



# **New Mexico Applicant Registration**

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April 2023

# APPLICANT REGISTRATION

- **EXAMPLE REGISTRATION WEB PAGE**

- **Options include:**

- *For New Appointments*
  - *Applicant starting point highlighted in red box*
- *To Mail in Your Fingerprint Card*
- *To Look up or Change an Existing Appointment*
- *For Fingerprint Rejection Notices*

IdentoGO

English · Español

New Mexico

## Fingerprinting & Enrollment Services

Health and wellness are critical to our ability to provide essential services to the public. If you are feeling ill on the day of your scheduled appointment, we ask that you do not visit our Enrollment Center and instead reschedule your appointment for a later date by visiting us online or call to reschedule your appointment. Be aware that if you are exhibiting COVID or Flu like symptoms while at an Enrollment Center, we may kindly ask you to reschedule your appointment. We appreciate your cooperation in assisting IDEMIA to provide a safe and healthy environment within our Enrollment Centers.

### For Licensing, Certification or Employment requirements in New Mexico

**Important!** You must finish the registration process to be fingerprinted. You will receive an email or a confirmation number when registration is complete.

- For New Appointments**

To schedule a new appointment, click the green button below. We will ask you for the information needed to schedule and process your background check.

**Schedule a New Appointment**
- To Mail In Your Fingerprint Card**

To register to send your prints through the mail, click the button below. You will be asked to mail your fingerprint cards to Prints, Inc. after payment is made. **Only out of state residents** or individuals physically unable to be digitally printed are able to use this option.

**Register for Fingerprint Card Processing Service**
- To Look Up or Change an Existing Appointment**

To look up, reschedule or cancel your appointment, please choose one of the below methods to locate your record.

**Registration ID (REGID)**

**Email Address**
- For Fingerprint Rejection Notices**

To schedule your retake appointment, we need to lookup your registration. Please choose one of the below methods to locate your record.

**Registration ID (REGID)**

**Transaction Control Number (TCN)**

**Email Address**

### For Travel Security Screening and Transportation Threat Assessments:

- HAZMAT**
- TSA Pre✓**
- TWIC**

# APPLICANT REGISTRATION

- *Agency ORI entry*

IdentoGO ← Start Over

English Español

New Mexico Application Details

Please enter your ORI number in the box below.

ori number \*

This field cannot be empty

Go

Reset

All applicants applying for licenses issued by the Public Education Department **MUST** use PED's ORI # NM920140Z and reason code "TEACHER LICENSURE"  
Background checks processed for any other reason code will **NOT** be accepted by PED for licensure purposes and you will have to register and pay the processing fee again.

# APPLICANT REGISTRATION

- *Acknowledgement/Release Applicant Acceptance*

The screenshot shows the IdentoGO website interface for New Mexico. At the top left is the IdentoGO logo. At the top right is a blue button labeled '< Start Over' and the text 'English · Español'. Below the logo, the text 'New Mexico' is on the left and 'Acknowledgement/Release' is on the right. The main heading is 'IMPORTANT-READ CAREFULLY BEFORE ANSWERING Fingerprint-Based Criminal History Record Request Authorization and Notification Form'. The form contains several paragraphs of text, a 'Privacy Act Statement' link, and two radio button options. A blue 'Go >' button is at the bottom left of the form area. A large black rectangular redaction covers the bottom portion of the page.

IdentoGO

< Start Over

English · Español

New Mexico Acknowledgement/Release

IMPORTANT-READ CAREFULLY BEFORE ANSWERING  
Fingerprint-Based Criminal History Record Request Authorization and Notification Form

\*\* By signing this authorization, I hereby acknowledge that I consent to the collection and retention of my fingerprints as part of the application / employment / licensing process.

I acknowledge and understand that my fingerprints will be searched against the fingerprint databases maintained by the Federal Bureau of Investigation and the New Mexico State Police for the purpose of assessing and reviewing state and national criminal history that may pertain to me directly, pursuant to 28 CFR, Sections 16.30-16.34.

