



**New Mexico Medical Board**  
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Michelle Lujan Grisham, Governor

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# **ATTENTION ALL APPLICANTS**

## **STATE AND NATIONWIDE CRIMINAL HISTORY SCREENING REQUIRED**

The New Mexico Medical Board was created by the State Legislature in the interest of the public health, safety and welfare. Its statutory mandate is to protect the public from the improper, unprofessional, incompetent and unlawful practice of medicine. In the fulfillment of that mission, the NMMB has joined the majority of states in the country by requiring all applicants for license to submit to a state and nationwide criminal background check.

### **What is a criminal history record?**

The nationwide criminal history record includes information concerning a person's arrests, indictments or other formal criminal charges and any dispositions arising there from, including convictions, dismissals, acquittals, sentencing and correctional supervision, collected by criminal justice agencies and stored in the computerized data bases of the Federal Bureau of Investigations (FBI), the national law enforcement telecommunications systems, the Department of Public Safety (DPS) or the repositories of criminal history information of other states.

### **How frequently am I going to have to submit to a background check?**

**ONE-TIME-ONLY.** Recent advancements in technology mean that each applicant will only have to submit to a single combined state and national background check, rather than a background check at each renewal; a new background check will only be required if new information about the licensee becomes available.

### **What if my criminal history screening reveals an arrest?**

The Board will consider each instance where a background check reveals relevant information very carefully. It will take into consideration all aspects of the situation, including the type of offense, when the offense occurred, and any evidence – or lack thereof – of continued problems. The Board predicts (based on statistical information from other states that conduct background checks) that there will be very few disciplinary actions resulting from the screenings. The Board's intention is not to uncover each and every past indiscretion however minor which resulted in an arrest and charges with the goal to punish and invoke disciplinary action. The Board is committed to its statutory mission—to protect the public—and; therefore, will use every tool available to uncover and investigate the most egregious actions.

### **What if I suspect my criminal history screening may reveal an arrest and I can't remember if—or I forgot to—report it to the Board?**

The Board only intends to consider the actual infraction and as stated before, will consider all relevant aspects of the arrest. Of course the Board expects full and honest disclosure. The initial application for a NM license and every license renewal application thereafter require NM physicians to disclose any arrest or conviction they may have had. However, the Board is not conducting these background checks for the purpose of identifying or prosecuting any historical instances of failure to disclose. Nevertheless, you are well advised to voluntarily report a previously undisclosed violation to the Board prior to the criminal background check. And again, the Board does not contemplate any allegations based on failure to disclose.

**Why can't you use the criminal history screening when I previously applied to the board or from my employer or university?**

The FBI does not allow criminal background check documentation to be shared from agency to agency or from one employer to another. If you supplied us with prints in the past the fingerprint cards are no longer accepted by the FBI.

**What if I refuse to submit to a criminal history screening when I renew my license?**

Because the law requires a criminal history screening, refusing to submit fingerprints with your initial or renewal application will result in an incomplete application and your license will not be issued or renewed. You may voluntarily choose not to renew and let your license lapse with no disciplinary action.

Reference Part 7, Subsection C of Section 13 NMAC. A physician may inform the Board that he does not wish to renew an active license to practice in New Mexico and will voluntarily allow the license to lapse. A voluntarily lapsed license is not valid for practice in New Mexico.

# New Mexico Criminal History Background Check Instructions

## *IN-STATE APPLICANTS ONLY*

All applicants are required to complete a criminal history background check submitted through Gemalto.

Please carefully read and follow the instructions below to complete the criminal history background check process.



You must register with Gemalto at <https://www.aps.gemalto.com/index.htm> by following Steps 1 through 7 below. While online registration is the preferred registration method, telephone registration can also be completed by calling 1-877-99NMAPS (1-877-996-6277).

