Adding A New Application

GEORGIA DEPARTMENT OF COMMUNITY HEALTH

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Welcome to the Georgia Criminal History Check System (GCHEXS)

Add A New Application | Determination Available | Employee Roster | Employment Verification

At a Glance

Applications	
Not Yet Submitted	9
Determination In Process	107
Determination Complete	19
Determination Available and Action Needed	18
Applications Submitted But Fingerprints Not Completed	90
Determination Unsatisfactory Currently Employed	0
Criminal History Appeals	10
Employees	
Employment Verification Needed (Within 30 Days)	4
Employment Verification Past Due	0

Important Messages

THIS IS A TEST ENVIRONMENT

Fingerprinting Information

Providers

Provider	Provider Status	Provider Contact
Disney Home Health	Enabled	Walt Disney

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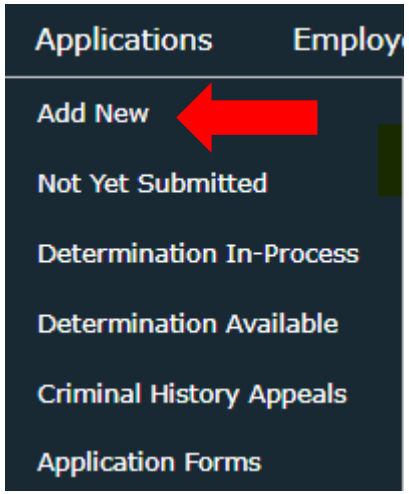

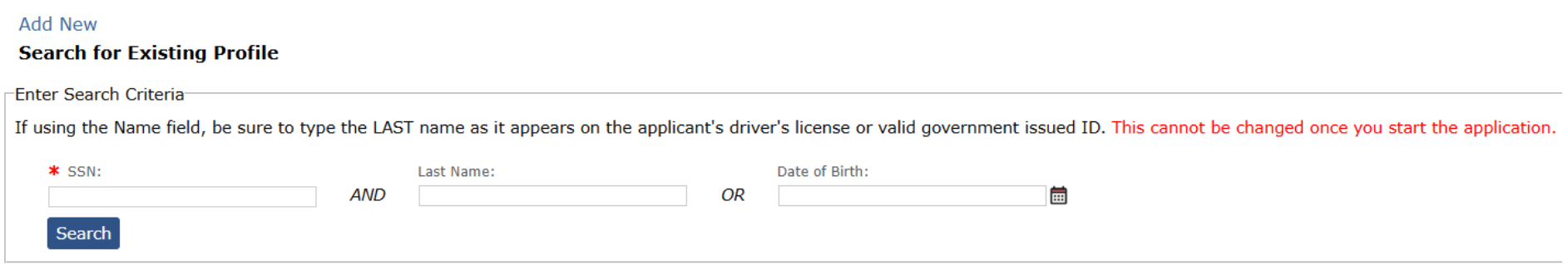

Enter the SSN and last name for your applicant. If there is no existing information for your applicant, you can proceed by clicking “Add New Applicant”.



If the applicant has an existing profile in GCHEXS, proceed to the profile and review the Personal and Demographic Information page. Check to ensure all fields, especially the **name, date of birth, email address** are accurate.

