

# **EX-OFFENDERS EMPLOYMENT PROGRAMS**

**Atlanta Enterprise Center** - 75 Peachtree Pl., NW Atlanta, GA 30309

**Main Client Number:** (404) 874-8001

**Additional Number:** (404) 873-3509

**Service Hours:** 8:00 am to 4:00 pm MON - FRI

**Intake Hours:** 8:00 am to 11:00 am MON - FRI

**Intake Procedure:** walk-in

**City of Refuge, Inc.** - 1300 Simpson Rd., NW Atlanta, GA 30314

**Main Client Number:** (404) 874-2241

**Service Hours:** 10:00 am to 3:00 pm MON; 9:00 am to 3:00 pm TUE - FRI;

**Eligibility:** Employment training: preference given to ex-offenders but open to all clients; individuals 18 years of age and above

**Intake Procedure:** Telephone

**Documents:** No documents required

**Georgia Department of Labor** - 148 Andrew Young International Blvd., NE Atlanta, GA 30303

**Main Number:** (877) 709-8185

**Service Hours:** Hours vary; call for details

**Eligibility:** Individuals with a criminal background

**Intake procedure:** Walk-in (go to any DOL Career Center and inform DOL staff of ex-offender status)

**Documents:** Social security card, birth certificate

**New Start Resources, Inc.** - 6628 S. Sweetwater Rd. Lithia Springs, GA 30122

**Main Client Number:** (678)213-2171

**Service Hours:** 8:30 am to 5:00 pm MON - FRI

**Eligibility:** Ex-offender employment program: ex-offenders

**Intake Procedure:** Telephone, appointment

**Documents:** Picture ID/driver license

**Supreme Esteem, Inc. - City Of Refuge** - Occupational Training Center Atlanta

**Main Client Number:** (404)579-6293 Voice Mail

**Service Hours:** 9:00 am to 5:00 pm MON - FRI

**Eligibility:** Females 16 to 50 years of age

**Intake procedure:** Telephone, walk-in

**Documents:** Picture ID/driver license, proof of residence or lease

**Area Served:** Cobb, DeKalb, Fulton

**NuBeginnings Women's Outreach Program**

**Main Client Number:** (404) 629-5683 or (404)349-5995

**Service Hours:** 10:00 am to 7:00 pm MON – THU

**Eligibility:** Mothers returning from incarceration needing services to reunite with their children, community and employment community services

**Services:** Assist with probate documentation-transportation, parenting life skills training seminars, employment training and placement in hospitality field

**Intake procedure:** Telephone, appointment

**Documents:** Picture ID/driver license, social security card

**Area Served:** Zip code 30311 and 30331



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## Obtaining Criminal History Record Information

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#### Frequently Asked Questions (FAQs)

##### **How can I obtain a copy of my Georgia criminal history record?**

Georgia criminal history records can usually be obtained from Sheriff's Office or Police Departments. Please contact a Georgia law enforcement agency about specific requirements for obtaining a copy of your Georgia criminal history record or go to the Georgia Felon Search website ([www.felonsearch.ga.gov](http://www.felonsearch.ga.gov))

##### **What information is contained in a Georgia criminal history record?**

The criminal history record includes the person's identification data (name, date of birth, social security number, sex, race, height, weight, etc.), arrest data (including arresting agency, date of arrest, and charges), final judicial disposition data submitted by a court, prosecutor or other criminal justice agency and custodial information if the offender was incarcerated in a Georgia correctional facility.

##### **Can I obtain a Georgia criminal history record of another person?**

O.C.G.A. §35-3-34 (d.2) provides public access to felony conviction records without consent of the person whose record is being checked.

You can now use the [Georgia Felon Search](#) web site to verify if a person has been convicted in Georgia of a felony crime and if the conviction has been reported to GCIC. There is a fee of \$15.00, payable by credit card only, for each transaction.

Law enforcement agencies also may provide felony conviction records for a fee not to exceed \$20.00. The person's full name, race, sex, and date of birth must be provided at the time of the request. With the person's consent, a Georgia record, which includes Georgia arrests and convictions reported to the Georgia Crime Information Center, may be obtained. A signed consent form from the individual whose record is being sought must be provided to the local agency.