1. Click on the New Mexico Icon



## 2. Click Register Online for a Background Check

<h3>Applicant Use</h3> <ul style="list-style-type: none"><li>➤ Register Online for a Background Check</li><li>➤ Already registered with DOH? Click here</li><li>➤ Cancel an existing registration</li><li>➤ Modify an existing registration</li><li>➤ Print a registration receipt</li><li>➤ Print a fingerprint submission receipt</li></ul>	<h3>Agency Use</h3> <ul style="list-style-type: none"><li>➤ Login for Invoices and Reporting</li><li>➤ Available types of Agency Pay accounts</li><li>➤ Enroll for an Agency Pay account</li><li>➤ Enroll for CHRI Reviewing account</li><li>➤ Reprint enrollment form</li><li>➤ How to fund your escrow</li></ul>
<h3>Useful Information</h3> <ul style="list-style-type: none"><li>➤ Fingerprint Location Map</li><li>➤ FAQ'S - Answers to common questions</li><li>➤ How to Register for Fingerprinting</li></ul>	<h3>Fingerprint Site Use</h3> <ul style="list-style-type: none"><li>➤ Fingerprint Site Login</li><li>➤ Interested in becoming a fingerprint location? Click here!</li></ul>

## 2. Enter demographic information (ORI: NM920230Z, Reason should populate to: 61-6-11 Medical Licensure)

**Transaction Information**

Payment Type: **Credit Card** STOP No unemployment cards, child support cards or gift cards are accepted.

Fingerprint Card User:  (Out of State Applicants ONLY, all other cards will be returned)

\*You must use the ORI lookup to enter an ORI and Reason

ORI: **NM920230Z** ORI Lookup Clear Selection

Reason: **[Highlighted]**

**Personal Information**

First Name: **[Highlighted]** Middle Name:

Last Name: **[Highlighted]** Suffix:

Aliases:

Social Security No. SOC:

Place of Birth DOB: **[Highlighted]** Date of Birth: **[Highlighted]** (MMDDYYYY)

Sex: **[Highlighted]** Reenter SOC:

Weight: **[Highlighted]** Country of Citizenship CIT: **[Highlighted]**

Hair Color: **[Highlighted]** Race: **[Highlighted]**

Driver License No:

Height: **[Highlighted]** Eye Color: **[Highlighted]**

Driver License State: **[Highlighted]**

**Address Information**

Address 1: **[Highlighted]** Address 2:

City: **[Highlighted]** State: **[Highlighted]**

Zip: **[Highlighted]** Phone: **[Highlighted]**

Email: **[Highlighted]**

I don't have email address

**Employer Information**

Employer Name:

Employer Address 1:

Employer Address 2:

Employer City:

Employer State: **[Highlighted]** Employer Zip:

Occupation:

Back Reset Next

Note: Highlighted fields are required and marked by a \*

### 3. Enter payment information

The screenshot shows a web browser window with the URL <https://www.cogentid.com/nm/index.NM.htm>. The page title is "Applicant Fingerprinting Online Services Step 3 - Credit Card Payment". The form is divided into two main sections: "Registration Information" and "Credit Card Information".

**Registration Information:**

Registration ID:	NM15147	Name:	JOHN DOE
Transaction Type:	61-6-11 MEDICAL LICENSURE		
Transaction Fee:	\$44.00		

**Credit Card Information:**

Credit Card Type:  VISA  MASTERCARD  AMERICAN EXPRESS  DISCOVER

Card Number:

Card Security Code (CSC):  \*It is NOT the last 4 digits of the credit card number.

Expiration Date:  /

Name As It Appears On Card:

**Billing Address:**

Street Address:

City:  State:

Zip Code:

Daytime Phone Number: (  )  -  Ext.

Email Address:

At the bottom of the form is a "Pay" button.

### 4. Write down or print your registration ID #

**Thank you for Registering**

Date: 1/6/2011

Registration ID: ADE 1116602436863

ORI:

Last Name: JOHN

First Name: TARTAR

Transaction Type: Teachers Certification Act No 99-361

Payment Type: MO

**NOTE:** There are multiple registrations for this SSN, you must take the registration receipt with you to the fingerprint site and use the Registration ID to be fingerprinted.

Please purchase MO or Cashier's check in the amount of \$54.15 and payable to Cogent Systems and bring it together with this receipt to the fingerprint site.

[Print Receipt](#)

[Register another applicant](#)

[Home](#)

5. Take your registration ID to any of the fingerprint sites listed below and they will take your fingerprints.
6. Fingerprints are electronically sent to the state and FBI. You will not receive a copy of your fingerprint cards. Results will be sent to the agency automatically within 2-3 days.

