

## New Mexico Non-Resident/Fingerprint Card Scan Overview

Applicants who reside outside of the State of New Mexico and who are unable to travel to New Mexico are able to mail completed fingerprint cards to complete their fingerprint background check with use of the IdentoGO Card Scan Processing Program. The Card Scan Processing Program utilizes advanced scanning technology to convert a traditional fingerprint card (hard card) into an electronic fingerprint record. The section below details the procedures for submitting fingerprints to the Card Scan Processing Unit.

### ***New Mexico Fingerprint Card Requirements:***

An Applicant should obtain a set of fingerprints from a local law enforcement agency or other entity that provides fingerprinting services. These fingerprints may be either traditional ink rolled fingerprints on an FBI (FD-258) fingerprint card or LiveScan fingerprints printed to an FBI (FD-258) fingerprint hard card.

### **\* Provide the following information to the technician capturing the fingerprints\***

- **Capturing Four-Finger Slaps:**

- Fingers must be placed vertically, straight up-and-down, when capturing the four-finger slaps as depicted below:



- New Mexico Department of Public Safety will reject and refuse to process any fingerprint cards that have the four finger slap prints at an angle.
- **Capturing Individual Fingers:**
  - Each finger and thumb will need to be rolled completely from one side of the fingernail to the other side of the fingernail.
  - New Mexico Department of Public Safety will reject and refuse to process any fingerprint card that contains non-rolled fingerprints.

- **Submitting Fingerprint Cards:**

- Fingerprints must be submitted on standard FBI (FD-258) fingerprint hard card. IDEMIA will not process any other state or local government agency's fingerprint card; we can only accept the standard FBI (FD-258) fingerprint hard card (white with light blue trim). The fingerprint card must be completely filled-out in legible print. The following information must be included, or the Fingerprint Card will not be processed:

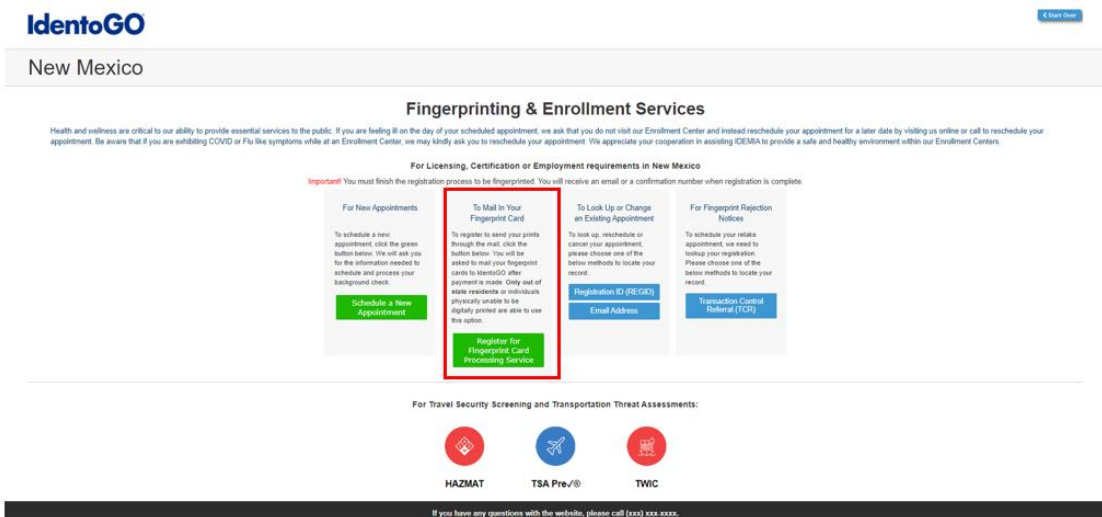
- ✓ Full Name
- ✓ Date of Birth
- ✓ Home Address
- ✓ Sex
- ✓ Height
- ✓ Weight
- ✓ Hair color
- ✓ Eye color
- ✓ Place of birth (state or country only)
- ✓ Citizenship

**Process to Mail in Your Fingerprint Cards:**

1. Applicants should obtain a set of fingerprints from a local law enforcement agency or an IdentoGO location that offers "Print-n-GO!" retail services (<https://uenroll.identogo.com/workflows/1111G2> ). These fingerprint cards may be either traditional ink rolled fingerprints or electronically captured and printed on fingerprint cards.
  - Applicants may be charged an additional fee to have fingerprints taken.
  - Applicants will be required to show identification at the time of fingerprint. Check with the location for their specific identification requirements.

