



## How To Become a Georgia Licensed Lactation Consultant in Ten Easy Steps

**First, BREATHE! You can't mess this up...**

1. Become an IBCLC (for more information visit [www.iblce.org](http://www.iblce.org)).
2. Apply online by visiting the Georgia Secretary of State (SOS) website and complete the application for "Lactation Consultant' License. You will need to create an account. Alternatively, you can [download and print](#) a hard copy application.

**TIP:** *if you hold another license, you should use the same account log in you have already established to apply online.*

**TIP:** *Remember to include your email address when completing your application. Providing your email address allows the Secretary of State's office to send you a confirmation notice when they receive your application. This notice will contain instructions on how to check the status of your application. You will also receive a notification when your license is issued. Your email will not be made public but your name and address will, as it is with any license that the state issues. You can choose to provide a business address.*

3. Request that verification of your status as an IBCLC from the IBCLC be sent electronically to [nursing@sos.ga.gov](mailto:nursing@sos.ga.gov)

**TIP:** [Download, print and sign this form](#), then email it to [iblce@iblce.org](mailto:iblce@iblce.org) or fax it to [703-560-7332](tel:703-560-7332). The only information IBCLC will release is your first

*year of certification and expiration date. Please note that the verification process may take up to two weeks. Incomplete applications will NOT be processed.*

4. [Download and sign](#) the Affidavit Regarding Citizenship, have it notarized, and upload/submit it along with the appropriate documents that demonstrate your status.

**TIP:** *Your employer, local school or bank branch may have a notary public available, or you can hire a mobile notary public service.*

5. [Download, sign and upload/submit the Criminal Background Check consent form](#) along with your application.

6. [Register](#) for a criminal background check (\$48.25) -- see more details and find a fingerprint location [here](#).

**TIP:** *Once you have completed the registration process, click on Find a Fingerprint Location on the GAPS main web page to find the nearest GAPS Print Location to go to for fingerprinting. Click the region that is most convenient for you. The numbers in the red circles indicate sites that have GAPS Print Locations available. Under Company, select the site that is most convenient for the applicant to go to for fingerprinting. If you click on the link for a site, information concerning the site such as Location, Hours of Operation, Directions, etc. will be displayed. Prior to traveling to the Print Location, the applicant should call to verify that the site is still a GAPS Print Location and that the hours of operation are accurate.*

**TIP:** *In addition to the Registration ID number you will also be asked to present identification documents prior to be fingerprinted. Mobile fingerprinting is available for an extra fee in some areas of the state. Choose electronic fingerprinting to expedite your application.*

7. Pay application fee(s) securely online. It is the last step in the online application (or pay via check or money order if you are submitting a hard copy application). The fee is \$100 for the initial license (two years).

8. Receive email from SOS office of your status and respond to any deficiencies noted. You can call [478-207-2440](tel:478-207-2440) or the contact info in your deficiency notice (sent via email, if needed) with questions.

9. Receive email from SOS office approving your license and providing a link to print your license!

Print your [license pocket card](#)! Check back [here](#) to order for \$25 a optional frameable “blue” copy of your license to display prominently; functionality is currently pending on the Secretary of State website.

***Now, go and continue to provide clinical lactation care in your community!***