# Fingerprint Sites

There are a number of established fingerprint service sites established across the state. Fingerprint sites hours of operations and procedures may differ from site to site. Please review the Gemalto website (<https://www.aps.gemalto.com/index.htm>) regularly for up to date information.

Please refer to the attached list for Fingerprint Sites. They may also be located at <https://www.aps.gemalto.com/index.htm> > New Mexico > Fingerprint Location Map.

- There are no restrictions on where applicants must be fingerprinted.
- Please verify the fingerprint site's hours of operation prior to traveling, as some sites may have specific instructions.
- Applicants may choose to pay online, or bring a money order or cashier's check made out to Gemalto.
- Be advised that fingerprint traffic is typically heavy during lunch hours. Plan your visit to fingerprint locations accordingly.

***In addition to the sites listed below, applicants may also visit the NM Department of Public Safety at 4491 Cerrillos Road, Santa Fe, New Mexico between the hours of 8AM-4PM***

## *New Mexico Livescan Fingerprint Site List - Region 1*

<i>Company</i>	<i>City</i>	<i>State</i>	<i>County</i>
<a href="#"><u>Bloomfield Police Department</u></a>	Bloomfield	NM	San Juan
<a href="#"><u>Sylvan Learning Center</u></a>	Farmington	NM	San Juan
<a href="#"><u>Milan Police Department</u></a>	Milan	NM	Cibola
<a href="#"><u>Espanola Police Department</u></a>	Espanola	NM	Rio Arriba

## *New Mexico Livescan Fingerprint Site List - Region 2*

<i>Company</i>	<i>City</i>	<i>State</i>	<i>County</i>
<a href="#"><u>Red River Marshal's Office</u></a>	Red River	NM	Taos
<a href="#"><u>Clayton Police Department</u></a>	Clayton	NM	Union
<a href="#"><u>Las Vegas City Schools</u></a>	Las Vegas	NM	San Miguel
<a href="#"><u>Logan Police Department</u></a>	Logan	NM	Quay
<a href="#"><u>Tucumcari Police Department</u></a>	Tucumcari	NM	Quay
<a href="#"><u>Clovis Police Department</u></a>	Clovis	NM	Curry

## *New Mexico Livescan Fingerprint Site List - Region 3*

<i>Company</i>	<i>City</i>	<i>State</i>	<i>County</i>
<a href="#"><u>The UPS Store #6336</u></a>	Albuquerque	NM	Bernalillo
<a href="#"><u>Fingerprinting Services of NM, LLC</u></a>	Albuquerque	NM	Bernalillo
<a href="#"><u>Fingerprint Solutions &amp; More, LLC</u></a>	Albuquerque	NM	Bernalillo
<a href="#"><u>Hospital Services Corporation</u></a>	Albuquerque	NM	Bernalillo
<a href="#"><u>The UPS Store #3958</u></a>	Rio Rancho	NM	Sandoval
<a href="#"><u>Belen Police Department</u></a>	Belen	NM	Valencia

## *New Mexico Livescan Fingerprint Site List - Region 4*

<i>Company</i>	<i>City</i>	<i>State</i>	<i>County</i>
<a href="#"><u>Belen Police Department</u></a>	Belen	NM	Valencia
<a href="#"><u>Socorro Consolidated Schools</u></a>	Socorro	NM	Socorro

<a href="#">Truth or Consequences Police Department</a>	Truth or Consequences	NM	Sierra
<a href="#">Security Concepts</a>	Las Cruces	NM	Dona Ana
<a href="#">Hatch Valley Public Schools</a>	Hatch	NM	Dona Ana
<a href="#">Silver City Police Department</a>	Silver City	NM	Grant

#### New Mexico Livescan Fingerprint Site List - Region 5

<i>Company</i>	<i>City</i>	<i>State</i>	<i>County</i>
<a href="#">Ruidoso Police Department</a>	Ruidoso	NM	Lincoln
<a href="#">Dexter Consolidated Schools</a>	Dexter	NM	Chaves
<a href="#">Eastern New Mexico University Police Department</a>	Portales	NM	Roosevelt
<a href="#">Occupational Testing Resources</a>	Hobbs	NM	Lea
<a href="#">The Cop Shop</a>	Artesia	NM	Eddy
<a href="#">Print Plus</a>	Alamogordo	NM	Otero

## FAQ's

### Do I need to schedule an appointment to be fingerprinted?

No, appointments are not required. Please go to <https://www.aps.gemalto.com/index.htm> for a complete list of fingerprint locations and hours. Some sites may have site specific instructions, but you do not need to contact Gemalto to schedule an appointment.