##### **How do I obtain a Georgia criminal history record check from GCIC for employment, licensing, or any other non-criminal justice purpose, excluding immigration/visa/travel?**

Georgia agencies/businesses, **and out-of-state agencies/companies who have Georgia applicants**, that wish to conduct background checks for employment, licensing or any other non-criminal justice purposes, excluding immigration/visa/travel, may use the on-line Georgia Applicant Processing Service (GAPS)([www.ga.cogentid.com](http://www.ga.cogentid.com)). Agencies/businesses who wish to conduct background checks for employment or licensing must obtain a unique agency number (OAC) assigned by GCIC. For information on how to obtain an OAC, visit the Cogent Systems website at, [www.ga.cogentid.com](http://www.ga.cogentid.com) and select the [How to Get an ORI or OAC Number](#) link. You may also contact GCIC at (404) 244-2639, Option 2 or email [GAApplicant@qbi.ga.gov](mailto:GAApplicant@qbi.ga.gov).

Fixed GAPS sites are located throughout the state of Georgia for conducting criminal history background checks. Results, including rapsheets, should be available for the agency to retrieve from the GAPS website **within 24 to 48 hours** after the applicant is fingerprinted and the transaction submitted to GCIC for processing. The GAPS site will handle all collection of fees which eliminates the need for agencies to collect and process fees for fingerprint-based checks. Visit the Cogent Systems website at, [www.ga.cogentid.com](http://www.ga.cogentid.com) for complete details on the GAPS fingerprint background check process, print site locations, and how to enroll your agency. You may also contact GCIC at 404-244-2639, Option 2, or via email [GAApplicant@qbi.ga.gov](mailto:GAApplicant@qbi.ga.gov), for additional information or assistance. The fee for criminal history record checks for non-criminal justice purposes is \$20.75 for a check of Georgia records and \$40.00 for a check of Georgia and FBI records. A \$12.90 fee is added to each request when using GAPS. Additionally, federal and state laws govern when a check of FBI records is authorized.

Individuals located in Georgia requiring criminal history record checks for employment, licensing or any other non-criminal justice purpose, excluding immigration/visa/travel, must (a) contact local agency when a name-search is required (fees may not exceed \$20.00 per person (O.C.G.A. §§ 35-3-34 and 35-3-35)) or (b) utilize the GAPS process when a fingerprint search is required (fees for criminal history record checks for non-criminal justice purposes will be \$20.75 for Georgia only and \$40.00 for Georgia and FBI). A \$12.90 fee is added to each request when using GAPS. Individuals cannot go directly to a GAPS location unless an agency registers the individual.

Individuals located in Georgia requiring a name-based criminal history record check (Letter of Good Conduct/Local Agency Response) should contact their local law enforcement agency for instructions. The Georgia Crime Information Center does not conduct name-based criminal history record checks. NOTE: Please inquire with the embassy to ensure names-based checks are accepted.

Out-of-state individuals requiring fingerprint-based background criminal history record checks for employment, or licensing purposes must submit two completed fingerprint cards that include 10 rolled fingerprints and 10 flat impressions provided by a local law enforcement agency as well as personal identification of the applicant, (name, date of birth, and place of birth, etc.) The fee for a Georgia-only fingerprint-based record check is \$20.75, payable by certified check or money order to the Georgia Bureau of Investigation is required for each request.

Information should be mailed to the address listed in the contact information.

### **How do I obtain a Georgia criminal history record check from GCIC for immigration/visa/travel?**

Individuals located in Georgia requiring a fingerprint-based criminal history record checks (Police Certificate) for immigration/visa/travel should submit 2 fingerprint cards, certified check or money order made payable to the Georgia Bureau of Investigation, and a self addressed stamped envelope to ensure prompt delivery. The fee for criminal history record checks for non-criminal justice purposes is \$20.75 for a check of Georgia records. NOTE: Please allow 10-14 business days for processing not to include mail delivery.

Individuals located in Georgia requiring a name-based criminal history record check (Letter of Good Conduct/Local Agency Response) should contact their local law enforcement agency for instructions. The Georgia Crime Information Center does not conduct name-based criminal history record checks. NOTE: Please inquire with the embassy to ensure names-based checks are accepted.

Out-of-state individuals requiring fingerprint-based background criminal history record checks for immigration/visa/travel purposes must submit two completed fingerprint cards that include 10 rolled fingerprints and 10 flat impressions provided by a local law enforcement agency as well as personal identification of the applicant, (name, date of birth, and place of birth, etc.) The fee for a Georgia-only fingerprint-based record check is \$20.75, payable by certified check or money order to the Georgia Bureau of Investigation, is required for each request. NOTE: Please allow 10-14 business

days for processing not to include mail delivery.

Information should be mailed to the address listed in the contact information.

