

Please find attached a copy of the background release form that will need to be signed by the candidate and witnessed by a notary public, who must include contact information in the case of verification.

We have also included the link for payment: <https://altoga.governmentwindow.com/start.html> .

From the website you will click online payments and then you will choose "GCIC/Backgrounds", GCIC, enter the payment amount-\$25.00 (there is an additional 4% processing fee which will be applied automatically), and under "receipt note" please enter "Background / (person's name) for whom we will be conducting the background check. The next page should look familiar as it is a standard payment screen.

When sending the background screening information to us, please fax information to (706) 778-6908 or email to orders@altopolice.com . Results are usually sent back within 24 business hours, excluding weekends and holidays.

In order to avoid delays, please ensure that you have included:

- (1) The signed and notarized background release along with
- (2) a copy of the candidate's driver's license,
- (3) notary's contact information, and
- (4) payment.

DO NOT FILL IN ANY SPACES BELOW THE DOUBLE LINE.

Please feel free to contact the office at (706) 778-8028 should you have questions about this process.

Alto Police Department