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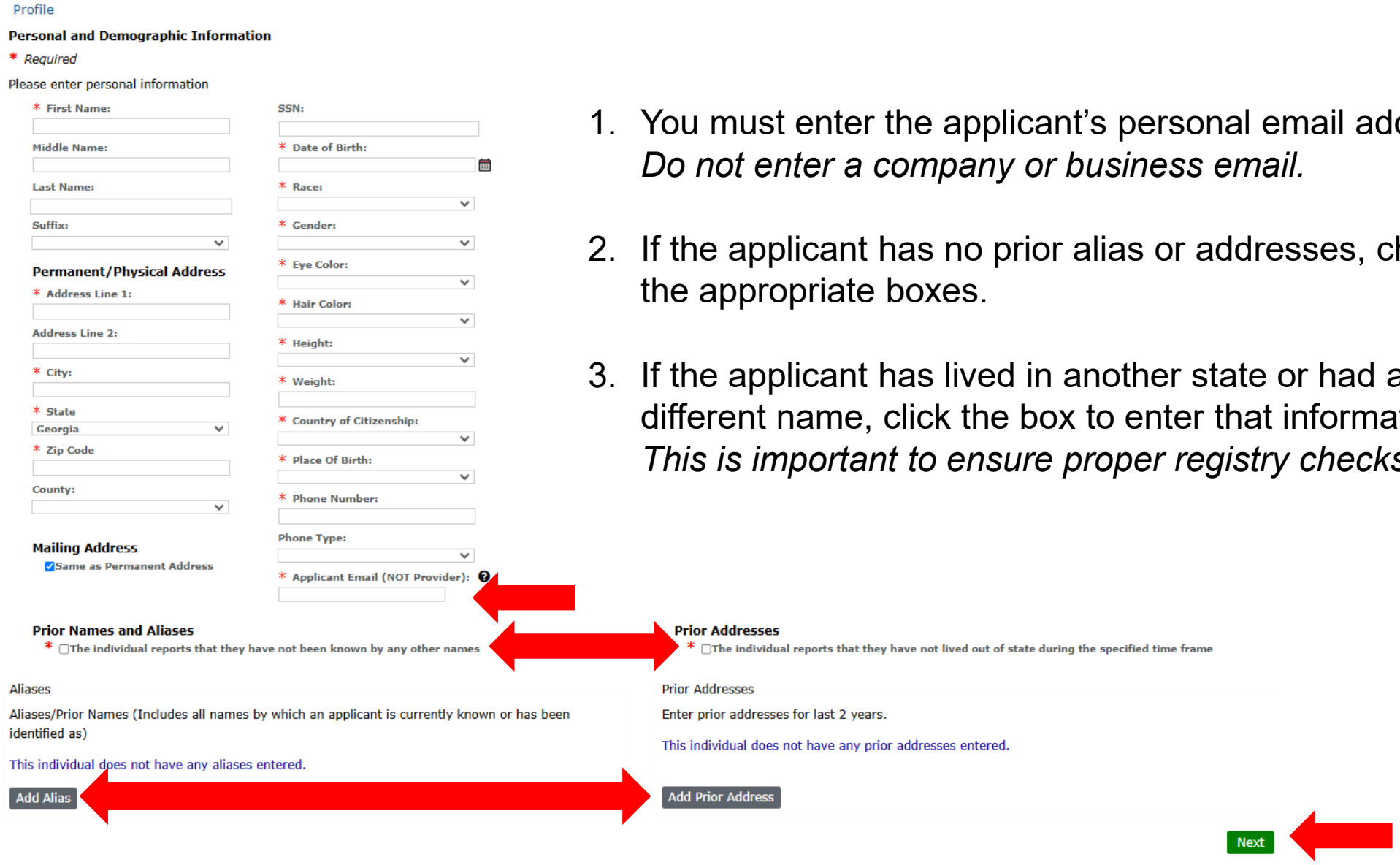

1. You must enter the applicant's personal email address. *Do not enter a company or business email.*

2. If the applicant has no prior alias or addresses, check the appropriate boxes.

3. If the applicant has lived in another state or had a different name, click the box to enter that information. *This is important to ensure proper registry checks.*

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Pre-Employment Information

Daisy Duck, 345-67-8912, 6/7/1940,

If you have verified your Idemia UUID billing account number is stored in GCHEXS, and you do not see the checkbox to indicate you wish to pay for this application, it is likely connected to an existing determination. Please click NEXT to continue with your application.

Please review this statement.

Please ***do not*** enter exempt licensed healthcare providers in GCHEXS. A list of exempt position can be found here.

Do not enter application for any of the positions on this list.

