

Public Partnerships, LLC Fingerprinting and Criminal Background Checks

Any individual applying to be a DBHDD NOW & COMP Wavier program employee or independent contractor will be subjected to a Georgia and Federal Bureau of Investigations Fingerprint Background check. PPL will utilize the Cogent System to help individuals complete this requirement.

Please refer to the following for detailed instructions on using Cogent Systems to complete the DBHDD NOW & COMP Wavier program background check process.

Cogent Background Check Process

Any individual applying to become an independent contractor will be required to undergo a full DBHDD NOW & COMP Wavier background check and fingerprinting. PPL will utilize the Cogent System to help individuals complete this requirement.

As an individual applying to become an and Employee or independent contractor, you must complete the following steps to begin the background check process:

1. Complete the Cogent Demographic Information in the vendor packet.
2. Submit the completed packet to PPL.

PPL will complete the Cogent individual applicant registration for you online using the information that you provided on the Demographic Information Form.

You will be notified by PPL when your online registration is complete, and you will be given your **Registration ID**.

Once you receive this notification, you will need to go to a GAPS Print Location to have the check and fingerprinting completed.

➤ **What to Bring with You to the GAPS Print Location**

Before heading to a print location to have your check completed, please be sure you have received your Registration ID from PPL and have this number available when you arrive at the location. You will also need to bring the appropriate identification with you. Cogent Systems requires current, valid, and unexpired picture identification documents. As a primary form of picture identification, one of the following will be accepted at GAPS Print Locations:

Primary Documents

- State Issued Driver's License with Photograph
- State Issued Identification Card with Photograph
- US Passport with Photograph
- US Active Duty/Retiree/Reservist Military ID Card (000 10-2) with Photograph

- Government Issued Independent contractor Identification Card with Photograph (includes Federal, State, County, City, etc.)
- Tribal Identification Card with Photograph

However, in the absence of one of the above Primary identifications, applicants may provide one or more of the following Secondary Documents, along with two of the following supporting documents:

Secondary Documents:

- State Government Issued Certificate of Birth
- Social Security Card
- Certificate of Citizenship (N560)
- Certificate of Naturalization (N550)
- INS I-551 Resident Alien Card Issued since 1997
- NS 1-688 Temporary Resident Identification Card
- INS I-688B, I-766 Employment Authorization Card

Secondary Documentation must be supported by at least two of the following:

- Utility Bill (Address)
- Voter Registration Card
- Vehicle Registration Card/Title
- Paycheck Stub with Name/Address
- Cancelled Check or Bank Statement

Once the check has been completed, call the PPL Customer Service Center to inform of the date the Fingerprinting was completed. This is important to ensure PPL can check your results timely.

PPL will receive a determination clearance letter from DBHDD indicating a status of Eligible/Not Eligible and will communicate the results to you.

If you have received a 'Eligible' status, and all required documents have been submitted in the Independent contractor Packet, PPL will mark you as Good To Go.

If you have received a 'Not Eligible' status for any reason, PPL will indicate that you have not met the background check requirement, and you will not be marked as Good To Go. You may not be able to be employed at that time.

If you have any questions regarding the Cogent background check process or requirements, please contact PPL at 866-836-6792.

Toll Free Numbers

Phone: 1-866-836-6792

TTY System: 1-800-360-5899

Administrative Fax: 1-866-461-0195

Email: PPLGADDD@pcgus.com

**GEORGIA DBHDD NOW & COMP WAIVER PROGRAMS DEMOGRAPHIC
INFORMATION/REGISTRATION FORM
FOR EMPLOYEES**

Please provide the following information. Lines marked with a (*) indicate required fields. PPL will use this information to complete the Individual Applicant Registration with Cogent Systems on your behalf.

* Last Name: _____

* First Name: _____

Middle Name: _____

Suffix (circle one if applicable): Jr, Sr, II, III, IV, Other

* Date of Birth: __ / __ / ____

* Place of Birth (state and country if outside of US): _____

SSN: _____

* **Note:** If you choose not to provide your SSN, you will be required to provide your Registration ID (provided by PPL) at the GAPS Print Location.

* Sex (circle one): Male/Female

* Race (check one):

Asian or Pacific Islander
Black
American Indian
Alaskan Native

White
Mexican
Latino
Unknown

* Eye Color: _____

* Hair Color: _____

* Height: _____

* Weight: _____

Country of Citizenship: _____

Driver's License No: _____

Driver's License State: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____