

New Mexico Public Education Department
Licensure Background Checks Unit
300 Don Gaspar
Santa Fe, NM 87501

**BACKGROUND CHECK INSTRUCTIONS FOR LICENSURE APPLICANTS INCLUDING
EA'S, SUBS, COACHES, COUNSELORS, ETC**

THIS IS A FINGERPRINT BASED BACKGROUND CHECK. YOUR FINGERPRINTS WILL BE USED TO CHECK FOR STATE AND FEDERAL CRIMINAL HISTORY RECORDS.

DO NOT DEVIATE FROM THESE INSTRUCTIONS OR YOU WILL BE REQUIRED TO COMPLETE ANOTHER BACKGROUND FOR LICENSURE PURPOSES.

Step One: Go to https://cogentid.3m.com/nm/index_NM.htm (If you require help please contact the Cogent Registration Line at: 877-996-6277)

- Under the “Applicant Use” column you will choose “Register Online for a Background Check”
- Complete the registration form:
 - Choose Payment Type (Credit Card or Money Order). If you use a credit card you will enter the credit card information at a later step. If you choose money order you will need to take a money order in the amount of \$44 made payable to “3M Cogent” with you to the fingerprint location.
- Entering the ORI #:
 - Choose the “ORI Lookup” button
 - Where it says “Agency Name” type in “Public Ed” and click Search
 - Choose the ORI #NM920140Z For “Teacher Licensure” and the form will auto populate and return you to the previous screen
 - Fill out all other required fields
 - * Social Security number is not a required field. However, providing it does allow for a quicker match to your licensure application. PED only opens files with a licensure application. All other reports will be placed into an “Unmatched file”.
- A registration ID is issued at the completion of Registration
 - Print and keep your Registration ID safe! You will need to provide this number to the fingerprint technician on order to be fingerprinted.

Step Two: Visit Fingerprint Location (For Approved Cogent Locations please see the “Fingerprint Location Map” under the “Useful Information” column on the Cogent site)

- Take your registration id #, a valid photo ID and money order (if you did not pay online) with you to be fingerprinted.
- The fingerprint technician will fingerprint you via LiveScan. You will not receive any fingerprint cards back.

Results are usually received within 72 hours after you have been fingerprinted.

YOU MUST BE FINGERPRINTED IN ORDER FOR RESULTS TO BE OBTAINED.