For a national background check, please see **How do I obtain a copy of my national criminal history record?**

#### **How do I request a correction or update of my Georgia criminal history record?**

If your criminal history record has inaccurate or missing information, GCIC cannot correct or update your criminal history record without appropriate documentation and/or authorization of the submitting agency. As of December 1, 2008, law enforcement agencies must use the web-based Computerized Criminal History (CCH) User Interface to update or modify arrest and identification data submitted by their agency. All other criminal justice agencies, such as courts, prosecutors, probation/parole offices, are encouraged to transmit online updates or modifications, thereby reducing the time to complete the record update. Written requests submitted to GCIC must be on official letterhead, with the following information: full name of subject, date of birth, social security number, race, sex, and date of arrest; or State Identification Number (SID) and date of arrest or Offender Tracking Number (OTN) for that date of arrest; and the requested changes. If the above information is not included in the document, the request cannot be processed.

#### **How do I contest the information contained in my Georgia criminal history record if it is inaccurate or if my identity has been used in another individual's criminal history record?**

To contest the accuracy of information in your criminal history record, or if your identification data was used in another individual's criminal history record, fingerprints must be submitted to GCIC for comparison. See the GCIC Contact Information at the bottom of the webpage to schedule an appointment. A \$20.00 fee (includes \$3.00 for the inspection and \$17.00 rolling fee) payable by certified check or money order to the Georgia Crime Information Center, is required.

If you are unable to come in person, the following information is required:

A signed written request with a brief explanation for the request to include the specific data that is being challenged and a complete return mailing address.

Each request must contain two completed applicant fingerprint cards with all of the applicant's personal information (name, date of birth, place of birth, etc.) and a current set of 10 rolled fingerprints and eight flat finger impressions. Fingerprints and impressions must be taken by a local law enforcement agency; please include a photocopy of the applicant's identification that was presented to the law enforcement agency that did the printing and provide their address and telephone number so that GCIC may contact them if there are any questions.

A \$3.00 fee, payable by certified check or money order to the Georgia Crime Information Center, is required.

Information should be mailed to the address listed in the contact information. Your request will be processed and a certificate (letter) with the results will be mailed back to you.

#### **How do I obtain a copy of a criminal history record from a State other than Georgia?**

Contact the State's criminal justice agency (Bureau of Investigation, State Police, etc.) to obtain information on requirements and fees. Requirements may be listed on the agency's website.

#### **How do I obtain a copy of my national criminal history record?**

Individuals can obtain a copy of their national criminal history record from the FBI. In order to receive a copy of your FBI record for personal, employment, or international work requirements, please visit the FBI website, <http://www.fbi.gov/hq/cjisd/fprequest.htm> for more information.

#### **What is Georgia's First Offender Act (FOA)?**

Per Georgia law (O.C.G.A. § 42-8-60), "upon a verdict or plea of guilty or nolo contendere, but

before an adjudication of guilt, the court may, in the case of a defendant who has not been previously convicted of a felony, without entering a judgment of guilt and with the consent of the defendant, defer further proceeding and place the defendant on probation as a first offender.

If the terms of the first offender sentence are successfully completed, and the probationer discharged, those charges would be sealed on the GCIC database when the discharge is applied to the GCIC criminal history; however, such information may be available through other sources, including court docket books, criminal justice agency websites, or through "third party" vendors. GCIC must receive official notification that the subject has successfully completed the FOA requirements. The record is not automatically sealed based on the passage of the probation sentence.

Georgia law (O.C.G.A. § 42-8-65(b)) requires GCIC to change the first offender sentence to a conviction if, prior to successful discharge, the subject is arrested and convicted of another offense while still on first offender probation or the offender has received prior FOA treatment. Courts may also revoke a first offender sentence, indicate unsatisfactory completion of the first offender sentence or change to an adjudication of guilt.

Georgia law (O.C.G.A. § 42-8-63.1) notes offenses for which a FOA discharge may be used to disqualify a person for employment; thus the information will be disseminated to prospective employers

### **What is Conditional Discharge?**

Conditional Discharge Programs is different from the Georgia First Offender Act, but there are distinct differences. Conditional Discharge Programs are designed for offenders who have been charged with first time underage possession of alcohol (O.C.G.A. §3-3-23.1) or drug use (O.C.G.A. §16-3-2) and placed on probation without entering a judgment of guilt. Upon fulfillment of the terms and conditions, the court shall *discharge* the person and *dismiss* the proceedings against the defendant. *Discharge and dismissal under this Code section shall be without court adjudication of guilt.* Discharge and dismissal, per code section, may occur only once with respect to any person. A person sentenced under O.C.G.A. §§ 16-13-2 or 3-3-23.1 is not eligible for expungement under O.C.G.A §35-3-37(d)(7) unless the terms specifically provided for expungement of the arrest record.