Restricted Determination

* *Required*

Provider:

Disney

* **Position Category:**

* **Position:**

* **Employee Type:**

Provider will pay for this application

If you have an Idemia Billing number/ UUID stored in GCHEXS you will see the option to pay for the application.

Save and Close

Back Next

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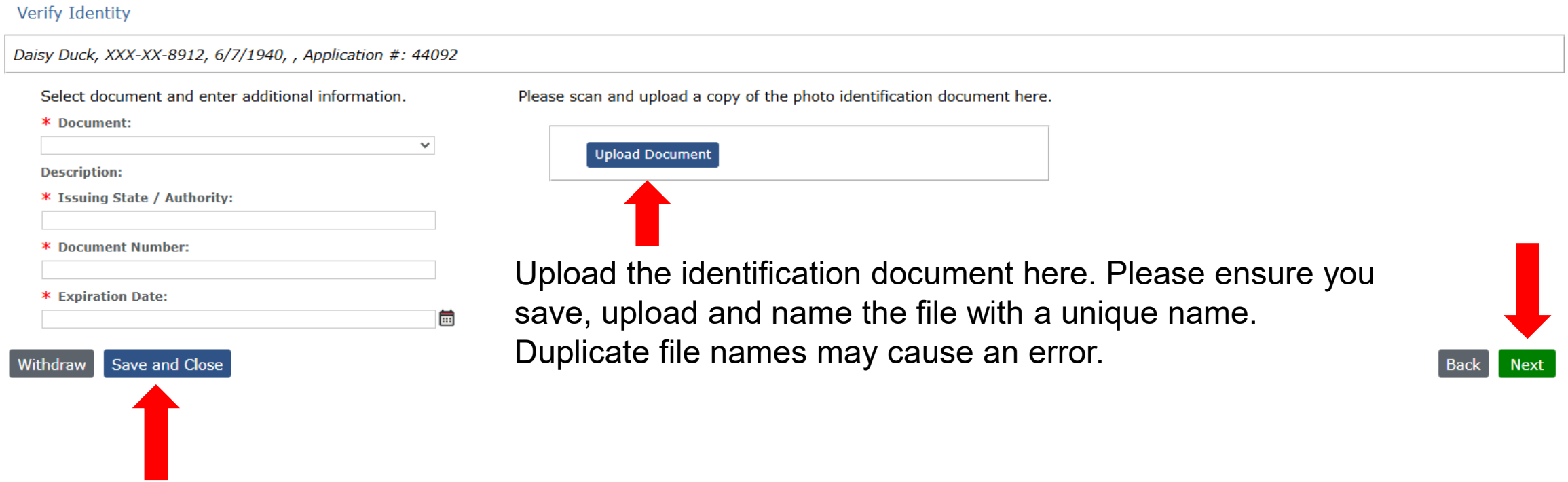

Upload the identification document here. Please ensure you save, upload and name the file with a unique name. Duplicate file names may cause an error.

At this point you can save the application and come back to complete it later. You can resume the application by selecting the Not Yet Submitted option under the Applications tab.

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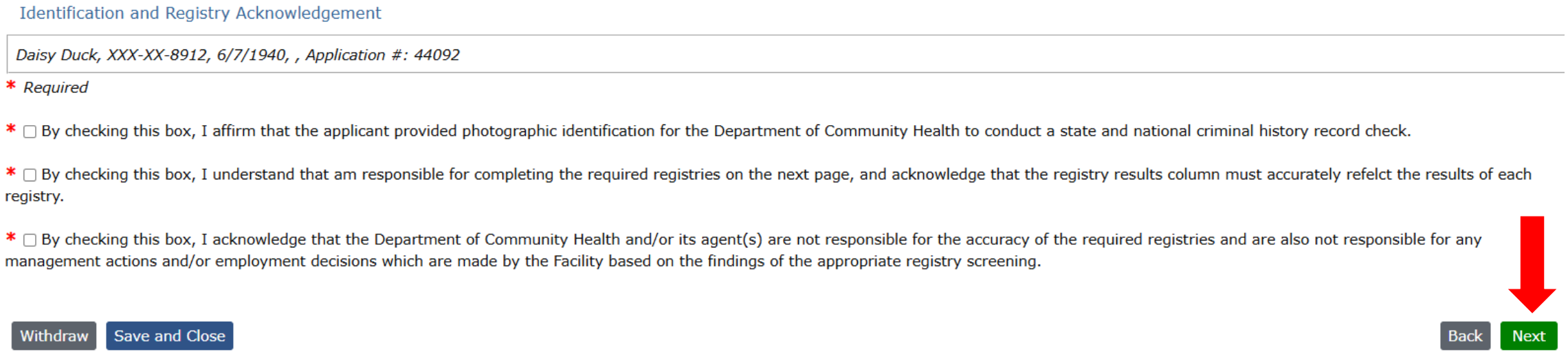

