



New Mexico Medical Board
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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.

Will the criminal background check slow down my license application?

No. There will be absolutely no delay in the Board's timeline for processing completed license applications. In order for your application or reinstatement to be considered complete, the Board office will need to receive verification that you have completed your background check from IDEMIA (background check processing entity). Neglecting to complete the required background check process would delay license issuance because your application will be considered incomplete. If the background screening reveals a felony or a violation of the Medical Practice Act, the applicant or licensee will be notified, and the Board will determine what action may be taken.

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 or if DPS changes the fingerprint background check service.

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 requires 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

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

All applicants must register with IDEMIA at <https://nm.state.identogo.com/>

1. The reason is “NM Medical Licensure” (ORI# NM920230Z)
2. Applicants must register prior to completing your fingerprint cards or live scans.
3. Applicants must make an appointment during available days and hours of operation. Appointments are required.
4. Applicants will need to bring proof of identity with one of the acceptable forms of identification. Please visit https://www.identogo.com/uploads/general/Acceptable-Identification_New-Mexico.pdf for a list of acceptable identification.

Out of state applicants-

1. If you live out of state, fingerprint cards application. Please see attached instructions.
2. You must register prior to completing your fingerprint cards or live scans.
3. Applicants must make an appointment during available days and hours of operation. Appointments are required.
4. Applicants will need to bring proof of identity with one of the acceptable forms of identification. Please visit https://www.identogo.com/uploads/general/Acceptable-Identification_New-Mexico.pdf for a list of acceptable identification.

You may find a live scan facility by going to <https://www.identogo.com/locations>



New Mexico Non-Resident/Fingerprint Card Scan Overview

Applicants who reside outside of the State of New Mexico and who are unable to travel to New Mexico are able to mail completed fingerprint cards to complete their fingerprint background check with use of the IdentoGO Card Scan Processing Program. The Card Scan Processing Program utilizes advanced scanning technology to convert a traditional fingerprint card (hard card) into an electronic fingerprint record. The section below details the procedures for submitting fingerprints to the Card Scan Processing Unit.

New Mexico Fingerprint Card Requirements:

An Applicant should obtain a set of fingerprints from a local law enforcement agency or other entity that provides fingerprinting services. These fingerprints may be either traditional ink rolled fingerprints on an FBI (FD-258) fingerprint card or LiveScan fingerprints printed to an FBI (FD-258) fingerprint hard card.

*** Provide the following information to the technician capturing the fingerprints***

- **Capturing Four-Finger Slaps:**

- Fingers must be placed vertically, straight up-and-down, when capturing the four-finger slaps as depicted below:



- New Mexico Department of Public Safety will reject and refuse to process any fingerprint cards that have the four finger slap prints at an angle.

- **Capturing Individual Fingers:**

- Each finger and thumb will need to be rolled completely from one side of the fingernail to the other side of the fingernail.
- New Mexico Department of Public Safety will reject and refuse to process any fingerprint card that contains non-rolled fingerprints.

- **Submitting Fingerprint Cards:**

- Fingerprints must be submitted on standard FBI (FD-258) fingerprint hard card. IDEMIA will not process any other state or local government agency's fingerprint card; we can only accept the standard FBI (FD-258) fingerprint hard card (white with light blue trim). The fingerprint card must be completely filled-out in legible print. The following information must be included, or the Fingerprint Card will not be processed:

- | | |
|-----------------|------------------------------------------|
| ✓ Full Name | ✓ Weight |
| ✓ Date of Birth | ✓ Hair color |
| ✓ Home Address | ✓ Eye color |
| ✓ Sex | ✓ Place of birth (state or country only) |
| ✓ Height | ✓ Citizenship |

Process to Mail in Your Fingerprint Cards:

1. Applicants should obtain a set of fingerprints from a local law enforcement agency or an IdentoGO location that offers "Print-n-GO!" retail services (<https://uenroll.identogo.com/workflows/1111G2>). These fingerprint cards may be either traditional ink rolled fingerprints or electronically captured and printed on fingerprint cards.
 - Applicants may be charged an additional fee to have fingerprints taken.
 - Applicants will be required to show identification at the time of fingerprint. Check with the location for their specific identification requirements.

Once fingerprints are captured on a fingerprint hard card and the individual's demographic data is filled out completely, follow these steps to pre-enroll:

1. Go online to the IdentoGO website, <https://nm.ibtfingerprint.com/>.
2. Select the option **To Mail in your Fingerprint Card** (image below, shown with red box around it):





3. Select **YES** when the disclaimer pops-up asking to confirm that you truly want to submit a Hard/ Ink Card to IdentoGO.
4. On the next page, enter the appropriate ORI and Fingerprint Reason as required. This information is provided by your Agency regarding the reason you need to complete the fingerprint-based background check.
5. Next, enter complete demographic information. Make sure the information entered is an *EXACT* match to the data fields filled-out on the fingerprint hard card.
6. Complete payment using a credit card.
7. Print the barcode sheet that is displayed when registration is complete.
8. Sign the Barcode confirmation page and include in your submission to be mailed.

Shipping Fingerprint Hard Card for New Mexico Processing

Ship the fully completed fingerprint hard card along with the barcode sheet (example below) signed by the applicant to the following address:

**IdentoGO
Cardscan Department – New Mexico Program
340 Seven Springs Way, Suite 250
Brentwood, TN 37027**

Important: always utilize the shipping address located on your Bar Code confirmation page.

Sample Bar Code Confirmation Page

IdentoGO English Español

New Mexico Registration Complete

Important!

YOU ARE REQUIRED TO PRINT SIGN AND MAIL THIS DOCUMENT WITH YOUR FINGERPRINT CARD

[Save PDF](#) [Print](#)

State of 120121
Printed

Step 1 (of 4) - REVIEW INFORMATION

Name: [Redacted]
Date: [Redacted]
UE ID: [Redacted]
RegID: [Redacted]
Service: [Redacted]

Payment Method: [Redacted]
Payment ID: [Redacted]
Paid in Full: [Redacted]

Step 2 (of 4) - SHOW WRITER

IDENTITY READ CAPTURE - SCOFF SIGNING

In a state that authorizes remote acquisition that... consent to the capture and retention of my fingerprints as part of the application process.

AGREEMENT: I hereby agree and acknowledge that the above information is true and correct and that I understand the consequences of providing false information. I agree to the terms and conditions of the program and to the collection, use, and disclosure of my personal information as described in the privacy policy.

Step 3 (of 4) - PROVIDE APPLICANT CONTACT INFORMATION

Applicant Name (Last, First, Middle): [Redacted] Applicant Date of Birth: [Redacted]

Current Email: [Redacted] Email or Phone 2: [Redacted]

Step 4 (of 4) - MAIL DOCUMENTS TO IDENTOGO

Please mail the signed document to the address provided below. Documents will not be processed until we receive the document.

NOTE: Please ensure that the document is mailed in a secure envelope. Failure to do so may result in the document being returned to you. Please ensure that the document is mailed in a secure envelope.

IdentoGo
Cardscan Department - New Mexico Program
340 Seven Springs Way, Suite 250
Brentwood, TN 37027

Important Reminders

- Include a daytime telephone number or email address where the applicant can be reached if we have a question about the fingerprint card.
- Failure to completely fill out the information on a fingerprint card will result in the card being returned to the applicant and delay the process.