



New Mexico Medical Board
2055 S. Pacheco Street, Building 400
Santa Fe, NM 87505
Phone: (505) 476-7220
Fax: (505) 476-7233

Michelle Lujan Grisham, Governor

Peter T. Beaudette, M.D., Chair

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

OUT OF 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 8 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

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

3. 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: ORI Lookup Clear Selection

Reason:

Personal Information

First Name: Middle Name:
 Last Name: Suffix:
 Aliases: Date of Birth: (MMDDYYYY)
 Social Security No SOC: Reenter SOC:
 Place of Birth POB: Country of Citizenship CIT:
 Sex: Race:
 Weight: Height:
 Hair Color: Eye Color:
 Driver License No: Driver License State:

Address Information

Address 1: Address 2:
 City: State:
 Zip: Phone:
 Email:
 I don't have email address

Employer Information

Employer Name: Employer Address 1:
 Employer Address 2: Employer City:
 Employer State: Employer Zip:
 Occupation:

Back Reset Next

Note: Highlighted fields are required and marked by a *

4. Enter payment information

Registration Information

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

*Fields with the yellow background color are required [Important notice regarding child payments and google toolbar](#)

Credit Card Information

Credit Card Type:

Card Number:

Card Security Code (CVV):
*It is NOT the line # digits of the credit card number

Expiration Date:
Month Year Month Year

Name As It Appears On Card:

Billing Address

Street Address:
 City: State:
 Zip Code:
 Daytime Phone Number: () - - Ext.
 Email Address:

Pay

5. Write down or print your registration ID #

Thank you for Registering

Date: 1/6/2011

Registration ID: ADE1116602436863

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](#)

6. Fingerprinting: 2 Fingerprint cards are required. If you have not received fingerprint cards from the board office, please email and request the cards at ymbme@state.nm.us
7. The following boxes on both cards must be completed:
 - Signature of person being fingerprinted/Name/AKA (if applicable)
 - DOB-CTZ-SEX-RACE-HGT-WGT-EYES-HAIR-PLACE OF BIRTH-SSN
 - Prints should not be smudged
 - Fingers should be completely rolled from side to side for full print and
 - Fingerprints should be taken below the first joint of each finger
8. You must have your fingerprints taken by a qualified individual. Qualified individuals include a public law enforcement official or other agency staff trained by the Department of Public Safety or equivalent state agency. Public law enforcement agencies include the Department of Public Safety, county sheriff, as well as state, municipal, campus, military and tribal police. In some locations, it may be possible to find other agencies with staff trained to take fingerprints, including some local school districts. Some agencies may charge a fee to take fingerprints. The applicant is responsible to pay the fee to the fingerprinting agency.
9. Fingerprint cards cannot be downloaded from the Board's website. If you did not receive blank cards with your application materials, please request cards by calling the Board office at 505-476-7220. You can also send your request via email to ymbme@state.nm.us
10. Mail the cards (and if applicable, payment) to:

*NM Card Receiver, Gemalto
APS Department #165
2964 Bradley Street
Pasadena, CA 91107*

FAQ's

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.

	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.

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: <https://www.aps.gemalto.com/index.htm>

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.

Information That Needs Updated	Action
<ul style="list-style-type: none">NameAddressDOBOther demographic data	Modify your registration: https://www.aps.gemalto.com/index.htm
<ul style="list-style-type: none">SSNEmployerReason Fingerprinted	Cancel your registration and register again : https://www.aps.gemalto.com/index.htm After cancelling your registration, you will be refunded (if applicable), and you need to complete a new registration .

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's website at <https://www.aps.gemalto.com/index.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's complete Privacy Policy is posted on the New Mexico homepage (<https://www.aps.gemalto.com/index.htm>).