New Mexico Fingerprint Submission Process

In-State Applicants:

- Go online to the Gemalto Cogent website: [https://www.aps.gemalto.com/index.htm](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**

<table>
<thead>
<tr>
<th>ORI:</th>
<th>NM931162Z</th>
<th>*</th>
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<tbody>
<tr>
<td>Reason:</td>
<td>NMSA 24-10B-5.2</td>
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(*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 > 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. The EMS Bureau does not stock hardcopy fingerprint cards, nor will the Bureau submit fingerprints 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.**