Please read and review the statements and select the boxes before you proceed.

Research Registries

Auto Match Registries

GA Sex Offender Registry
GA Nurse Aide Registry
The OIG List of Excluded Individuals/Entities

The search for auto match registries is automatically performed by GCHEXS. View the results in the Research Requirements column and mark the Research Results as cleared or not cleared.

- If “not cleared” is selected, you cannot proceed with this application.
- If an alternate candidate is presented during the search but you have confirmed that it is not the applicant you are entering, you will need to select: Add Note and enter a note attesting why this is not your applicant. For example, date of birth does not match, SSN does not match, etc.

Manual Search Registries

GA Professional Licenses
National Sex Offender Public Website
Out of State Registries

Click the registry link and perform a manual search by entering requested information. View the results.

- If the applicant’s information is not found or *does not* match the results returned from the registry search, return to the GCHEXS page and mark “cleared”.
- If the applicant’s information matches the results returned from the registry search, return the GCHEXS page and mark “ not cleared”. You cannot proceed with this application.
- If an alternate candidate is presented during the search but you have confirmed that it is not the applicant you are entering, you will need to select: Add Note and enter a note attesting why this is not your applicant. For example, date of birth does not match, SSN does not match, etc.

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Research Registries

Daisy Duck, XXX-XX-8912, 6/7/1940, , Application #: 44092
No recorded aliases.

Required Registries

Registry	Research Requirements	Research Results	Research Completed	Actions
GA Nurse Aide Registry Registry Checked On 02/14/2025	Automatch performed, no matches found	* Cleared	02/14/2025	Add Note
GA Professional Licenses Registry Checked On 02/14/2025	Manual Search Required	* Cleared	02/14/2025	Add Note
GA Sex Offender Registry Registry Checked On 02/14/2025	Automatch performed, no matches found	* Cleared	02/14/2025	Add Note
OIG List of Excluded Individuals/Entities Registry Checked On 02/14/2025	Automatch performed, no matches found	* Cleared	02/14/2025	Add Note
National Sex Offender Public Website Registry Checked On 02/14/2025	Manual Search Required	* Cleared	02/14/2025	Add Note

Optional Registries

There are no optional registries.

Out of State Registries

Registry	Research Requirements	Research Results	Research Completed	Actions
FL Nurse Aide Registry Registry Checked On 02/14/2025	Manual Search Required	* Cleared	02/14/2025	Add Note

Research Registries Not Listed

Withdraw | Save and Close | Back | Next

Once all registries are complete the next button will turn green.

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Data Review

Daisy Duck, XXX-XX-8912, 6/7/1940 Application #: 44092

Profile | Identity Verification | Pre-Employment | Registry Results

Personal and Demographic Information

First Name: Daisy
Middle Name:
Last Name: Duck
Suffix:

SSN: XXX-XX-8912 Is ITIN: No
Date of Birth: 6/7/1940
Race: Unknown
Gender: Female
Eye Color: Black
Hair Color: White
Height: 4'8"
Weight: 145
Country of Citizenship: UNITED STATES
Place Of Birth: US: CALIFORNIA
Phone Number: 404-463-7154
Phone Type:
Applicant Email (NOT Provider): marina.fox@dch.ga.gov

Permanent Address

Address Line 1: 1180 Seven Seas Dr
Address Line 2:
City: Lake Buena Vista
State: FL
Zip: 32830
County:

Mailing Address

Address Line 1: 1180 Seven Seas Dr
Address Line 2:
City: Lake Buena Vista
State: FL
Zip: 32830
County:

Aliases

Aliases/Prior Names (Includes all names by which an applicant is currently known or has been identified as)

This individual does not have any aliases entered.