I acknowledge that I have been notified of how to access the procedures to challenge the accuracy or completeness of my record, set forth in Title 28 CFR 16.34. I am aware that a copy of these procedures listed in the following document may be downloaded by clicking on the link:

[Privacy Act Statement](#)

I do NOT agree to the terms and conditions of this background check. By checking this box, the Registration process will be terminated.

I AGREE and affirm that I have read and fully understand the above and consent to this background check and to the results being released to the Qualified Entity with which I am or am seeking to be employed or to serve as a volunteer. By checking this box, I understand I am electronically signing this document and indicating my agreement with the terms and conditions of the background investigation. \*

Go >

# APPLICANT REGISTRATION

- *Location selection-ZIPCODE Search*

**IdentoGO** English · Español [← Start Over](#)

New Mexico Appointment Details

[← Pay for Ink Card Submission](#)

[Search By Zip Code](#) [Search By Region](#)

Enter a zip code to determine the closest fingerprinting location.

[Go >](#)

**PLEASE ENTER YOUR ZIP CODE TO FIND THE CLOSEST FINGERPRINT LOCATION NEAR YOU**

# APPLICANT REGISTRATION

- *Location selection-Date and Appointment Time*

**IdentoGO** ← Start Over  
English · Español

New Mexico Appointment Details

← Pay for Ink Card Submission

Zip Code: 87110 Next Week >  
[Change](#)

	Tuesday 1/31/2023	Wednesday 2/1/2023	Thursday 2/2/2023	Friday 2/3/2023	Saturday 2/4/2023	Sunday 2/5/2023	Monday 2/6/2023
<b>Albuquerque</b> IdentoGo 123 Main Street Albuquerque, NM 87110 <a href="#">Directions</a>	<a href="#">Schedule</a>	<a href="#">Schedule</a>	<a href="#">Schedule</a>	<a href="#">Schedule</a>	Closed	Closed	<a href="#">Schedule</a>
<b>Clovis</b> Fingerprints R Us 321 Jefferson Street Clovis, NM 881001 <a href="#">Directions</a>	<a href="#">Schedule</a>	<a href="#">Schedule</a>	<a href="#">Schedule</a>	<a href="#">Schedule</a>	Closed	Closed	<a href="#">Schedule</a>

# APPLICANT REGISTRATION

- **Applicant Demographics**

New Mexico Applicant Information

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**APPLICANT NAME**

prefix first name \* middle name last name \* suffix

This field cannot be empty

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**APPLICANT ALIAS**

prefix first name

**Add Alias** (up to 5)

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**APPLICANT HOME ADDRESS**

number \* direction st

country \*  
United States

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**METHODS OF CONTACT**

phone 1 \* phone 2 \*

email \*

preferred contact method \* preferred contact time contact notes/instructions


Yes, please email me educational materials, special offers and information about other IdentoGO products and services.

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**APPLICANT DEMOGRAPHIC DATA**

date of birth \* gender \* height \* weight \* race \* hair color \*

If you have any questions with the website, please call (877) 467-9215.



All applicant demographic information is required to be accurate and will be subject to verification at time of enrollment.

If any information is entered incorrectly or is falsified, the applicant will not be able to be fingerprinted.

**Important!** You must finish the registration process to be fingerprinted. You will receive an email or a confirmation number when registration is complete.

**Continue**

# APPLICANT REGISTRATION

- *Applicant Demographics*

IdentoGO

Start Over

English - Español

New Mexico

Applicant Information

**APPLICANT NAME**

prefix  first name \*  middle name  last name \*  suffix   
This field cannot be empty

**APPLICANT ALIAS**

prefix  first name  middle name  last name  suffix   
[Add Alias](#) (up to 5)

**APPLICANT HOME ADDRESS**

number \*  direction  street name \*  unit designator  apt/unit #   
country \*  city \*  state \*  zip code \*

**METHODS OF CONTACT**

phone 1 \*  phone 1 type \*  phone 2  phone 2 type

email \*

confirm email \*  preferred contact method \*  preferred contact time

contact notes/instructions

Yes, please email me educational materials, special offers and information about other IdentoGO products and services.

