

BACKGROUND / FINGERPRINT PROCESS INSTRUCTIONS

Go to Identogo Fingerprinting Site

Applicant needs to go to <https://nm.state.identogo.com/>

1. In Identogo New Mexico click on "Schedule a New Appointment"
2. All employees must use the School ORI #NM931130Z, click go.
3. Acknowledgement/Release "Important-Read Carefully Before Answering" Privacy Act Statement, click go.
4. Enter your zip code to find nearest fingerprinting location, click go
5. Select location and schedule your appointment.
6. Click continue on pop up window
7. Enter Applicant Information, click go
8. Review enter Information Verification, click go
9. Make payment