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10/15/2018 11:31 AM

Volunteer Application and Fingerprint Instructions

To pto@internationalcharteracademy.org Copy C.Woodcock <c.woodcock@internationalcharteracademy.org> • info@internationalcharteracademy.org

Dear PTO Members,

To enhance the safety and security of ICAGeorgia's students and staff, all employees, stakeholders, and volunteers must go through a Federal background check which includes fingerprinting. ICAGeorgia staff, stakeholders, and volunteers are required to complete the following documentation and perform fingerprinting and criminal background check.

- Volunteer Application Form
- Fingerprinting and Background Check Consent Form
- Noncriminal Justice Applicant's Privacy Rights
- Privacy Act Statement

Instructions of Fingerprint Process:

- 1) Submit Volunteer Application Form, Fingerprinting Consent Form, Applicant Privacy Rights and Privacy Act Statement to ICAGeorgia (front office)
- 2) Go to Georgia Applicant Processing Services website (<https://www.aps.gemalto.com/ga/index.htm>) and select Applicant Registration (https://pci.aps.gemalto.com/gaper/pub/landing_page_1.pl)
- 3) Select Education Agencies (https://pci.aps.gemalto.com/gaper/pub/landing_page_2.pl?UserID=&UserType=&agency_group=EA)
- 4) Select Public Schools and acknowledge the Privacy Act Statement
- 5) Fill out Registration (Agency: International Charter Academy of Georgia). Please make sure to select our school. There are similar school names.
- 6) Make a payment and print the confirmation
- 7) Bring the confirmation to the fingerprint agency to perform electronic fingerprints

You can visit your nearest fingerprint location as soon as you register online. Fingerprint Locations: https://www.aps.gemalto.com/ga/GA_regions_html/GA_Regions_Main.htm

Important Notes:

Please make sure that you bring an unexpired form of photo identification to the fingerprinting location (e.g., acceptable forms of ID include: Driver's License; State-Issued Identification Card; Permanent Resident Card, or U.S. Passport).

Junko Jones
International Charter Academy of Georgia

- Fingerprinting Consent Form.pdf (304 KB)
- Applicant Privacy Rights and Privacy Act Statement.pdf (389 KB)
- ICAGeorgia Volunteer Application.pdf (299 KB)