### How long will it take to be fingerprinted?

Fingerprinting generally takes between 5 and 10 minutes. The fingerprint site will use your Registration ID to lookup your registration information and then verify your identity using your valid photo ID. After your identity has been verified, the fingerprint site will collect your fingerprint images and the fingerprint process is complete.

### What should I bring to the fingerprint site?

You must be registered prior to arriving at a fingerprint site. You have ninety (90) days to be fingerprinted. After 90 days, your registration will be cancelled, and you will be automatically refunded (if applicable).

The following are required at the fingerprint site:

- **Valid Photo ID** (such as Driver's License or State ID card)
- **Registration ID** - All applicants will receive a Registration ID.
- **Money Order** (If this was your selected payment method)

### What are the valid forms of identification?

Gemalto requires current, valid and unexpired picture identification documents. As a primary form of picture identification, a state-issued driver's license may be presented by an applicant when being fingerprinted.

For those applicants without a driver's license, a state identification card may be presented if the state's identification card standards are the same as for the driver's license.

In the absence of a driver's license applicants may provide one or more **Secondary Documents** including:

- State Government Issued Certificate of Birth
- US Active Duty/Retiree/Reservist Military ID Card (000 10-2)
- Passport
- Social Security Card
- Certificate of Citizenship (N560)

- Certificate of Naturalization (N550)
- INS I-551 Resident Alien Card Issued since 1997
- INS 1-688 Temporary Resident Identification Card
- INS I-688B, I-766 Employment Authorization Card

Secondary Documentation must be supported by at least two of the following:

- Utility Bill (Address)
- Voter Registration Card
- Vehicle Registration Card/Title
- Paycheck Stub with Name/Address
- Cancelled Check or Bank Statement

**What if the address on my photo ID is different than my current address?**

The address you registered with does not need to match the photo ID address. Photo IDs are used for verification of likeness, name and social security number. Fingerprint sites have been informed that the address does not need to match the address on the photo ID.

**What are the fees and payment methods?**

The following table outlines the fee and the accepted payment methods. Cash and personal checks are not accepted.

Payment Method	Description
Fee	\$45.25
Credit/Debit Card	Credit/debit card payments are accepted online at the time of registration. You may not pay by credit/debit card at the fingerprinting site.
Money Order	If you are paying by money order, bring a money order to the fingerprinting site. The money order should be made out to Gemalto for the exact amount of the fingerprint based background check.

**How will the background check results be generated?**

After you are fingerprinted, your demographic data and fingerprints will be forwarded to the State and/or FBI. The State and FBI maintain criminal history databases, and your fingerprints will be searched against these databases. Any criminal history associated with your fingerprints will be sent back to the New Mexico Medical Board.

**Who receives my results?**

The New Mexico Medical Board will receive your background check results. Please contact the New Mexico Medical Board with any questions regarding your results, as Gemalto does not have access to them.

**What information is contained in a background check report?**

Background check reports (criminal history background check or rap sheet) list information taken from fingerprint submissions retained by the state/FBI in connection with arrests. In some instances the report also contains details of: federal employment, naturalization, or military service. If the fingerprints are related to an arrest, the report includes: the name of the department that submitted the fingerprints to the FBI, date of arrest, arrest charge, and the disposition of the arrest. All arrest data is obtained from fingerprint submissions, disposition reports and other reports submitted by agencies having criminal justice responsibilities.



## How do I challenge the information contained in my criminal history report?

Gemalto does not maintain criminal history or control what information is included in the criminal history report. If you have questions about the content of your report, please contact: **New Mexico Department of Public Safety at 505-827-9181 or the New Mexico Medical Board at 505-476-7220**

If you wish to review your criminal record information, you may refer to the procedures contained in the Code of Federal Regulations, Sections 16.30 through 16.34. You may also contact the FBI: **FBI CJIS Division**, Attention: Correspondence Group, 1000 Custer Hollow Road, Clarksburg, WV 26306

The FBI CJIS Division will inform you how to obtain a copy of your identification record and, if necessary, how to challenge the accuracy or completeness of that record.

