New Mexico Applicant Registration

April 2023
APPLICANT REGISTRATION

• **EXAMPLE REGISTRATION WEB PAGE**

• **Options include:**
  - For New Appointments
    • Applicant starting point highlighted in red box
  - To Mail in Your Fingerprint Card
  - To Look up or Change an Existing Appointment
  - For Fingerprint Rejection Notices
APPLICANT REGISTRATION

- Agency ORI entry – same information currently used
Agency Fingerprint Reason selection – same information currently used

New Mexico

Please enter your ORI number in the box below.

ori number *

1321 - NM Example

fingerprint reason *

32A-15 - NM Example

32A-15-a - NM Example
APPLICANT REGISTRATION

• Acknowledgement/Release Applicant Acceptance

[Image of the IdentoGO New Mexico Acknowledgement/Release page]

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IMPORTANT READ CAREFULLY BEFORE ANSWERING
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 New Mexico State Police 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 how to access 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 listed in the following document may be downloaded by clicking on the link.

Privacy Act Statement

☐ I do NOT agree to the terms and conditions of this background check. By checking this box, the Registration process will be terminated.

☐ 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. By checking this box, I understand I am electronically signing this document and indicating my agreement with the terms and conditions of the background investigation.
APPLICANT REGISTRATION

- **Privacy Act Statement**

**PRIVACY ACT STATEMENT**

**Authority:** The FBI’s acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

**Principal Purpose:** Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI’s Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

**Routine Uses:** During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI’s Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.
APPLICANT REGISTRATION

- Location selection-ZIPCODE Search
APPLICANT REGISTRATION

- **Location selection-Date and Appointment Time**

### New Mexico

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APPLICANT REGISTRATION

- Applicant Demographics

All applicant demographic information is required to be accurate and will be subject to verification at time of enrollment. If any information is entered incorrectly or is falsified, the applicant will not be able to be fingerprinted.

Important: You must finish the registration process to be fingerprinted. You will receive an email or a confirmation number when registration is complete.
• Applicant Demographics
APPLICATION REGISTRATION

• Application Details

New Mexico

Your registration is not yet complete
Please review all of the following information. If any of this information is incorrect, please make changes by clicking the change button next to each section label.

IF ALL INFORMATION APPEARS CORRECT ----> Go

APPLICATION DETAILS

ori member:
NM209120Z

Fingerprint reason:
32L-15-3 CHILD CARE LICENSING

APPOINTMENT DETAILS

Location:
Albuquerque

Identification:
122 N Main Street
Albuquerque, NM 87110

United States

Appointment date/time:
Wednesday, January 25, 2023 at 9:10am

APPLICANT DETAILS

name:
Mrs. Jane Ann Doe

home address:
122 N Main Street
APARTMENT 12L

Albuquerque, NM 87110

United States

phone 1:
217-456-7890 (Cell)

email:
janedoe@email.com

preferred contact method:
Email

date of birth:
5/5/1990

Confidential and Proprietary
APPLICANT REGISTRATION

- Application Payment Options

Your total is $44.00. Please choose a payment method below.

- Credit Card
- eCheck
- Billing Account
APPLICANT REGISTRATION

• Application Payment Options
APPLICANT REGISTRATION

• Application Registration Complete
  • Registration Number
  • Appointment Information
  • Other Reminders