### **What is a Record Expungement?**

O.C.G.A. § 35-3-37(d) (1) allows for the expungement of arrest charges by a local law enforcement agency when certain conditions are met (as outlined in this statute). If approved by appropriate prosecutor, the arrest cycle is sealed on the Georgia criminal history report by GCIC. Access to that arrest information is restricted to criminal justice agencies only.

The following are examples of final court dispositions that *may* qualify: Dismissed: Not Presented to Grand Jury; No Further Action Anticipated; Nolle Prossed/Prosequi; Dead Docket; or No Record on File. Dispositions of Guilty, Not Guilty, Nolo Contendre, and First Offender Act are not eligible. It is recommended that you review a copy of your criminal history, prior to submitting the Request to Expunge Record, to ensure that all charges have a final disposition listed and the disposition may qualify for expungement. If a disposition is missing or incorrect, please contact the appropriate court; the court may transmit the disposition on-line.

All applications must be approved or denied by the appropriate prosecutor.

To apply for the local record expungement, contact the arresting law enforcement agency to obtain an application for Request to Expunge Record. Also the Request to Expunge Record can be found on the GBI website, [www.gbi.georgia.gov](http://www.gbi.georgia.gov) by selecting *Publications* and then selecting *Georgia Criminal History Record Expungements* or click on this link [Georgia Criminal History Record Expungements](#). The Request to Expunge Record is a three-part form:

Section One - You will complete Section One and return to the arresting agency.

Section Two - Completed by the arresting agency that forwards the request to the appropriate prosecutor (District Attorney or Solicitor).

Section Three - Completed by the prosecutor who will approve or deny the request. Once the prosecutor completes their portion, all three sections should be forwarded to GCIC with the \$25.00 processing fee payable by certified check or money order.

### **What is the process for an attorney to request a client's criminal history record?**

In criminal cases, O.C.G.A. § 35-3-34 (a) (2) provides that an attorney may obtain criminal history records of a client, other defendant, or witness in a criminal action. The request must be submitted in writing to include the style of the case, full name, date of birth, race, sex, and social security number (if available) for each person. Mail the request to the attention of "attorney requests" at the address listed in the contact information. A \$15.00 fee payable to GCIC by business check or money order is required for each record requested.

Disclosure of criminal history information to the defendant's counsel in criminal cases shall be solely in such counsel's capacity as an officer of the court.

In civil actions, only felony conviction criminal history information is disseminated in compliance with public information law. This information may also be obtained from local law enforcement agencies; fees vary.

Effective July 1, 2009, the Georgia Crime Information Center (GCIC) will no longer provide Public Defender Offices with criminal history record information (CHRI). Public Defender Offices will need to either arrange with a local law enforcement agency to run criminal history records on its behalf or use the GCIC Computerized Criminal History (CCH) User Interface (UI). This change will require each Public Defender's Office to use a State-assigned Originating Agency Identifier (ORI) number. Any Public Defender's Office that does not have an ORI must submit a written request to GCIC. Questions may be directed to (404) 244-2639, Option 3.

Other attorneys may submit requests via fax at (404) 270-8386. Questions may be directed to (404) 244-2639, Option 3.

### **Someone has been using my identity for financial (material) gain. What should I do?**

Effective July 1, 1998, it is a felony in Georgia to use someone else's identity to obtain something of value (O.C.G.A. §16-9-120).

Contact your local police department or sheriff's department to report the theft of your identity.

Contact the Federal Trade Commission (FTC) and the Georgia Office of Consumer Affairs (OCA) in order to report the theft of your identity.

- a) Contact OCA at (404) 651-8600 or at [consumer.georgia.gov](http://consumer.georgia.gov).
- b) Contact FTC at (877) 438-4338 or at [www.consumer.gov/idtheft](http://www.consumer.gov/idtheft).

Contact the major credit reporting bureaus and have a fraud alert placed on your credit report.

- a) Equifax, P.O. Box 740250, Atlanta, Georgia 30374-0250 (800) 525-6285
- b) Experian, P.O. Box 1017, Allen, Texas 75013, (888) 397-3742
- c) Trans Union, P.O. Box 6790, Fullerton, California 92634, (800) 680-7289

Contact the company(ies) that has/have provided credit or other intangible or tangible property to the person who stole your identity.

