

# Background Checks

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For Out-of-State Applicants



<https://nm.ue.state.identogo.com/ue>

# Out-of-State Fingerprinting

If you are going to be completing your background check in a state other than New Mexico, you will need to follow this guidance to complete it.

You will first need to go to [IdentoGO](#) to register for Fingerprinting Card Processing Service.

The screenshot shows the website for New Mexico IdentoGO. The page title is "NEW MEXICO Enrollment & Fingerprinting Services". There is a navigation link for "FOR AGENCIES" and a language selector for "EN". A large image of a classical building with an American flag is on the left. The main heading is "Enrollment for Licensing, Certification, or Employment requirements in New Mexico". Below this, it states "IdentoGO by IDEMIA is the leading biometric solutions provider for state and local agencies, specializing in the secure capture and transmission of electronic fingerprints for employment, certification, licensing, and other verification purposes." A central white box contains the instruction "Enter your service code to get started." with sub-instructions for NM and Non-NM residents and a "Service Code\*" input field and "GET STARTED >" button. Below this, it provides contact information for customer service. A section titled "Additional Services" offers options: "Check Enrollment Status", "Reschedule or Manage Appointment", "Mail-In Physical Fingerprint Card" (highlighted with a red circle and yellow border), and "Schedule a Reprint Appointment".

NEW MEXICO  
Enrollment & Fingerprinting Services

FOR AGENCIES EN

**Enrollment for Licensing, Certification, or Employment requirements in New Mexico**

IdentoGO by IDEMIA is the leading biometric solutions provider for state and local agencies, specializing in the secure capture and transmission of electronic fingerprints for employment, certification, licensing, and other verification purposes.

**Enter your service code to get started.**  
NM Residents: Enter your service code below to start your enrollment process and schedule an appointment at an in-state enrollment center.  
Non-NM Residents: Select Mail In Physical Fingerprint Card option under Additional Services section below.  
Don't know your service code? Click [here](#) or contact your agency or employer.

Service Code\* GET STARTED >

For Enrollment and Scheduling Assistance please contact IdentoGO Customer Service: 877-467-9215.

**Additional Services**

To look up an existing registration status or make changes to your appointment, please select 'Reschedule or Manage Appointment.' For all other services, make a selection below. Applicants that do not reside in New Mexico should choose the 'Mail-In Physical Fingerprint Card' option below.

Check Enrollment Status Reschedule or Manage Appointment **Mail-In Physical Fingerprint Card** Schedule a Reprint Appointment

# Out-of-State Fingerprinting

To Begin:

1 You will have to enter a Service Code:

**The Service Code is: 2BH2GV**

IdentoGO by IDEMIA is the leading biometric and local agencies, specializing in the security, identification, and enrollment, ce

### Attention!

You have selected the ink card submission process. You will be asked to send in one (1) fingerprint card to IdentoGO after making payment arrangements. You are verifying that you are either a non-resident of the State or you are physically unable to travel to an Enrollment Center to be printed.

Applicants that reside in New Mexico should return and schedule an appointment. **Only out of state residents or individuals physically unable to be digitally printed are able to use this option.**

- Fingerprint cards should not be submitted until the card scan registration is completed and you have the barcode page printed to submit with the hard cards.
- Fingerprint cards must be sent to the correct address for processing:  
*IdentoGO Cardscan Department - NM*  
340 Seven Springs Way, Suite 250  
Brentwood, TN 37027
- Fingerprints submitted on hard cards are typically of lower quality and result in a higher rate of FBI rejections.
- Processing of fingerprint cards takes significantly longer than fingerprinting at an enrollment center.

Please be aware that submission of incorrect or invalid data, including but not limited to incorrect agency fingerprint reason or applicant demographic data that results in the need to conduct a new fingerprint card submission will be at the applicant's cost. Demographic information provided on the fingerprint card must exactly match the demographic information entered during this registration process or the card will be returned

Please confirm with your agency or organization that you are eligible to submit your fingerprints by hard card.

Service Code\*  
2BH2GV

**GET STARTED >**

Enter  
resident  
Do  
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point  
ew Mexico should choose the 'Mail-In Physical Fingerprint Card' option below.

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ce: 877  
select  
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# Acknowledgement Page

## Read Carefully

### MEDICAL BOARD

61-6-11 MEDICAL LICENSURE

#### Fingerprint-Based Criminal History Record Request Authorization and Notification Form

\*\* By signing this authorization, I hereby acknowledge that I consent to the collection and retention of my fingerprints as part of the application / employment / licensing process.

I acknowledge and understand that my fingerprints will be searched against the fingerprint databases maintained by the Federal Bureau of Investigation and the New Mexico Department of Public Safety for the purpose of assessing and reviewing state and national criminal history that may pertain to me directly, pursuant to 28 CFR, Sections 16.30-16.34.

