



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*

IdentoGO

New Mexico

Fingerprinting & Enrollment Services

Health and wellness are critical to our ability to provide essential services to the public. If you are feeling ill on the day of your scheduled appointment, we ask that you do not visit our Enrollment Center and instead reschedule your appointment for a later date by visiting us online or call to reschedule your appointment. Be aware that if you are exhibiting COVID or Flu like symptoms while at an Enrollment Center, we may kindly ask you to reschedule your appointment. We appreciate your cooperation in assisting IDEMIA to provide a safe and healthy environment within our Enrollment Centers.

English · Español

← Start Over

For Licensing, Certification or Employment requirements in New Mexico

Important! You must finish the registration process to be fingerprinted. You will receive an email or a confirmation number when registration is complete.

For New Appointments	To Mail In Your Fingerprint Card	To Look Up or Change an Existing Appointment	For Fingerprint Rejection Notices
To schedule a new appointment, click the green button below. We will ask you for the information needed to schedule and process your background check.	To register to send your prints through the mail, click the button below. You will be asked to mail your fingerprint cards to Prints, Inc. after payment is made. Only out of state residents or individuals physically unable to be digitally printed are able to use this option.	To look up, reschedule or cancel your appointment, please choose one of the below methods to locate your record.	To schedule your retake appointment, we need to lookup your registration. Please choose one of the below methods to locate your record.
Schedule a New Appointment	Register for Fingerprint Card Processing Service	Registration ID (REGID) Email Address	Registration ID (REGID) Transaction Control Number (TCN) Email Address

For Travel Security Screening and Transportation Threat Assessments:

HAZMAT	TSA Pre✓®	TWIC

APPLICANT REGISTRATION

- *Agency ORI entry – same information currently used*

IdentoGO ← Start Over

English Español

New Mexico Application Details

Please enter your ORI number in the box below.

ori number *

This field cannot be empty

Go ▶

Reset ↺

APPLICANT REGISTRATION

- *Agency Fingerprint Reason selection – same information currently used*

IdentoGO English Æ Español [← Start Over](#)

New Mexico Application Details

Please enter your ORI number in the box below.

ori number *

✓ 1321 NM Example

fingerprint reason *

32A-15- NM Example
32A-15-3 FOSTER CARE

Reset ↻

APPLICANT REGISTRATION

- *Acknowledgement/Release Applicant Acceptance*

The screenshot shows the IdentoGO website interface for New Mexico. At the top left is the IdentoGO logo. At the top right is a blue button labeled '< Start Over' and the text 'English · Español'. Below the logo, the text 'New Mexico' is displayed on the left and 'Acknowledgement/Release' on the right. The main heading is 'IMPORTANT-READ CAREFULLY BEFORE ANSWERING Fingerprint-Based Criminal History Record Request Authorization and Notification Form'. The form contains several paragraphs of text, including a disclaimer about fingerprint collection, a statement of understanding regarding database searches, and a notification about challenging records. There is a section for a 'Privacy Act Statement' with two radio button options. The first option is 'I do NOT agree to the terms and conditions of this background check. By checking this box, the Registration process will be terminated.' The second option is '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. *'. At the bottom of the form is a blue button labeled 'Go >'. The bottom portion of the screenshot is obscured by a large black rectangle.

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*

The screenshot displays the IdentoGO application registration interface for New Mexico. The page features a header with the IdentoGO logo on the left and a language selector (English · Español) on the right. Below the header, the page is divided into two main sections: "New Mexico" on the left and "Appointment Details" on the right. In the center, there is a navigation bar with a button labeled "← Pay for Ink Card Submission". Below this, there are two buttons: "Search By Zip Code" and "Search By Region". The "Search By Zip Code" button is highlighted. Below these buttons, there is a text prompt: "Enter a zip code to determine the closest fingerprinting location." This is followed by a text input field and a "Go >" button. The bottom of the page is a solid dark blue bar.

APPLICANT REGISTRATION

- *Location selection-Date and Appointment Time*

IdentoGO ← Start Over
English · Español

New Mexico Appointment Details

← Pay for Ink Card Submission

Zip Code: 87110 Next Week >
[Change](#)

	Tuesday 1/31/2023	Wednesday 2/1/2023	Thursday 2/2/2023	Friday 2/3/2023	Saturday 2/4/2023	Sunday 2/5/2023	Monday 2/6/2023
Albuquerque IdentoGo 123 Main Street Albuquerque, NM 87110 Directions	Schedule	Schedule	Schedule	Schedule	Closed	Closed	Schedule
Clovis Fingerprints R Us 321 Jefferson Street Clovis, NM 881001 Directions	Schedule	Schedule	Schedule	Schedule	Closed	Closed	Schedule

APPLICANT REGISTRATION

- *Applicant Demographics*

The screenshot shows the 'New Mexico Applicant Information' registration page on the IdentoGO website. The page is partially obscured by a white warning modal box. The modal contains a red warning triangle icon and the following text: '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.' A blue 'Continue' button is located at the bottom of the modal. The background form includes sections for 'APPLICANT NAME', 'APPLICANT HOME ADDRESS', 'METHODS OF CONTACT', and 'APPLICANT DEMOGRAPHIC DATA'. The 'APPLICANT NAME' section has a red error message: 'This field cannot be empty' under the 'first name' field. The 'APPLICANT DEMOGRAPHIC DATA' section includes fields for date of birth, gender, height, weight, race, hair color, eye color, place of birth, citizen country, and social security number. At the bottom of the page, there is a footer: 'If you have any questions with the website, please call 877-472-6917.'