### **Contact Information**

Georgia Crime Information Center  
CCH/Identification Services

P.O. Box 370808

Decatur, Georgia 30037-0808

Fax: 404-270-8417

Email: **Criminal history updates/modifications** - [gacriminalhistory@gbi.state.ga.us](mailto:gacriminalhistory@gbi.state.ga.us)

**Employment, licensing, visa (travel) or any other non-criminal justice purpose**  
- [GAApplicant@gbi.ga.gov](mailto:GAApplicant@gbi.ga.gov)

**Telephone Helpline: 404-244-2639**

- Option 1. Criminal History Inquiries regarding Expungement or Updates
  - Option 2. Applicant Background Information
  - Option 3. Attorney or Public Defender
  - Option 4. Livescan or Identification Inquiries
  - Option 5. Internet Felon Criminal History
-

# REQUEST TO EXPUNGE ARREST RECORD

O.C.G.A. 35-3-37(d)

## SECTION (1) ONE - APPLICANT INFORMATION (to be completed by requester)

Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Race \_\_\_\_\_ Sex \_\_\_\_\_

Social Security Number \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Arresting Agency: \_\_\_\_\_

Date of Arrest \_\_\_\_\_

Offense(s) Arrested For: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**(NOTE: Arresting or Prosecuting Agencies may require the use of separate forms for each date of arrest to be expunged.)**

**Sections One and Two of this form must be completed in their entirety before request may be submitted to the Prosecuting Attorney's Office.**

I request the arrest record information described above pertaining to me be expunged from the record(s) of the arresting agency pursuant to the provisions of O.C.G.A. 35-3-37(d).

Signature \_\_\_\_\_

Date \_\_\_\_\_

O.C.G.A. 35-3-37(d)(1) provides in part that "An individual who was: (A) Arrested for an offense under the laws of this state but subsequent to such arrest is released by the arresting agency without such offense being referred to the prosecuting attorney for prosecution; or (B) After such offense referred to the proper prosecuting attorney, and the prosecuting attorney dismisses the charges without seeking an indictment or filing an accusation may request the original agency in writing to expunge the records of such arrest..."

**SECTION (2) TWO - ARREST INFORMATION**  
**(to be completed by arresting agency)**

Date Request Received \_\_\_\_\_

Applicant's State Identification Number (SID) GA \_\_\_\_\_

Arresting Agency Name \_\_\_\_\_

Arresting Agency ORI Number GA \_\_\_\_\_

Case/Citation/Docket Number: \_\_\_\_\_

Date of Arrest: \_\_\_\_\_

Arrest appears on Georgia and/or FBI criminal history record? \_\_\_ Yes \_\_\_ No  
If arrest does not appear on either state or federal record, expungement can not be processed and therefore there is no need to forward request to GCIC.

Arrest Charges: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Disposition of Arrest: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Disposition appears on Georgia criminal history record? \_\_\_ Yes \_\_\_ No  
If No, official documentation containing disposition information is attached for processing.  
If official documentation is not available, please provide explanation and request for exception in Prosecutor's Comments. (Without a disposition on file, official documentation, or request for exception, request can not be processed)

Prosecuting Attorney/Court Case Referred To: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Name and Title of Official Completing Form

\_\_\_\_\_  
Signature of Official Completing Form

**SECTION (3) THREE - PROSECUTING ATTORNEY**  
*(to be completed by prosecuting attorney)*

Date Request Received \_\_\_\_\_

Judicial Circuit/County \_\_\_\_\_

Prosecuting Agency ORI Number GA \_\_\_\_\_

District Attorney/Solicitor General \_\_\_\_\_

Prosecutor Assigned to Case \_\_\_\_\_

Case/Citation/Docket Number \_\_\_\_\_

**Please select one of the following actions**

\_\_\_\_\_ Expungement Meets Statutory Requirements

\_\_\_\_\_ No Information Available; Expungement Forwarded Without Objection

\_\_\_\_\_ No Information Available at Prosecutor's Office; Returned to Arresting Agency for Further Research. **DO NOT FORWARD EXPUNGEMENT FORM TO GCIC**

\_\_\_\_\_ Expungement Does Not Meet All Statutory Requirements. **DO NOT FORWARD EXPUNGEMENT FORM TO GCIC.**

Prosecutor Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Prosecutor

\_\_\_\_\_  
Date