

**THE BACKGROUND CHECK MUST BE DONE
FOR "SCHOOL EMPLOYMENT"**

**THIS CODE INCLUDED TEACHERS, EDUCATIONAL ASSISTANTS,
COACHES, COUNSELORS, SUBSTITUTES, ETC**

**IF YOU CHOOSE ANY OTHER CODE, YOU WILL BE REQUIRED TO
DO ANOTHER BACKGROUND CHECK FOR MESA VISTA SCHOOLS**

2. Click "REGISTER ONLINE FOR A BACKGROUND CHECK"

COGENT
a 3M Company

3M Applicant Fingerprinting Online Services

Contact Links

- > [New Mexico Department of Health](#)
- > [New Mexico Department of Public Safety](#)
- > [3M Cogent Contact Information](#)

Helpful Links

- > [3M Cogent's Privacy Policy](#)
- > [How to become a fingerprinting site](#)
- > [3M Cogent W-9](#)
- > [CDW Licensing FAQ](#)

Applicant Use

- > Register Online for a Background Check
- > Refund Policy
- > Already registered with DOH? Click here
- > Cancel an existing registration
- > Modify an existing registration
- > Print a registration receipt
- > Print a fingerprint submission receipt
- > Out of State Applicants - Hardcopy Cards

Agency Use

- > Agency Login (Billing, Reporting, CHR)
- > Agency Payment Account Descriptions
- > Agency Payment Account Enrollment
- > Enroll for CHR (Reviewing account)
- > How To Fund An Escrow Account
- > CHR Enrollment FAQ

Useful Information

- > Fingerprint Location Map
- > FAQs - Answers To Common Questions
- > Process Overview - Registration, Fingerprinting & Results
- > 3M Cogent Contact Information
- > Fees & Payment Information
- > CDW Licensing FAQ

Fingerprint Site Use

- > Fingerprint Site Login
- > Interested in becoming a fingerprint location? Click here!

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***ALL YELLOW BOXES MUST BE COMPLETED**

SOCIAL SECURITY NUMBER IS NOT A REQUIRED FIELD. HOWEVER, IF YOU CHOOSE TO PROVIDE IT WE WILL BE ABLE TO START A LICENSURE FILE FOR YOU.

WITHOUT A SS# YOUR REPORT WILL GO INTO A "HOLD" FILE UNTIL YOU APPLY FOR LICENSURE.

4. ENTERING THE "ORI NUMBER" CONTINUE

C. HIGHLIGHT THE RESULT AND CLICK ON SELECT AT THE BOTTOM OF THE PAGE

THE ORI WILL POPULATE FOR YOU. REASON NEEDS TO SAY "SCHOOL EMPLOYMENT"

New Mexico ORI Look up

ORI: ALL Agency Name: PUBLIC EDUCATION ID

Search Clear

For Concated Carry - CCYR, type "C" as the Agency Name and click search

ORI	Agency Name	Reason
NMS0082Z	EL RITO MESA VISTA PUBLIC SCHOOLS	22-10-33 SCHOOL EMPLOYMENT

Select Cancel

New Mexico Applicant Fingerprint Registration Receipt Step 1 - Please Enter Your Information

Transaction Information

Payment Type: Credit Card

Fingerprint Card User: [Radio Buttons]

Reason: 22-10-33 SCHOOL EMPLOYMENT

Personal Information

First Name: [Text Field]

Last Name: [Text Field]

Address: [Text Field]

Social Security (No SSC): [Text Field]

Place of Birth: [Text Field]

Sex: [Text Field]

Height: [Text Field]

Hair Color: [Text Field]

Driver License No: [Text Field]

Address Information

Address 1: [Text Field]

City: [Text Field]

Zip: [Text Field]

Email: [Text Field]

Employer Information

Employer Name: [Text Field]

Employer Address 2: [Text Field]

Employer State: [Text Field]

Occupation: [Text Field]

Middle Name: [Text Field]

Suffix: [Text Field]

Date of Birth: [Text Field]

Reenter SSN: [Text Field]

Country of Citizenship: [Text Field]

Race: [Text Field]

Height: [Text Field]

Eye Color: [Text Field]

Driver License State: [Text Field]

Address 2: [Text Field]

State: [Text Field]

Phone: [Text Field]

Employer Address 1: [Text Field]

Employer City: [Text Field]

Employer Zip: [Text Field]

Back Reset Next

Note: Highlighted fields are required and marked by *

5. VERIFY THE INFORMATION YOU ENTERED (IF EVERYTHING IS CORRECT PROCEED TO PAYMENT)



Applicant Fingerprinting Online Services



New Mexico Applicant Fingerprint Registration Receipt
Step 2 - Please Verify Your Information

Transaction Information

Payment: Credit Card

ORI: NMS0082Z

Reason: 22-10-33 SCHOOL EMPLOYMENT

Personal Information

First Name: BARNEY

Last Name: RUBBLE

Aliases: [Text Field]

SSN: XXXXX

Place of Birth: NM

Sex: M

Weight: 175

Hair Color: BLN

Driver License No: XXXX

Charge Fee: \$44.00

Address Information

Address 1: 300 DON GASPAR

City: SANTA FE

Zip: 87501

Email: ethics@state.nm.us

Employer Information

Employer Name: [Text Field]

Employer Address 2: [Text Field]

Employer State: NONE

Occupation: [Text Field]

Middle Name: NONE

Suffix: NONE

Date of Birth: 01/01/2001

Reenter SSN: XXXXX

Country of Citizenship: US

Race: W

Height: 505

Eye Color: BLK

Driver License State: NONE

Address 2: [Text Field]

State: NM

Phone: 5058275821

Employer Address 1: [Text Field]

Employer City: [Text Field]

Employer Zip: [Text Field]

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**YOU MUST BE FINGERPRINTED IN ORDER TO OBTAIN
THE BACKGROUND CHECK REPORT.
NO FINGERPRINTS = NO REPORT**

**ONCE YOU HAVE BEEN FINGERPRINTED THE PROCESS IS
COMPLETE.**

**THE BACKGROUND CHECK RESULTS WILL BE SENT
DIRECTLY TO MESA VISTA SCHOOLS.**

****IF YOU CHOSE TO PAY WITH A MONEY ORDER, YOU
WILL TAKE THAT MONEY ORDER WITH YOU TO THE
FINGERPRINT LOCATION AND LEAVE IT WITH THE
FINGERPRINT TECHICIAN. MONEY ORDER NEEDS TO BE
IN THE AMOUNT OF \$44 AND MADE PAYABLE TO 3M
COGENT.****