The Department of Public Safety cannot change your record or the content of your report.

## How long after being fingerprinted will the results take to arrive?

After your fingerprints have been submitted, do not contact the fingerprint site. Do not contact Gemalto. Gemalto cannot provide applicants the status of their background check nor, are we involved in the summary execution of your background check. Please contact the New Mexico Medical Board at 505-476-7220 with questions regarding your results.

Complete processing of the FBI Criminal history background check should take no longer than 2 weeks. If the agency you were fingerprinted for does not receive the background check within this timeframe, they should call the New Mexico Department of Public Safety at 505-827-9193 or email [applicant.afis@state.nm.us](mailto:applicant.afis@state.nm.us).

## How do I receive a refund?

You cannot receive a refund if you have already been fingerprinted.

Rejections due to improper registration will require re-registration, re-payment and re-fingerprinting.

To receive a refund, you must cancel your registration. To cancel your registration, please visit:

## Can I modify my registration in case of an error made during the process?

You may find that you need to change your registration before you are fingerprinted. Rejections due to improper registration will require re-registration, re-payment and re-fingerprinting. It is your responsibility to verify all data is correct before fingerprints are collected. The table below explains how to modify a registration. There is no charge to modify or cancel your registration.

<b>Information That Needs Updated</b>	<b>Action</b>
<ul style="list-style-type: none"><li>Name</li><li>Address</li><li>DOB</li><li>Other demographic data</li></ul>	<b>Modify</b> your registration: <a href="https://www.aps.gemalto.com/nm/index_NM.htm">https://www.aps.gemalto.com/nm/index_NM.htm</a>
<ul style="list-style-type: none"><li>SSN</li><li>Employer</li><li>Reason Fingerprinted</li></ul>	<b>Cancel</b> your registration and <b>register again</b> : <a href="https://www.aps.gemalto.com/nm/index_NM.htm">https://www.aps.gemalto.com/nm/index_NM.htm</a> After cancelling your registration, you will be refunded (if applicable), and you need to complete a <b>new registration</b> .

## **How long is my registration valid?**

You have ninety (90) days to be fingerprinted. After 90 days, your registration will be cancelled, and you will be automatically refunded (if applicable).

Please check with the New Mexico Medical Board to see if they have specific fingerprinting timeframe requirements.

## **Will applicants receive a receipt verifying that fingerprinting has been completed?**

Registration Status and Proof of Print Submission are not provided by the fingerprint site, but these items may be viewed and printed from the Gemalto website at [https://www.aps.gemalto.com/nm/index\\_NM.htm](https://www.aps.gemalto.com/nm/index_NM.htm).

## **What happens if my fingerprint submission is rejected by the FBI?**

Poor fingerprint detail may be caused by age, trade, or some other environmental/physical condition. In the case of a fingerprint rejection by the FBI, applicants are requested by the FBI to submit a second set of fingerprints.

Applicants are re-printed at **no additional charge**. The rejection process is outlined below:

- Applicants will be notified by mail if their fingerprints were rejected
- If an applicant receives an FBI rejection letter, they must submit a second set of fingerprints if they wish to complete their applicant background check
- Individuals should take their rejection letter and proper identification to the nearest New Mexico fingerprint location
- A second fingerprint submittal will be conducted at no charge
- Individuals do not need to re-register for their second fingerprinting session if they received an FBI rejection letter
- If an individual's fingerprints are rejected a second time by the FBI, notification is forwarded to the New Mexico Department of Public Safety.
- The New Mexico Department of Public Safety will then conduct a name based check based on the demographic information on the initial application
- Results of the FBI name based record check are forwarded by the FBI to the Department of Public Safety for interpretation
- The Department of Public Safety will send name check determination letters to the New Mexico Medical Board

## **How do I know my personal information is secure?**

Gemalto is committed to safeguarding the privacy of applicant's personal information and ensuring the responsible use of the information collected during the fingerprint based background check process. Gemalto complies with all state and federal laws for collecting and submitting applicant fingerprint records. Gemalto complete Privacy Policy is posted on the New Mexico homepage ([https://www.aps.gemalto.com/nm/index\\_NM.htm](https://www.aps.gemalto.com/nm/index_NM.htm)).