

BACKGROUND / FINGERPRINT PROCESS INSTRUCTIONS

Instructions for Non-Licensed Personnel

To Be Done Prior To Going To Gemalto Fingerprinting Site

1. Applicant needs to go to <https://www.cogentid.com>
2. Under the “Applicant User” Column applicant will choose “Register Online for Background Check”

Online Registration Form

1. Choose Payment - Online or Money Order*
*If paying by money order, applicant will take a \$44.00 Money Order made payable to Gemalto and will leave the payment with the Fingerprinting Technician.
2. Fill out all the required fields.
Under “REASON FINGERPRINTED” use Volunteer
All Non-Licensed school personnel must use the School ORI #931130Z
3. You will need to complete the “Payment Screen” if paying online.
4. A Registration ID is issued at the completion of registration. Keep your Registration ID safe! You will need to give this number to the Fingerprint Technician in order to be fingerprinted.
5. Take your Registration ID, Valid Photo ID and a \$44.00 Money Order, if you **did not** pay online, to the Gemalto Fingerprinting Site. (Fingerprinting Sites can be found on the Cogent website under “Fingerprint Location Map or attached to this form.)
6. The fingerprint technician will fingerprint you via Livescan. **You will not receive any fingerprint cards back.**
7. Optional Instructions - If the applicant is unable to do their fingerprints online, the applicant can call 1-877-996-6277.

FINAL STEP

**RETURN YOUR GEMALTO PROOF OF FINGERPRINT SUBMISSION RECEIPT TO
SHALOM D’ELIA IN THE FRONT OFFICE**

SHOULD YOU HAVE QUESTIONS PLEASE CALL 505-998-0459.

FINGERPRINT LOCATIONS ARE LOCATED ON THE BACK OF THIS PAGE

AXSS Investigative Services LLC

Mobile Fingerprinting Only

Albuquerque, Rio Rancho & surrounding areas

Phone Number: (505) 304-6635

Please call for hours of operation.

Additional Information:

- Please register prior to arriving to the fingerprinting site.
- Bring your Registration ID to the site.
- Bring a valid photo ID to the site.

Fingerprinting Services of NM, LLC

2921 Carlisle Blvd. NE Suite 126

Albuquerque, NM 87110

Phone Number: (505) 872-2769

Please call for hours of operation.

Additional Information:

- Please register prior to arriving to the fingerprinting site.
- Bring your Registration ID to the site.
- Bring a valid photo ID to the site.

Fingerprinting Solutions & More, LLC

2845 San Mateo NE Suite A

Albuquerque, NM 87110

Phone Number: (505) 883-0983

Please call for hours of operation.

Additional Information:

- Please register prior to arriving to the fingerprinting site.
- Bring your Registration ID to the site.
- Bring a valid photo ID to the site.

Hospital Services Corporation

7471 Pan American Freeway NE

Albuquerque, NM 87109

Phone Number: (505) 343-0070

Please call for hours of operation.

Additional Information:

- Please register prior to arriving to the fingerprinting site.
- Bring your Registration ID to the site.
- Bring a valid photo ID to the site.

The UPS Store #6336

3705 Ellison Rd. NW Suite B-1

Albuquerque, NM 87144

Phone Number: (505) 898-2222

Please call for hours of operation.

Additional Information:

- Please register prior to arriving to the fingerprinting site.
- Bring your Registration ID to the site.
- Bring a valid photo ID to the site.

FINAL STEP

**RETURN YOUR 3M COGENT PROOF OF FINGERPRINT SUBMISSION
RECEIPT TO SHALOM OR ANGELICA IN THE FRONT OFFICE.**

SHOULD YOU HAVE QUESTION PLEASE CALL 505-998-0459.