APPLICANT REGISTRATION

- *Applicant Demographics*

IdentoGO

Start Over

English · Español

New Mexico

Applicant Information

APPLICANT NAME

prefix first name * middle name last name * suffix

This field cannot be empty

APPLICANT HOME ADDRESS

number * direction street name * unit designator apt/unit #

country * city * state * zip code *

METHODS OF CONTACT

Please enter the phone number and email address for the individual being fingerprinted. The phone number and email address will be used to contact the individual in the event of an Appointment Cancellation or Reschedule, a need for Reprinting or if issues occur with the Payment Method. We do not sell or share contact information.

phone 1 * phone 1 type * phone 2 phone 2 type

email * confirm email *

preferred contact method * preferred contact time contact notes/instructions

Yes, please email me educational materials, special offers and information about other IdentoGO products and services.

APPLICANT DEMOGRAPHIC DATA

date of birth * gender * height * weight * race * hair color *

eye color * place of birth * citizen country * social security number

APPLICANT EMPLOYER INFORMATION

occupation would you like to provide employer information? * yes * no *

Go >

APPLICANT REGISTRATION

- *Application Details*



Start Over

English · Español

New Mexico

Information Verification

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 [CHANGE](#)

ori number
NM920120Z

fingerprint reason
32A-15-3 CHILD CARE LICENSING

APPOINTMENT DETAILS [CHANGE](#)

location
Albuquerque
IdentoGo
123 Main Street
Albuquerque, NM 87110
United States

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

APPLICANT DETAILS [CHANGE](#)

name
Mrs. Jane Ann Doe

home address
123 N Main Street
APARTMENT 12A
Albuquerque, NM 87110
United States

phone 1
217-456-7890 (Cell)

email
janedoe@email.com

preferred contact method
Email

date of birth
11/11/1991

APPLICANT REGISTRATION

- *Application Payment Options*

IdentoGO

[← Start Over](#)

English · Español

New Mexico

Payment Collection

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

- Credit Card
- eCheck
- Billing Account

APPLICANT REGISTRATION

- *Application Payment Options*

The screenshot displays the IdentoGO 'Payment Collection' interface. A modal window is open, showing the following sections:

- Personal Details:** Email address: janedoe@email.com
- Payment method:** Selected as 'New Card Account'. Fields include Card Number (with a red error message: 'Please provide a valid card number'), CVV, and Exp. Date. Name: Jane Doe.
- Billing Address:** 123 N Main Street, Albuquerque, New Mexico, 87110. Includes an 'Edit Billing Address' checkbox.
- Agreement:** A checkbox for 'I agree to the Terms and Conditions' is currently unchecked.
- Action:** A large orange button labeled 'PAY \$44.00' is at the bottom.

The background interface shows the IdentoGO logo, 'New Mexico', the total amount '\$44.00', and three payment options: Credit Card (selected), eCheck, and Billing Account. A 'Go' button is visible below the options. The top right of the background interface has a 'Start Over' button and language options 'English - Español'.

APPLICANT REGISTRATION

- **Application Registration Complete**

- *Registration Number*
- *Appointment Information*
- *Other Reminders*

The screenshot shows the IdentoGO website interface. At the top left is the IdentoGO logo, and at the top right is a language selector for English and Español. Below the logo, the location is identified as New Mexico. The main heading of the page is "Registration Complete". There are two buttons: "Save PDF" and "Print". The main content area is titled "Registration Completed for Mrs. Jane Ann Doe". It is divided into three sections: "APPOINTMENT DETAILS", "PAYMENT DETAILS", and "REMINDERS".

APPOINTMENT DETAILS

location Albuquerque IdentoGo 123 Main Street Albuquerque, NM 87110 United States Get directions from Google Maps	appointment Date: 01/25/2023 Time: 09:10 AM registration id A123000059X
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PAYMENT DETAILS

Your payment has been received. Amount Paid: \$44.00
(Payment ID: ONM55XHW31)

REMINDERS

Health and wellness are critical to our ability to provide essential services to the public. If you are feeling ill on the day of your scheduled appointment, we ask that you do not visit our Enrollment Center and instead reschedule your appointment for a later date by visiting us online or call to reschedule your appointment. Be aware that if you are exhibiting COVID or Flu like symptoms while at an Enrollment Center, we may kindly ask you to reschedule your appointment. We appreciate your cooperation in assisting IDEMIA to provide a safe and healthy environment within our Enrollment Centers.

Remember to bring your photo ID and confirmation number to the fingerprinting location or you will not be fingerprinted. Please contact the phone number below with any questions.

Please remember:
All ID Documents must be the originals. Copies **will not** be accepted.
Personal checks and cash **will not** be accepted.

APPLICATION DETAILS

id number
[REDACTED]

fingerprint reason
32A-15-3 CHILD CARE LICENSING