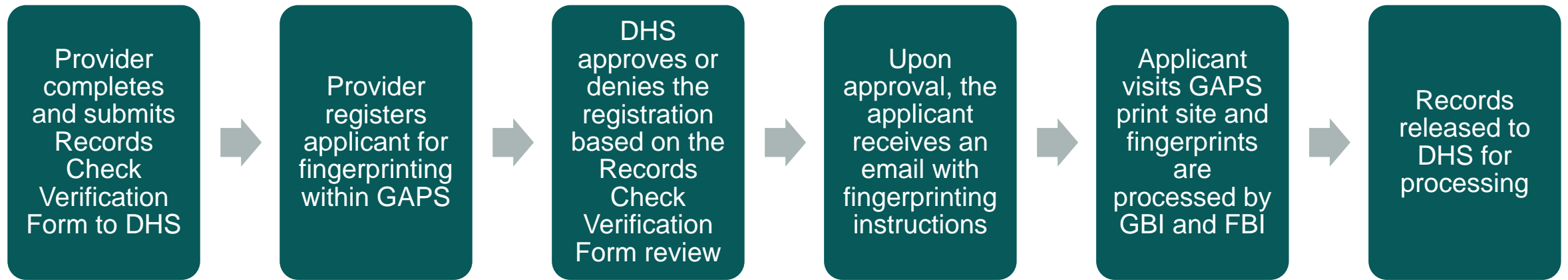
Records Check Application

The Federal Bureau of Investigation (FBI) requires that all agencies submit a Record Check Application on potential applicants prior to GBI and FBI processing an applicant's fingerprints.

- Provides authorization for submission of prints to appropriate authorities
- Provides authorization for processing of background information by DHS



The Process



Registration Verification

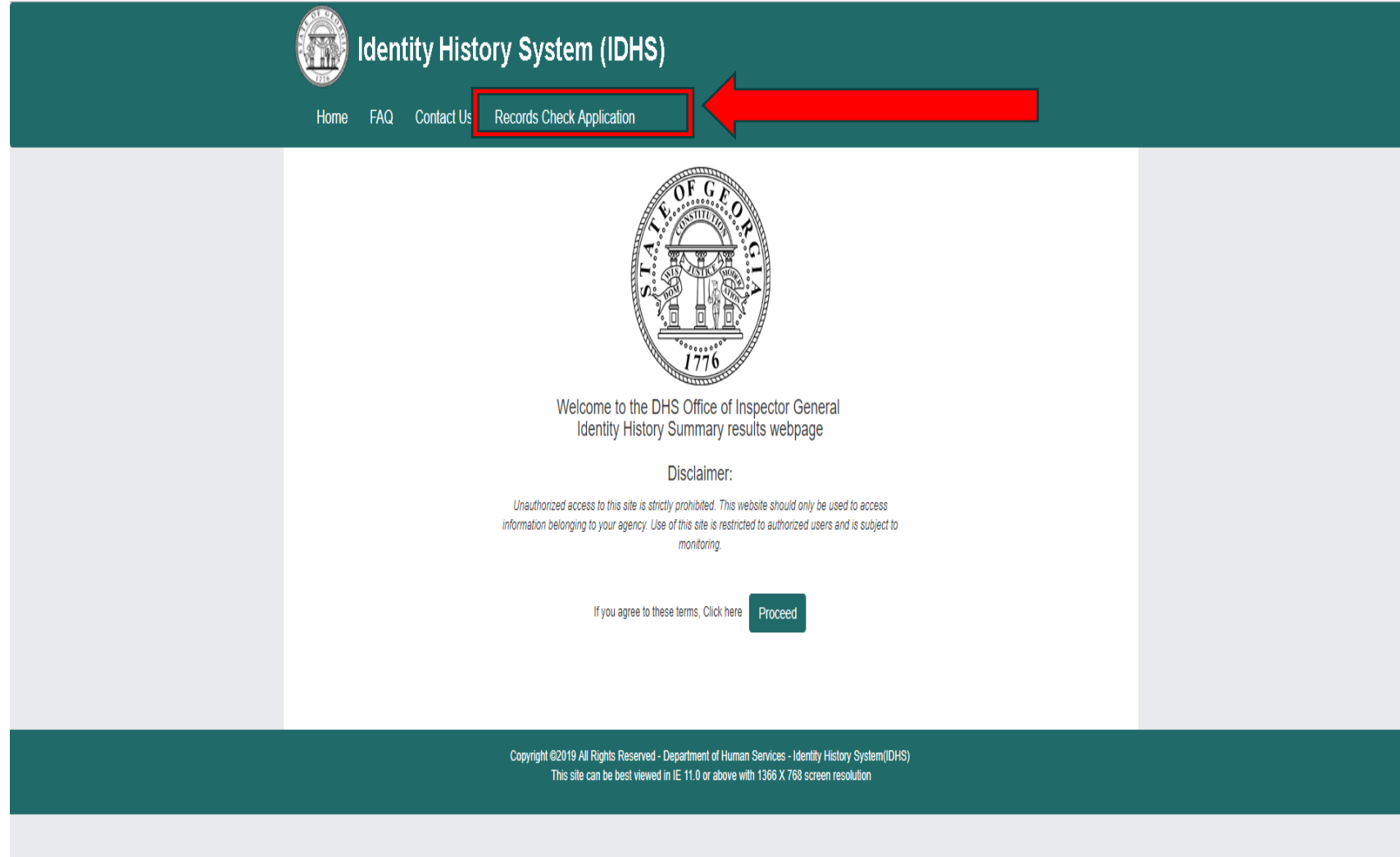
- DHS will compare the information included in the GAPS/Gemalto Registration to the information provided on the Records Check Verification Form.
- Hiring Agencies will be contacted or GAPS/Gemalto Registrations will be denied for the following reasons:
 - Name spelled different on either document.
 - DOB or SSN listed different on either document.
 - Sex or Race listed different on either document.
 - Reason Fingerprinted different on either document.



