



**PROCEDURES FOR SUBMITTING FINGERPRINTS**

EVERYONE MUST REGISTER ONLINE AT: <https://nm.state.identogo.com>. **YOU MUST ONLY USE ORI # NM920020Z**

**If you fail to use the correct ORI Number showing Alcohol Licensing, the information will not be accessible to ABC and you will have to re-register and pay the fees again.**

**NEW MEXICO RESIDENTS ONLY** – You must CLICK on “Schedule a New Appointment”. Enter the ORI Number NM920020Z  
Click “GO”

Read and acknowledge the authorization page by clicking on the “I Agree” box, Click “GO”. Enter the Zip Code, Click “GO”

Choose and schedule a location by clicking on “Schedule”. You will need to choose a time then., click “Continue”

You **MUST** complete the Registration Applicant Information Form. You **MUST PROVIDE THE EXACT INFORMATION THAT IS ON YOUR FORM OF ID**. Once complete, Click Continue

Review to ensure information given is correct, if so, Click “Go”

The Fingerprint Fee is \$59.00. Click the payment method, Click “Go” – Enter payment method, click “Go”. The next page should show the registration is complete. Print out the Registration Receipt and take it with you along with your Photo ID.

NOTE: You have 90 days from the date of registration to get your fingerprints taken. If you fail to get fingerprints taken within 90 days you will have to re-register and pay the fees again. For Registration help or questions, contact Charmaine Martinez at 505- 476-4804.

**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.

**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:

<b>Full Name</b>	<b>Weight</b>
<b>Date of Birth</b>	<b>Hair Color</b>
<b>Home Address</b>	<b>Eye Color</b>
<b>Sex</b>	<b>Place of birth (state or country only)</b>
<b>Height</b>	<b>Citizenship</b>



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:

Go online to the Identogo website, <https://nm.state.identogo.com/>

2. Select the option "To Mail in your Fingerprint Card" (second box):
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 number (NM920020Z) and Fingerprint Reason as required. This information is provided by your Agency regarding the reason you need to complete the fingerprint-based background check.
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 (Registration Receipt) that is displayed when registration is complete.
8. Sign the Barcode confirmation page and include in your submission to be mailed.

**Ship the fully completed fingerprint hard cards along with the barcode sheet signed by the applicant to the following address:**

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

- Include a daytime telephone number or email address where the applicant can be reached if we have a question about the fingerprint cards.
- 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.

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