I acknowledge that I have been notified of how to access the procedures to challenge the accuracy or completeness of my record, set forth in Title 28 CFR 16.34 and the Privacy Act Statement.

#### Privacy Act Statement

This privacy act statement is located on the back of the FD-258 fingerprint card.

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

Additional Information: The requesting agency and/or the agency conducting the application-investigation will provide you additional information pertinent to the specific circumstances of this application, which may include identification of other authorities, purposes, uses, and consequences of not providing requested information. In addition, any such agency in the Federal Executive Branch has also published notice in the Federal Register describing any systems(s) of records in which that agency may also maintain your records, including the authorities, purposes, and routine uses for the system(s).

#### § 16.34 Procedure to obtain change, correction or updating of identification records.

If, after reviewing his/her identification record, the subject thereof believes that it is incorrect or incomplete in any respect and wishes changes, corrections or updating of the alleged deficiency, he/she should make application directly to the agency which contributed the questioned information. The subject of a record may also direct his/her challenge as to the accuracy or completeness of any entry on his/her record to the FBI, Criminal Justice Information Services (CJIS) Division, ATTN: SCU, Mod. D-2, 1000 Custer Hollow Road, Clarksburg, WV 26306. The FBI will then forward the challenge to the agency which submitted the data requesting that agency to verify or correct the challenged entry. Upon the receipt of an official communication directly from the agency which contributed the original information, the FBI CJIS Division will make any changes necessary in accordance with the information supplied by that agency.

[Order No. 1134-86, 51 FR 16677, May 6, 1986, as amended by Order No. 2258-99, 64 FR 52226, Sept. 28, 1999]

I acknowledge that I have read, understand, and agree to the above Statement.

DOWNLOAD

CANCEL ENROLLMENT

CONTINUE >

# Out-of-State

To Begin:

**1** Complete your registration information.

MEDICAL BOARD  
6I-6-II MEDICAL LICENSURE

1 Personal Information    2 Review Enrollment Application    3 Payment & Confirmation

**PERSONAL INFORMATION** \* Required Fields

Name  
Legal name must match exactly on all identification documents brought to enrollment.

First Name\*    Middle Name    Last Name\*    Suffix

Have you ever used an alias?  
 Yes  No

Have you ever used a maiden or previous name?  
 Yes  No

SSN  
Social Security Number

Biographic Information

Date of Birth\*    Gender\*    Hair Color\*    Eye Color\*

Race\*    Height (ft)\*    Height (in)\*    Weight (lb)\*

Citizenship  
Country of Birth\*    City of Birth  
Country of Citizenship\*

Residential Address  
Country\*    Address Line 1\*    Address Line 2 (optional)  
City\*    Postal Code\*

Is your residential address and mailing address the same? \*  
 Yes  No

Employer  
Employer Name  
Occupation/Position

Employer Address  
Country    Address Line 1    Address Line 2 (optional)  
City    Postal Code

Contact  
Remember the email address and phone number below as they will be used to look up application information during your in person appointment and to check your status online. **Email is recommended so we can provide a receipt and keep you updated.**

Email\*    Confirm Email\*  
Main Phone Country Code    Main Phone Number  
United States (+1)  
Alternate Phone Country Code    Alternate Phone Number  
United States (+1)  
Preferred Method of Contact\*    Preferred Language\*

Cancel Enrollment    < BACK    CONTINUE >

# Out-of-State

Review and confirm your information is correct:

- 1 Enter the ORI Number  
NM920230Z
- 2 Read the Acknowledgement/Release form carefully and select if you agree.
- 3 Enter and review your demographic information on this page. Please note that it VERY important that this information is correct.

MEDICAL BOARD  
61-6-11 MEDICAL LICENSURE

1 Personal Information 2 **Review Enrollment Application** 3 Payment & Confirmation

**1 Please review and submit your application**  
Your application has not been submitted yet. Please review and submit it below.

### REVIEW ENROLLMENT APPLICATION

**Personal Information** [EDIT INFORMATION](#)

Please review your personal information below. Legal name must match exactly on all identification documents brought to enrollment

<b>NAME &amp; BIOGRAPHICS</b>			
FIRST NAME JAMES	MIDDLE NAME M	LAST NAME SMITH	SUFFIX JR
GENDER Female	DATE OF BIRTH 10/20/1980	EYE COLOR Brown	HAIR COLOR Black
RACE Unknown/Other	HEIGHT(FT) 5'10"	HEIGHT(IN) 70	WEIGHT(LBS) 175
<b>CITIZENSHIP</b>			
COUNTRY OF CITIZENSHIP United States			
COUNTRY OF BIRTH United States	CITY OF BIRTH Albuquerque	STATE/PROVINCE OF BIRTH New Mexico	
<b>RESIDENTIAL ADDRESS</b>			
COUNTRY OF RESIDENCE United States	STATE/OR PROVINCE New Mexico	CITY Albuquerque	POSTAL CODE 87102
ADDRESS LINE 1 1234 Main St	ADDRESS LINE 2 Apt 101		
<b>CONTACT INFORMATION</b>			
MAIN PHONE NUMBER +1 (505) 476-7220	PREFERRED LANGUAGE English	E-MAIL ADDRESS james.smith@abc.com	

