

## New Mexico Fingerprint Submission Process

### In-State Applicants:

- Go online to the Gemalto Cogent website: (<https://www.aps.gemalto.com/index.htm>) and then select *Register Online for a Background Check*.
- Click the ORI Lookup button and then select **NM931162Z DOH/EMS Bureau**

ORI:	<input type="text" value="NM931162Z"/>	*	<input type="button" value="ORI Lookup"/>	<input type="button" value="Clear Selection"/>
Reason:	<input type="text" value="NMSA 24-10B-5.2"/>	*		

(\*using any other ORI # will result in you having to redo your fingerprints).

- Continue the registration process and complete payment of \$44.00, then print your receipt.
- Take the receipt with you to the fingerprint location. (Fingerprint sites are listed at [www.aps.gemalto.com](http://www.aps.gemalto.com) > New Mexico > Fingerprint Location Map.)
- Your fingerprints should be scanned electronically, and a receipt that includes the TCN (Transaction Control Number) issued.
- Fill in the Fingerprint Registration ID# on the NM EMS License Application.
- Attach a copy of your **Fingerprint Receipt** (with the **TCN** and **Registration ID**) along with a current **Government issued photo ID**.

### \* Out-of-State Applicants please see instructions below:

- Applicants that are out-of-state must submit two (2) inked fingerprint cards captured on standard FD-258 fingerprint cards directly to 3M Cogent. A list of fingerprinting sites is available online at [www.aps.gemalto.com](http://www.aps.gemalto.com). The EMS Bureau does not stock hardcopy fingerprint cards, nor will the Bureau submit fingerprint cards to Gemalto Cogent.
- **Registration ID:** Write this number on the back of your fingerprint cards. Make note of this Registration ID for your records.
- **Submission:** Mail the cards (and if applicable, payment) to:  
Gemalto Cogent, APS Department #165  
2964 Bradley Street  
Pasadena, CA 91107

- **Results** – Background check results will be sent directly to a database that can only be accessed by the EMS Bureau using the specified ORI# (**NM931162Z**).
- **Gemalto Cogent does not have access to background check results, or make licensure determinations.**