



New Mexico Applicant Processing Service Process Overview

Step 1: Register online (www.cogentid.com)

*additional information on page 2

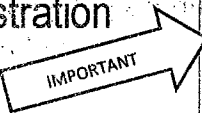
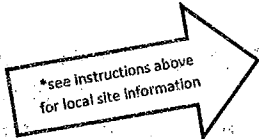
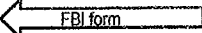
Step 2: Take Registration ID Number to a fingerprint location

Española City Police (across from Carlos F. Vigil Middle School)

*Call first 505.747.6000

Step 3: Complete the *Copy of FBI Criminal History Report*

*additional information on page 2

<p>Registration</p> 	<p>All applicants must register prior to being fingerprinted. You must be fingerprinted within 90 days of registration.</p> <p>Department of Health Applicants</p> <ul style="list-style-type: none"> • The facility/employer will register applicants. Please contact your facility/employer for details on how you will be registered. • The facility/employer will provide the applicant with a Document Control Number. <p>All Other Applicants (Not Department of Health)</p> <ul style="list-style-type: none"> • The facility/agency or applicant must register with 3M Cogent at www.cogentid.com. Choose New Mexico and then click <i>Register Online for a Background Check</i>. • After registration is complete, the applicant will receive a Registration ID Number. • While online registration (www.cogentid.com) is the preferred registration method, telephone registration is also available: 1-877-99NMAPS (1-877-996-6277).
<p>Fingerprinting</p> 	<ul style="list-style-type: none"> • Fingerprint sites are listed at www.cogentid.com > New Mexico > Fingerprint Location Map. • Appointments are <u>not</u> required. • Applicants may visit any fingerprinting location during any of the site's scheduled fingerprinting hours. Check the website for hours. • Bring your Registration ID or Document Control Number (Department of Health applicants) and a valid photo ID. • If you are paying by money order, bring a money order made out to 3M Cogent.
<p>Results</p>	<ul style="list-style-type: none"> • Background check results will be sent directly to your employer.  • 3M Cogent does not have access to background check results, or make employment determinations. • Please check with your employer regarding your background check results



New Mexico Applicant Processing Service

Fees & Payment Information

Fingerprint based background checks may be paid online, or at the fingerprinting site.

The payment method is chosen at the time of registration.

All Other Applicants (students)	\$44.00
---------------------------------	----------------

Payment Methods	
Online	<ul style="list-style-type: none"> • Credit/Debit Card • Agency Pay – Your employer may setup a billing account to pay for your fingerprint based background check. The agency's billing ID and password must be entered at the time of registration.
At the Fingerprint Site	<ul style="list-style-type: none"> • Money order/cashier's check made out to 3M Cogent • NO cash • NO checks

Additional information:

- Although the PED website informs that you may request a fingerprinting card if you prefer that process over the new electronic 3M Cogent system, that is not correct; fingerprint cards may not be requested.
- If you are currently substituting or under contract with a school while working on your licensure, an additional background check is not necessary.
- The ORI is NM920140Z; however, the number has been submitted incorrectly too many times for the 3M Cogent system, so it is currently locked. Therefore, you will need to select the "ORI look up" and select "Public Education" which then fills in the remaining information in for you (reminder: the ORI is NM920140Z). The ORI serves as a "protective blanket" and allows the state to locate your information when you are applying for your license.
- Additionally, you will need to complete the *Request for Copy of FBI Criminal History Report* (see handout attached) or it can be found on the PED website (<http://ped.state.nm.us/Licensure/index.html>) which releases your information. The COE will be glad to assist you in faxing or emailing the form to PED or you may do so at:

NM Public Education Department
 Educator Ethics Bureau
 300 Don Gaspar Rm. # 106
 Santa Fe, NM 87501
 OR Fax to: 827-6447

- All fingerprints are valid for two years.

If you have any additional questions, please do not hesitate to contact me, Dr. Kristy Pruitt, at 505.747.5462 or kristy.pruitt@nmmc.edu or 3M Cogent system online registration at 877.996.6277



STATE OF NEW MEXICO
 PUBLIC EDUCATION DEPARTMENT — JERRY APODACA EDUCATION BUILDING
 EDUCATOR ETHICS BUREAU
 300 DON GASPAR
 SANTA FE, NEW MEXICO 87501-2786
www.ped.state.nm.us

HANNA SKANDERA
 SECRETARY OF EDUCATION

SUSANA MARTINEZ
 GOVERNOR

Request for Copy of FBI Criminal History Report

Date _____

File # _____

I * _____ whose Social Security # is * _____,
 (Please print name)

formally request a copy of my FBI Criminal History Report.

I would like the copy mailed (or faxed) to the following:

Please make sure instructions are clear and legible.

* 505.747.5464 (fax)

Northern New Mexico University (formerly College)

College of Education

*
 Applicant's Signature required for processing.

Return Form to the:

NM Public Education Department
 Educator Ethics Bureau
 300 Don Gaspar Rm. # 106
 Santa Fe, NM 87501
 OR Fax to: 827-6447

*Required Fields

PLEASE NOTE – EFFECTIVE OCTOBER 5, 2009: A copy of an FBI Criminal History Report will not be released to an individual without a valid, legible, photo ID that bears the requestor's signature.