



NEW MEXICO APPLICANT PROCESSING SERVICE – GEMALTO LIVESCAN

****Please note:** fingerprints are **only valid for 30 days** after completion. ******

- **Registration** – All applicants must be registered prior to conducting the fingerprint process.
 - **Applicants** – Register online at <https://www.aps.gemalto.com>.

Public Accountancy Board's ORI # NM920240Z. Applicants may also contact the Registration Call Center to register by phone: 1-877-99NMAPS (1-877-996-6277).

- **Payment** – Payment of \$44.00 may be made online or at time of being fingerprinted:
 - Applicants may pay online at the time of registration using a credit/debit card or the applicants can pay with a money order or cashier's check at the time of being fingerprinted (NO CASH OR PERSONAL CHECKS WILL BE ACCEPTED.)
- **Registration ID/Document Control Number** – Applicants will receive a Registration Confirmation that is needed while visiting the Gemalto location.
- **Select a Gemalto Location** – See the list available.
- **Conduct Fingerprint Process** – No appointment is required.
- **Results** – Background check results will be sent directly to the NMPAB. Gemalto does not have access to background check results, or make employment determinations. Please check with NMPAB regarding your background check results.

OUT-OF-STATE APPLICANTS:

Applicants that are out-of-state, or applicants that are unable to visit a fingerprinting location, may submit a hardcopy fingerprint card to Gemalto.

Out of state applicants that require a New Mexico background check should: Obtain two inked fingerprint cards captured on standard FD-258 applicant fingerprint cards (Obtain cards from Gemalto).

- **Registration** – All applicants must be registered prior to sending hardcopy fingerprint cards.
 - **All Applicants** – Register online at <https://www.aps.gemalto.com>. Select the *Fingerprint Card User* box. Applicants may also contact the Registration Call Center to register by phone: 1-877-99NMAPS (1-877-996-6277).
- **Payment** – Payment of \$44.00 may be made online or sent with your fingerprint card:
 - Online – Applicants may pay online at the time of registration using a credit/debit card.
 - With Fingerprint Card – Money order only. Cash and personal checks are not accepted.
- **Registration ID/Document Control Number** – All other applicants will receive a Registration ID. Write this number on the back of your fingerprint cards.
- **Submission** – Mail the cards (and if applicable, payment) to:





Gemalto, New Mexico CardScan
APS Department 165
2964 Bradley St.
Pasadena, CA 91107

- **Results** – Background check results will be sent directly to New Mexico Public Accountancy Board.

NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below:

- You must be provided written notification (1) that your fingerprints will be used to check the criminal history records of the FBI.
- If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the job, license, or other benefit based on information in the criminal history record. (2)

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council. (3)

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <http://www.fbi.gov/about-us/cjis/background-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an



official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34)

- (1) Written notification includes electronic notification, but excludes oral notification.
- (2) See 28 CFR 50.12(b).
- (3) See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).