Enter prior addresses for last 2 years.

Years	City	State
-	Atlanta	Georgia

Edit Applicant Profile

Withdraw | Save and Close | Back | Submit

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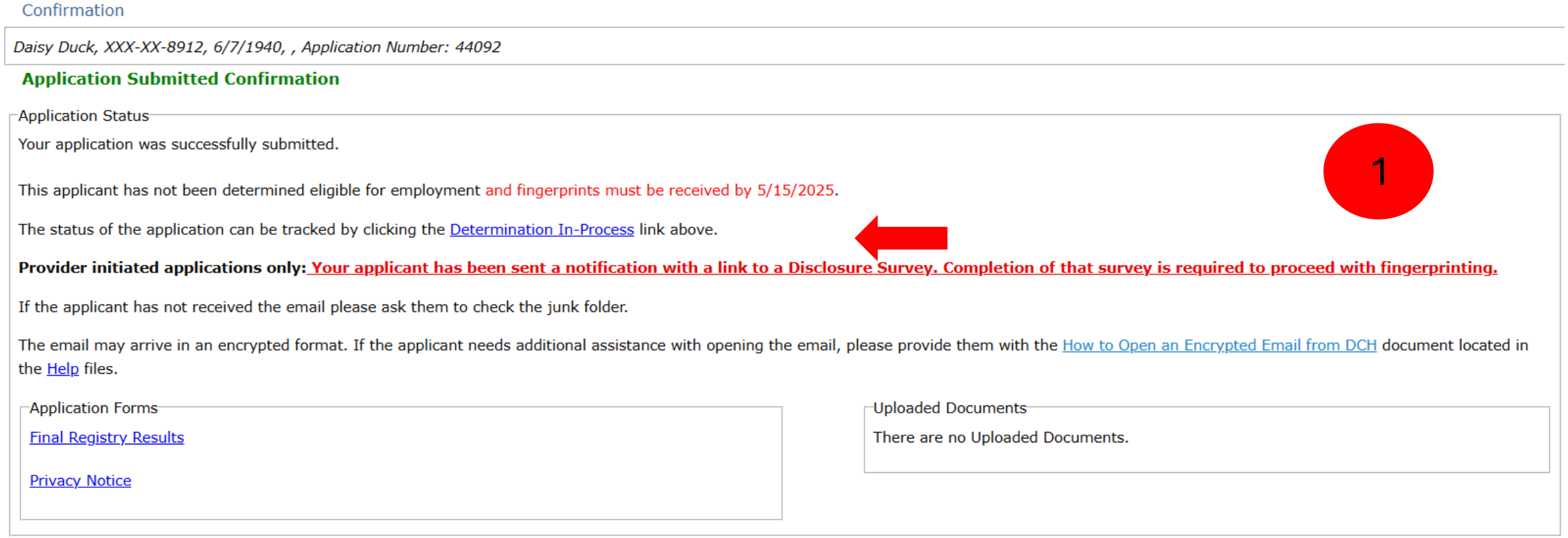
You will receive one of the following 4 confirmation pages.



Fingerprints must be submitted by the deadline date in the confirmation message. Two emails will be sent directly to the applicant. One email will contain a link to complete the disclosure survey, and the other will contain the link to schedule a fingerprint appointment. If your applicant does not receive either email you may use the email link on the GCHEXS home page, under FAQs, to forward to your applicant.