**APPLICANT DEMOGRAPHIC DATA**

date of birth \*  gender \*  height \*  weight \*  race \*  hair color \*   
    lbs.

eye color \*  place of birth \*  citizen country \*  social security number   
  United States

**APPLICANT EMPLOYER INFORMATION**

occupation

would you like to provide employer information? \*  
 yes \*  no \*


[Go >](#)

If you have any questions with the website, please call (877) 467-8215.



# APPLICANT REGISTRATION

- Application Details

← Start Over  
English - Español

New Mexico

Information Verification

YOUR REGISTRATION IS NOT YET COMPLETE

Please review all of the following information. If any of this information is incorrect, please make changes by clicking the change button next to each section label.

IF ALL INFORMATION APPEARS CORRECT ---->

Go >

APPLICATION DETAILS [CHANGE](#)

ori number  
NM920140Z

APPOINTMENT DETAILS [CHANGE](#)

location  
Albuquerque  
IdentoGo  
123 Main Street  
Albuquerque, NM 87110  
United States  
appointment date/time  
Wednesday, January 25, 2023 at 9:10am

APPLICANT DETAILS [CHANGE](#)

name  
Mrs. Jane Ann Doe  
home address  
123 N Main Street  
APAKIMENI 12A  
Albuquerque, NM 87110  
United States  
phone 1  
217-456-7890 (Cell)  
email  
janeDoe@email.com  
preferred contact method  
Email  
date of birth  
11/11/1991

# APPLICANT REGISTRATION

- *Application Payment Options*

**IdentoGO**

[← Start Over](#)

English · Español

New Mexico

Payment Collection

Your total is \$59.00. Please choose a payment method below.

Credit Card

eCheck

# APPLICANT REGISTRATION

- *Application Payment Options*

The screenshot displays the IdentoGO payment collection interface. On the left, the main page shows the IdentoGO logo, the state 'New Mexico', and a total amount of \$59.00. Two payment options are listed: 'Credit Card' (selected) and 'eCheck'. A 'Go' button is at the bottom left. On the right, a modal window titled 'IdentoGO' is open, showing a 'Payment method' dropdown set to 'New Card Account'. Below this are fields for 'Card Number' (with Visa, Mastercard, and Discover logos), 'CVV', and 'Exp. Date'. A 'Billing Address' section is also visible with an 'Edit Billing Address' link. At the bottom of the modal, there is a checkbox for 'I agree to the Terms and Conditions' and a large orange 'PAY \$59.00' button. The background page also features a 'Start Over' button and 'English - Español' language options.

# APPLICANT REGISTRATION

- **Application Registration Complete**

- *Registration Number*
- *Appointment Information*
- *Other Reminders*

**IdentoGO** Start Over  
English · Español

New Mexico Registration Complete

[Save PDF](#) [Print](#)

**Registration Completed for Mrs. Jane Ann Doe**

**APPOINTMENT DETAILS**

<b>location</b> Albuquerque IdentoGo 123 Main Street Albuquerque, NM 87110 United States <a href="#">Get directions from Google Maps</a>	<b>appointment</b> Date: 01/25/2023 Time: 09:10 AM
	<b>registration id</b> A:23000059X

**PAYMENT DETAILS**

Your payment has been received. Amount Paid: **\$59.00**  
(Payment ID: ONM55XHW31)

**REMINDERS**

Health and wellness are critical to our ability to provide essential services to the public. If you are feeling ill on the day of your scheduled appointment, we ask that you do not visit our Enrollment Center and instead reschedule your appointment for a later date by visiting us online or call to reschedule your appointment. Be aware that if you are exhibiting COVID or Flu like symptoms while at an Enrollment Center, we may kindly ask you to reschedule your appointment. We appreciate your cooperation in assisting IDEMIA to provide a safe and healthy environment within our Enrollment Centers.

Remember to bring your photo ID and confirmation number to the fingerprinting location or you will not be fingerprinted. Please contact the phone number below with any questions.

Please remember:  
All ID Documents must be the originals. Copies **will not** be accepted.

Personal checks and cash **will not** be accepted.

**APPLICATION DETAILS**

ori number  
**NM920140Z**