Third Party Examiner Checklist

PLEASE READ CAREFULLY, AS THE APPLICATION HAS BEEN RECENTLY REVISED

- ☐ All applicants must sign the Statement of Completion at the bottom of this page and include with the application.
- ☐ All applicants are required to complete all sections of the application.
- ☐ All applicants must submit a notarized Consent for Background Investigation Form. (Form # RC-900)
- ☐ All applicants must undergo a fingerprint-based background check. Refer to the attached fingerprint instructions (RC-GAPS-999) for more information. All applicants must use the Georgia Applicant Processing System (GAPS).

NOTE: ***Examiners will be required to submit a signed Third Party Testing Agreement which will be provided by the Department after the application has been accepted.***

STATEMENT OF COMPLETION

I hereby certify that this application includes all documents which are required to be attached for the approval as outlined above. I understand that an incomplete application or application lacking the necessary paperwork will result in my application not being processed.

Printed Name **Legal Signature** **Date**

Please submit application and all supporting documents to:
Georgia Department of Driver Services
Attn: Regulatory Compliance Division
2206 East View Parkway
Conyers, GA 30013

An application drop box is also available at the entrance of the Conyers Customer Service Center.

DDS
Georgia Department Of Driver Services

Third Party Examiner Application

SECTION 1: School Information

1.1 Indicate, in the space provided below, the full name of the driver training school where you are currently employed.

_____

1.2 How long have you been employed by the driver training school? _____

SECTION 2: Applicant Information

Last Name	First Name	Middle Name	Suffix
Date of Birth	Driver's License #	State of Issuance	Social Security #

Home Address	City	County	State	Zip Code
Mailing Address ☐ **Same as above**	City	County	State	Zip Code

Home Phone Number	Cell Phone Number	Work Phone Number

Email Address

☐ **I would prefer all correspondence be mailed to the address above.**
Note: Unless the box is checked, all correspondence will be emailed.

2.1 Have you held a driver training instructor certification, issued by the Department of Driver Services, for a minimum of two (2) years?
☐ Yes ☐ No

2.1.1 Give your instructor #: _____

2.1.2 Give approximate date of when you were first certified by the Department: _____

2.1.3 What is the expiration date of your instructor certification? _____

SECTION 3: Applicant Qualifications

3.1 Are you a United States citizen?
☐ Yes ☐ No

3.1.1 If you answered "No" to question 3.1, can you provide proof of lawful status to be in the United States?
☐ Yes ☐ No

NOTE: Acceptable proof of citizenship or lawful status is required to be sent in with your application.

3.2 Are you currently employed with the Georgia Department of Driver Services?
☐ Yes ☐ No

3.3 Do you have a spouse, dependent child, dependent stepchild, or dependent adopted child that is currently employed with the Georgia Department of Driver Services?
☐ Yes ☐ No

SECTION 4: Educational Experience

Name of High School	City/State	Diploma Obtained	GED	Date Obtained
		☐ Yes ☐ No	☐ Yes ☐ Not applicable	
Name of College/University	**City/State**	**Degree Obtained**	**Major Field of Study**	**Dates Attended**
		☐ Yes ☐ No		
		☐ Yes ☐ No		

SECTION 5: Applicant Affirmation

Under penalty of law, I do hereby swear or affirm that all the information that I have provided herein is complete and accurate.

Furthermore, I will maintain all reports and information as specified in the DDS rules and regulations, third party agreement, and the Department's directives.

I will refrain from abusing alcohol or other drugs, and from using illegal drugs.

I hereby authorize the release to DDS of any information necessary for the determination of my application for examiner certification. I understand that this information will be used only for the purpose of processing my application. Photocopies of this authorization will be valid for the purpose of obtaining requested information.

I understand that to knowingly make a false statement or conceal a material fact in this application will result in the denial of my application, the cancellation of my certification (if applicable), and criminal charges being brought against me.

_____

Legal Signature **Date**

Sworn to and subscribed before me

this ____day of _____20____. **(SEAL)**

_____

Notary

Georgia Department of Driver Services
Regulatory Compliance Division, 2206 East View Parkway, Conyers, GA 30013
CONSENT FOR BACKGROUND INVESTIGATION

OFFICE USE ONLY FILE NUMBER:	OFFICE USE ONLY DATE APPLICATION RECEIVED:	OFFICE USE ONLY BACKGROUND ☐ DRIVER'S HIST P F ☐ CRIMINAL HIST P F	OFFICE USE ONLY
OFFICE USE ONLY			

APPLICANT TYPE: (OFFICE USE ONLY)

☐ DUI Risk Reduction	☐ Owner	☐ Director	☐ Instructor
☐ Driver Improvement	☐ Owner	☐ Instructor	
☐ Driver Training	☐ Owner	☐ Instructor	
☐ Third Party	☐ Tester	☐ Examiner	
☐ Ignition Interlock	☐ Owner/Operator		
☐ For-hire License Endorsement			
☐ Commercial Veh. Training School	☐ Owner	☐ Instructor	
☐ Motorcycle Safety	☐ Coach		

Last Name	First Name	Middle	Date of Birth (MM/DD/YYYY) / /
Driver's License Number (Include ALL zeros)	Issue date (Exam date)	State	Social Security Number
Current Street Address		City and State	Zip Code
Do you hold any other driver's license(s)? Yes No	If so, list state(s) and license number(s)		Phone Number
Company			Phone Number
Address		City and State	Zip Code