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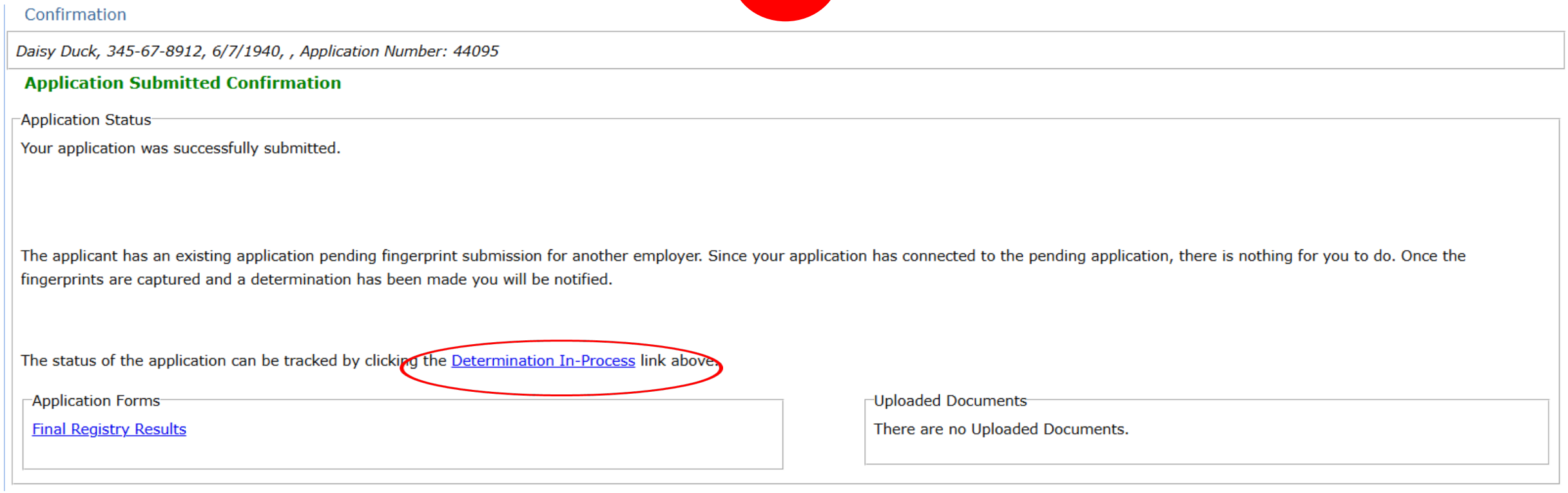
2



The application you entered has connected to another application in our system. The applicant *does not* need to submit fingerprints for this application. If the applicant has not yet submitted fingerprints for the previous application, please instruct them to do so. Once they are printed for the previous application, you will receive the determination.

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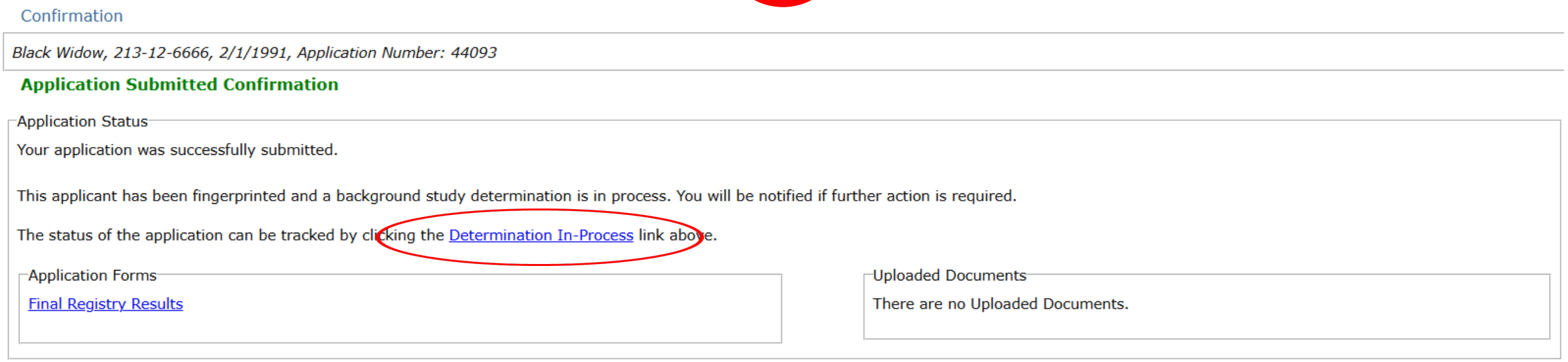
3



