



All alcohol license applicants **MUST** submit their Finger Print cards electronically.

The Georgia Bureau of Investigation now requires that all clients that request an **Alcohol License** with the **City of Riverdale** provide their finger print cards electronically. O.C.G.A. 3-3-2

The City of Riverdale has selected the Cogent Georgia Applicant Processing Service (GAPS) to assist in this process.

Steps to using GAPS:

1. Sign on to GAPS website: <https://www.aps.gemalto.com/ga/index.htm>
2. At the bottom left of screen select the box marked **Applicant Registration**.
3. Select from the boxes on this screen the 3rd row 3rd box down marked **City/County Government & Law Enforcement Agencies (CCGC)**.
4. Select the first box marked **Alcohol & Liquor License**.
5. Read the **Non-Criminal Justice Applicants Privacy Rights & Privacy Act Statement**. For your records print or download.
6. **Select the box at the bottom of the page if you agree to the terms listed.**
7. Next your **Application Registration** form will populate onto the screen.
8. Under **Transaction Information** line 1 first 2 boxes should be completed with the following information:
 - a. Box 1: City of Riverdale's Reviewing Agency ID number: Enter **GA923212Z**
 - b. Box 2: Reason: Select **Alcohol/Liquor License**
9. **Complete all additional required information on the application.**
10. **Select the Continue box on the bottom right side of this page.**
11. **Once you select continue this will apply your Payment and submit the application to GAPS.**
12. *** IMPORTANT* PRINT YOUR RECEIPT & BRING IT WITH YOU TO THE FINGER PRINTING LOCATION. THEY CAN NOT PROCESS YOUR PRINTS WITHOUT THIS RECEIPT.**

There are several locations in our region. You can go to any that are listed on the GAPS website listed under the **Helpful Links** on the **Home Page**.

If you need any additional assistance with this process please contact our office at (770)909-5482.

City of Riverdale - Business Services Division