[CANCEL ENROLLMENT](#) [BACK](#) [CONTINUE TO PAYMENT](#)

# Making your Payment

1 Select the payment type.

2 Enter your payment information on the next popup.

MEDICAL BOARD  
61-6-11 MEDICAL LICENSURE

✓ Personal Information    ✓ Review Enrollment Application    3 Payment & Confirmation

Please note that payment is required for your enrollment. Credit Card is the preferred method of payment. Cash and personal checks are NOT accepted in-person.

PAYMENT METHOD	SERVICES	SERVICE COST
<input checked="" type="radio"/> Credit Card		
<input type="radio"/> eCheck		
	<b>TOTAL</b>	<b>\$59.00</b>

Enter any payment vouchers or coupon codes below.

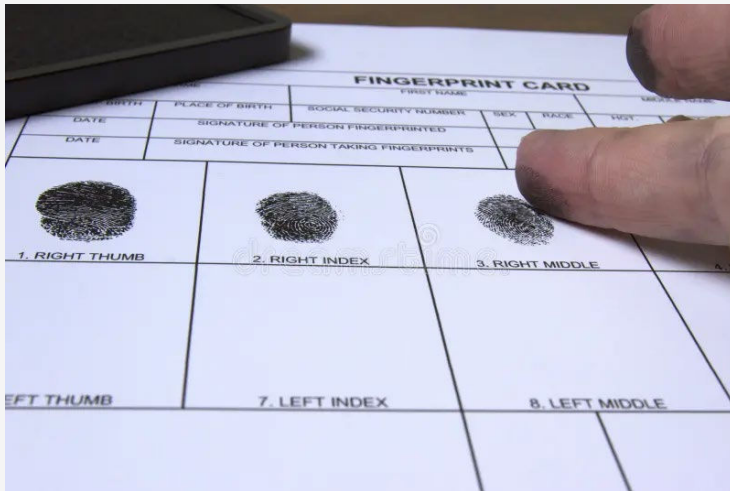
Coupon Code

[CANCEL ENROLLMENT](#)

# What happens next?

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Your next steps:



- 1** Go to your selected fingerprinting facility at the time you have chosen. Be sure to take your registration and payment information.
- 2** Once fingerprinted, you will need to mail your fingerprint cards and the registration form to:  
IdentoGo  
Cardscan Dept – New Mexico Program  
340 Seven Springs Way, Suite 250  
Brentwood TN 37027
- 3** IndentoGo/Idemia sends us the Board the results and they are added to your application.

## Fingerprint Service Code Form

Service Name:

To schedule your fingerprint appointment, simply visit <https://nm.ue.state.identogo.com/ue> and enter the following Service Code: 2BH2GV

Service Code is unique to your hiring/licensing agency. DO not use this code for another purpose.

When prompted, enter the appropriate Reviewing Agency ORI below

Reviewing Agency ORI:

Reviewing Agency Name:

Additionally, enter the below optional information if provided

Requesting Agency ORI:

The following is an updated list of all forms of identification for the New Mexico State Program that are accepted at all Identogo® enrollment centers as of May 1, 2023. These documents will be accepted for identification purposes **ONLY** without the need for additional supporting documentation and must include an identifiable photo and Unexpired.

- ✓ Driver's License issued by a state or outlying possession of the U.S.
- ✓ Driver's License PERMIT issued by a state or outlying possession of the U.S.
- ✓ Driver's License PAPER/TEMPORARY issued by a state or outlying possession of the U.S.
- ✓ REAL ID issued by a state or outlying possession of the U.S.
- ✓ Commercial Driver's License issued by a state or outlying possession of the U.S.
- ✓ Commercial Driver's License PERMIT issued by a state or outlying possession of the U.S.
- ✓ ID card issued by a federal, state or local government agency or by a Territory of the U.S.
- ✓ Enhanced Tribal Identification Card (for federally recognized U.S. tribes)
- ✓ Department of Defense Common Access Card
- ✓ Uniformed Services Identification Card (Form DD-1172-2)
- ✓ U.S. Military Identification Card
- ✓ U.S. Coast Guard Merchant Mariner Card
- ✓ Military Dependent's Identification Card
- ✓ U.S. Passport
- ✓ Foreign Passport
- ✓ Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- ✓ Employment Authorization Card/Document (I-766) that contains a photograph
- ✓ Foreign Driver's License (Mexico and Canada Only)
- ✓ U.S. Visa issued by the U.S. Department of Consular Affairs for travel to or within, or residence within, the U.S.



**Don't have access to the Internet? Schedule an appointment by calling 877-467-9215**