DHS

**B. J. Walker, Commissioner**

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Cathy Lynn-Craven, Inspector General

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To: Director/ Human Resources

Re: Computer Based Name Checks

On July 1, 2009, the Background Investigation Unit was transferred to the DHS Office of Inspector General. During this time of transition and transformation, it has become clear that there are processes that are no longer fiscally responsible to continue. One of these processes is the Computer Based Name Check or "GCIC Check" as it is commonly referred to. The computer name checks only provide a "snapshot" of the person's record as they are Georgia only, and limited. The checks are also subject to a greater degree of error because they rely solely on demographic data supplied by the applicant and input into a computer.

Laws such as O.C.G. A. 49-2-14, and DHS Policy 504 governing employment with DHS, DBHDD, or their contractors require that Fingerprints be submitted for evaluation and comparison through State and National Criminal Fingerprint Databases. The technology for processing submitted fingerprints has improved to provide results to the determining agency with 48 hours. The Georgia Applicant Processing Service (GAPS) operated by COGENT has become the statewide vendor for capturing applicant fingerprints and is accessible through a variety of venues. Based on the quick response concerning submitted fingerprints, the limited information the Computer Based Check provides, the increasing volume of fingerprint returns and the higher priority to process those results; which can considerably delay completing the Computer Based Name Checks, effective August 30, 2009 the DHS Background Investigations Unit will no longer process requests for Computer Based Name Checks for contractors or Community Service Boards.

Should your agency desire to continue to have these checks completed, please contact your local law enforcement agency to ascertain their availability to accommodate your need. The DHS Background Investigations Unit will continue to process all fingerprint results and provide determinations as required by law.

cc: Cathy Lynn-Craven, DHS Inspector General
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