Have you been convicted of, plead guilty to, or plead nolo contendere to any crime, whether felony or misdemeanor, in this state, in any other state, or in the federal system within the past ten (10) years? ☐ Yes ☐ No

Have you ever served time for any crime, whether felony or misdemeanor, in this state, in any other state, or in the federal system within the past ten (10) years? ☐ Yes ☐ No

Have you ever been on probation or parole for any crime, whether felony or misdemeanor, in this state, in any other state, or in the federal system within the past ten (10) years? ☐ Yes ☐ No

Do you have a charge(s) or a court hearing pending, or are you under indictment or accusation for any crime? ☐ Yes ☐ No

If you answered "yes" to any of the above, please note the offense, date and location below:

I hereby apply for Certification(s) to be issued by the Regulatory Compliance Division of the Department of Driver Services (DDS). I understand that my national and state criminal history, driver's history, and legal presence will be checked. I hereby give consent for the DDS to conduct whatever investigations necessary to determine my eligibility to hold such a certificate. I understand that false, misleading, or incomplete information in my application or on this Consent Form may result in certificate denial, cancellation, suspension, or revocation, as well as possible criminal prosecution and civil action. Under penalty of perjury, I do hereby swear or affirm that the information contained within this application, and any statements made in connection therewith, are complete, true and correct.

Signature Date

THIS CONSENT FORM MUST BE NOTARIZED

Subscribed to and sworn before me:

SEAL OR STAMP

Notary Signature Date

My commission expires:

Georgia Applicant Processing System (GAPS)

All persons applying with the Georgia Department of Driver Services (DDS) to become certified in any of the regulated program areas listed below must utilize the Georgia Applicant Processing System (GAPS) to satisfy the statutorily required national and state fingerprint-based criminal history check. ***Fingerprint results obtained from any source other than the approved GAPS process will not be accepted.***

Driver Training School Owners/Directors/Instructors
Driver Improvement School Owners/Instructors
DUI/Risk Reduction School Owners/Directors/Instructors
Third Party Testers/Examiners
Ignition Interlock Provider Center Owners
For-hire License Endorsement
Commercial Vehicle Driver Training School Owner/Instructor/Tester/Examiner
Motorcycle Safety Coach

NOTE: If you have been fingerprinted through GAPS for any DDS regulated program within the past 6 months, your fingerprint results may be used for any additional application(s) submitted for DDS regulated programs during the following 6 month period. Please indicate on your application the date you were previously fingerprinted.

GAPS consists of numerous locations throughout the State of Georgia that have been authorized by the NCIC, the GCIC and Cogent Systems to use LiveScan devices to electronically capture and transmit fingerprints to the GCIC through a secure web-based environment. Criminal history search results, in most cases, will return within 24 to 48 hours following submission of fingerprints, decreasing the overall amount of time it takes for DDS to process your application for certification.

Out of state applicants may choose to submit fingerprint cards for an additional charge of $8. Registration is still required through the GAPS website. Please review the "How to Submit Ink Cards" section on the GAPS Home page for detailed instructions.

Additional information regarding GAPS processes, policies, fees, and print locations may be found at *www.ga.cogentid.com*.

IMPORTANT: **By the time you submit your application you should already have your fingerprints done through GAPS. You will not receive notification from DDS to proceed with your fingerprinting.**

FINGERPRINT INSTRUCTIONS

Step 1: Select the GAPS location of your choice.

- Go to the following website: http://www.ga.cogentid.com/index.htm
- Click on the "Find A Fingerprint Location" option.
- All authorized GAPS locations are depicted on an interactive map of Georgia. You may mouse over and click on any of the locations depicted on the map to obtain more detailed information about individual GAPS sites, including the name of the participating business, address, and telephone number. You may also use the Google Map feature which will show sites located near your current location and provide directions.

Step 2: Register.

- From the GAPS Home page, click on the "Applicant Registration" option. This will take you to a page with a listing of multiple agencies.
- Click on the "Department of Driver Services (DDS)" button. You will be taken to the DDS landing page with our contact information. Click on the "Register to be Fingerprinted" button.
- Read the Privacy Rights and click the box to accept the terms. Click "Continue".
- Select your Reason Code from the dropdown box (CDL, Third Party, and Motorcycle Safety Coaches should use the DT reason codes). Complete the web form with your personal data and payment information. Payment is by money order or credit card. Mandatory fields are highlighted in yellow.
- Please be advised that although the use of your Social Security Number is optional, if you do not submit your SSN, the GAPS location will not be able to confirm your registration if you forget to bring your confirmation receipt. In addition, you will not be able to print a replacement receipt. Therefore, you are strongly encouraged to use your Social Security Number.
- Money orders must be made payable to "Cogent Systems" and should be taken to the GAPS location.
- Fees for all the DDS regulated programs are $51.00. A link for the fees can be found under the "Fees" section on the GAPS website below:

  http://www.ga.cogentid.com/index.htm
- *Cash and checks are not accepted.*
- Once all information has been entered, click "Continue". Review your information and if everything is okay, click "Submit".

Step 3: Print your Receipt.

- A screen appears prompting you to either print your registration receipt or email it.
- If you lose your registration receipt, you can obtain a replacement under the "Reprint Registration Receipt" section located on the GAPS Home page.

Step 4: Go to the GAPS location as scheduled to be fingerprinted.

- On the date of your fingerprinting, be sure to call ahead to the GAPS location you plan to visit to confirm their business hours, the hours they do fingerprinting, and that a trained individual is going to be available.
- Be sure to review the FAQ section on the GAPS Home page for information regarding what forms of identity are required when you are fingerprinted.