



Boards & Commissions Division

Fingerprint Background Check Services

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

- Registration** – All applicants must be registered prior to conducting the fingerprint process.
 - **In State Applicants** Register online at: <https://nm.state.identogo.com/>
 - **Out of State Applicants** Register online at:
https://www.identogo.com/uploads/general/NM_NonResident-Cardscan-Instructions_final.pdf

New Mexico Real Estate Commission's ORI # NM920263Z

- Payment** – Payment of \$59.00 is required during the online registration.
- Registration ID/Document Control Number** – Applicants will receive a Registration Confirmation that is required at the fingerprint location.
- Select a Location** – <https://www.identogo.com/locations>
- My Appointment** - Bring you confirmation email and proof of identity, a list of acceptable forms of identification can be found at: https://www.identogo.com/uploads/general/Acceptable-Identification_New-Mexico.pdf
- Results** – Background check results will be sent directly to the specific Board or Commission.

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 with 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, correct, 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





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NEW MEXICO
REGULATION &
LICENSING DEPARTMENT

STATE OF NEW MEXICO
MICHELLE LUJAN GRISHAM, GOVERNOR
Linda M. Trujillo, Superintendent
Clay Bailey, Deputy Superintendent

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 provided 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 provided 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).



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Fingerprint Certification Form

New Mexico Real Estate Commission
5500 San Antonio Drive NE
Albuquerque, NM 87109
Telephone (505) 222-9820

This form must be completed by the Live Scan fingerprint vendor, law enforcement agency, or other provider taking the applicant's fingerprints. A copy of the form should be retained by the applicant and scanned into your online application.

The undersigned certifies that they are a representative of:

___ law enforcement agency

_____ Agency Name

___ private company

_____ Company Name

I certify that I took the fingerprints of (applicant) _____
Full Legal Name Clearly Printed

Date of Birth: _____

I further certify that the applicant presented appropriate documentation of their identity at the time of fingerprinting.

Signature of Fingerprinting Official

Printed Name of Fingerprinting Official

Phone Number of Fingerprinting Official

Fingerprint Registration Number