Form Submission

Hiring Agency

- Visit <https://idhs.dhs.ga.gov>
- Click on the *Records Check Application* tab
- Complete and submit Fingerprint Records Check Verification Form via IDHS before an applicant is registered.



Identity History System (IDHS)

Home FAQ Contact Us **Records Check Application**

STATE OF GEORGIA
1776

Welcome to the DHS Office of Inspector General
Identity History Summary results webpage

Disclaimer:

Unauthorized access to this site is strictly prohibited. This website should only be used to access information belonging to your agency. Use of this site is restricted to authorized users and is subject to monitoring.

If you agree to these terms, Click here **Proceed**

Copyright ©2019 All Rights Reserved - Department of Human Services - Identity History System(IDHS)
This site can be best viewed in IE 11.0 or above with 1366 X 768 screen resolution



Application Details

- **Applicant Information** - current information matching the GAPS Registration and a government-issued photo ID.
- **Name of Employer** - provider's business name
- **Reason Fingerprinted** - reason for the background check. A dropdown menu will include the following listing of appropriate reason for fingerprinting (RFP).
 - DFCS – CPA Adoptions
 - DFCS/DHS – Foster Care Home Placement
 - DFCS/DHS – Foster Care Home Placement (5 year renewal)
 - DHS – Licensing Child Care Center (Director)
 - DHS – Licensing Child Care Center (Employee)
 - DHS – Licensing Child Welfare Agency (Owner)
 - DHS – Health Agencies/Contractors Providing Direct Child Care
 - DHS – Health Agencies/Contractors Providing Direct Elder Care
 - DHS – Employment Contractors Providing Non-Direct Care

■ = RCCL RFPs
■ = Contractor RFPs





Identity History System (IDHS)

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All fields marked with a red asterisk are required



Georgia Department of Human Services Aging Services | Child Support Services | Family & Children Services Department of Human Services Fingerprint Records Check Verification Form

Applicant Information

Enter Correct Full Name →

Full Name (print): * *

Address: * * * * Phone Number: *

Sex: * Race: * Date of Birth: * *

Hiring Agency

I, as the hiring official, have verified that the above-named applicant is a prospective employee of this organization. I understand that before the applicant's fingerprints are submitted to the Georgia Bureau of Investigation (GBI) and Federal Bureau of Investigation (FBI), the Department of Human Services (DHS) must verify that the applicant is seeking to provide services and/or gain employment with this agency. This is an FBI requirement.

Note: This verification form should be submitted prior to the applicant being registered for fingerprinting. The request to authorize the submission of prints must be received within three (3) business days after we receive the verification form. If we have not received the request to authorize the applicant's fingerprints within three (3) business days, the verification form will be deleted and a new form will have to be submitted. If this occurs, the applicant will be required to register and be fingerprinted again. There will be no fee charged if the registration is deleted because of an unsubmitted records check verification form; as the fingerprints were not submitted for review.

Agency Name → Name of Employer: * Reason Fingerprinted: *

Name of Hiring Official: * Signature of Hiring Official: * Telephone: *

Submit



Record Processing

- Applicant's background checks will be processed within 3 business days from when the Department of Human Services (DHS) receives the results from the state approved vendor.
- A clearance determination letter will be accessible by the provider immediately upon being entered into IDHS.
- Applicant's needing further evaluation will have a final determination uploaded no later than 15 business days from initial record review.



Questions

Please forward all questions to
ASKOIGBIU@dhs.ga.gov

