**\*\*\*YOU CAN NOW RENEW YOUR GDC VOLUNTEER ID ONLINE\*\*\***

*Please try this method. F*o*r a short while GDC will still accept paper renewals as people get acclimated to the new system.  GDC will give us advanced notice before they stop accepting the paper renewals.*

Please read the following information about renewing your GDC Volunteer ID Card (Badge) online:

Well, we are crossing another milestone in Volunteer Services – Renewals can now be completed ONLINE!!.  You simply go to this website:  [www.gdc.ga.gov](https://nam12.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.gdc.ga.gov%2F&data=05%7C01%7Cmetanoiamentoring%40pcanet.org%7C1c1d7aa335d24e46cf8d08da3f244b12%7C0f18fcd7edb64993b4d03112a12a45f4%7C0%7C0%7C637891722375856672%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=1PWE%2FB8Rr%2BwpJHYB0wUSA1UKEpS%2BQ0sfSdQ8Jw02ua4%3D&reserved=0) and at the top of the page click on **Volunteer Services**.  In the middle of the page, you will see a red line that says, Begin Renewal Process, from that point everything will be automatic.

There are two videos that will have to be viewed (*PREA* and *Sexual Harassment Prevention*) and then complete the application.

Here are the steps of the process once the applicant begins:

1. Applicant will enter the information from their current ID card as requested
2. Two videos will play sequentially
3. Two attestation forms will come up and be signed by electronic signatures
* *If your screen becomes “Grayed Out” and you cannot fill in the forms, scroll to the bottom of the screen and look for the “Continue” button. (It will appear on a black bar the same as the copyright type fine print, however it is a bright blue bubble that looks very out of place.) When you click that button, “the “Gray” should leave and you will be able to complete the required forms.*
1. Organization is mandatory (Metanoia Prison Ministries)
2. GCIC form
3. PREA form
4. At end a box pops up and requires an email address
5. Last step is applicant receives an email with a link, they click on link which verifies their application and it is complete.

**\*\*\*IMPORTANT\*\*\*** *This process requires a digital signature, which* ***CANNOT*** *be accomplished using a cell phone. You* ***MUST*** *use a computer.*

The process for returning your expired ID Card will remain the same:

You will receive a new Volunteer ID card in the mail at your home address.

* Fill out any paperwork included with the new Volunteer ID Card
* Place your old badge, and any other documents which you may have had to sign, in the envelope provided
* Mail the envelope **to the address shown below**. (This should be the return address on the envelope that your new badge arrived in.) \*\*\*DO NOT TURN IT IN AT THE PRISON\*\*\*

Chaplaincy/Volunteer Services

300 Patrol Road Upshaw Hall 2nd Floor

Forsyth, Georgia  31029

* Notify the Mentor Facilitator (metanoiamentoring@pcanet.org) and your Group Leader upon receiving your new badge, and provide the new expiration date.