Once fingerprints are captured on a fingerprint hard card and the individual's demographic data is filled out completely, follow these steps to pre-enroll:

1. Go online to the IdentoGO website, <https://nm.ibtfingerprint.com/>.
2. Select the option **To Mail in your Fingerprint Card** (image below, shown with red box around it):





3. Select **YES** when the disclaimer pops-up asking to confirm that you truly want to submit a Hard/ Ink Card to IdentoGO.
4. On the next page, enter the appropriate ORI and Fingerprint Reason as required. This information is provided by your Agency regarding the reason you need to complete the fingerprint-based background check.  
*\*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 will NOT be accepted by PED for licensure purposes and you will have to register and pay the processing fee again.*
5. Next, enter complete demographic information. Make sure the information entered is an *EXACT* match to the data fields filled-out on the fingerprint hard card.
6. Complete payment using a credit card.
7. Print the barcode sheet that is displayed when registration is complete.
8. Sign the Barcode confirmation page and include in your submission to be mailed.

**Shipping Fingerprint Hard Card for New Mexico Processing**

Ship the fully completed fingerprint hard card along with the barcode sheet (example below) signed by the applicant to the following address:

**IdentoGO  
Cardscan Department – New Mexico Program  
340 Seven Springs Way, Suite 250  
Brentwood, TN 37027**

**Important: always utilize the shipping address located on your Bar Code confirmation page.**

## Sample Bar Code Confirmation Page

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

New Mexico Registration Complete


**Important!**

YOU ARE REQUIRED TO PRINT, SIGN, AND MAIL THIS DOCUMENT WITH YOUR FINGERPRINT CARD.

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

Status as of 12/6/21  
**Pre-Enrolled**  
You have successfully pre-enrolled.

**Step 1 (of 4) - REVIEW INFORMATION**

Name	Jane Doe	 UE ID: UZ5K111VZM
Date	12/1/2021	
UE ID		
RegID		
Service		
Payment Method	Credit Card	
Payment ID	001W536619	
Price in Full	35.00	

**Step 2 (of 4) - SIGN WAIVER**

**IMPORTANT READ CAREFULLY BEFORE SIGNING**

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 Massachusetts Bureau of Investigation 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 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 may be downloaded from FBI.gov.

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. My signature indicates agreement with the terms and conditions of the background investigation.

X \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**Step 3 (of 4) - PROVIDE APPLICANT CONTACT INFORMATION**

Applicant Name (Last, First, Middle) \_\_\_\_\_ Applicant Date of Birth (MM/DD/YYYY) \_\_\_\_\_

Phone Number \_\_\_\_\_ Email or Phone 2 \_\_\_\_\_

**Step 4 (of 4) - MAIL DOCUMENTS TO IDENTOGO**

Please mail the following documents to the address provided below:

- This printed and signed document. Unsigned forms will not be processed and will be returned for signature.
- Completed fingerprint card.

**NOTE:** Your social security number is required and must be included on the fingerprint card. Failure to provide social security number will result in cards being returned to you unprocessed. If you do not have a social security number, please reach out to your requesting agency for further instructions.

IdentoGo  
Cardiac Department - New Mexico Program  
340 Seven Springs Way, Suite 250  
Brentwood, TN 37027

### Important Reminders

- Include a daytime telephone number or email address where the applicant can be reached if we have a question about the fingerprint card.
- Failure to completely fill out the information on a fingerprint card will result in the card being returned to the applicant and delay the process.