The application you entered has connected to another application in our system. The applicant ***does not*** need to submit fingerprints. The determination is in queue to be processed, and you will receive an update when a determination has been made.

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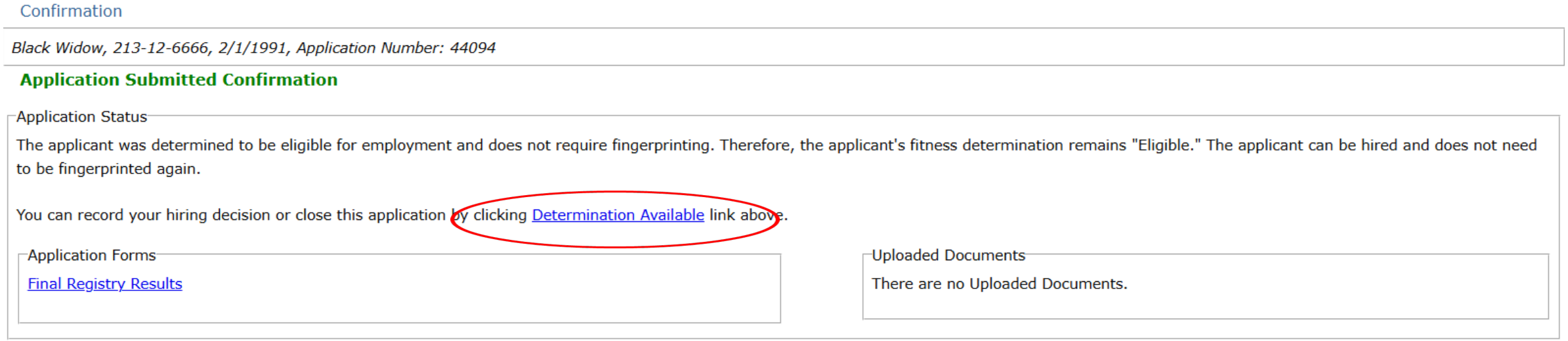
4



The application you entered has connected to another application in our system. The applicant *does not* need to submit fingerprints. The determination is now available. Click the determination available link to review the applicant's eligibility determination.

Updating Fields Updates UEID

If you need to change the following demographic information on an application, please note, the original UEID is no longer valid. You will see a new UEID number generated shortly.

- First Name
- Last Name
- Date of Birth
- Email

The applicant will also receive a ***new scheduling*** link from Idemia, via email. If the applicant tries to schedule with the old link, they will see an Enrollment Denied message on the Idemia website.



Background Check #: 1536999 (Fingerprint Based)
Reason for Fingerprinting: DCH-

Process Started	Determination Status	Status Date	Wait Reason Date	UEID	Fingerprints Taken Date	Expiration Date	Appeal Date	Actions
2/20/2025	In Process	2/20/2025		AZGA1139QJ				Notes (0) Upload Document Move Determination Review RegistryResearch Set Not Connectable Set As Restricted Set Priority Add Certified Mail Info

Background Check #: 1536999 (Fingerprint Based)
Reason for Fingerprinting: DCH-

Process Started	Determination Status	Status Date	Wait Reason Date	UEID	Fingerprints Taken Date	Expiration Date	Appeal Date	Actions
2/20/2025	In Process	2/20/2025		AZGA113F9F				Notes (0) Upload Document Move Determination Review RegistryResearch Set Not Connectable Set As Restricted Set Priority Add Certified Mail Info