

FINGERPRINT INSTRUCTIONS FOR OUT-OF-STATE APPLICANTS

Applicants that are out-of-state, or applicants that are unable to visit a fingerprinting location in New Mexico, must submit a hardcopy fingerprint card directly to 3M Cogent. The EMS Bureau does not stock hardcopy fingerprint cards, nor will the Bureau submit fingerprints cards to 3M Cogent.

Out of state applicants must:

- Go online to https://cogentid.3m.com/nm/index_NM.htm and select *Register Online for a Background Check*.
- Click ORI Lookup and then select **NM931162Z DOH/EMS Bureau**
- **(using any other ORI # will result in you having to redo your fingerprints)**
- Continue registration and payment then print receipt
- * **Out of State applicants please see instructions below**
- Fill in Registration ID # on your application for NM EMT licensure
- Applicants that are out-of-state must submit two inked fingerprint cards captured on standard FD-258 fingerprint cards directly to 3M Cogent. **The EMS Bureau does not stock hardcopy fingerprint cards, nor will the Bureau submit fingerprints cards to 3M 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:
 - **3M Cogent, New Mexico CardScan**
639 North Rosemead Blvd
Pasadena, CA 91107
- **Results** – Background check results will be sent directly a database that can only be accessed by the EMS Bureau. 3M Cogent does not have access to background check results, or make licensure determinations.