

New Mexico Public Education Department  
Licensure Background Checks Unit  
300 Don Gaspar  
Santa Fe, NM 87501

**BACKGROUND CHECK INSTRUCTIONS FOR LICENSURE APPLICANTS INCLUDING  
EA'S, SUBS, COACHES, COUNSELORS, ETC**

**THIS IS A FINGERPRINT BASED BACKGROUND CHECK. YOUR FINGERPRINTS WILL BE USED TO CHECK FOR STATE AND FEDERAL CRIMINAL HISTORY RECORDS.**

**DO NOT DEVIATE FROM THESE INSTRUCTIONS OR YOU WILL BE REQUIRED TO COMPLETE ANOTHER BACKGROUND FOR LICENSURE PURPOSES.**

**Step One:** Go to [https://cogentid.3m.com/nm/index\\_NM.htm](https://cogentid.3m.com/nm/index_NM.htm) (If you require help please contact the Cogent Registration Line at: 877-996-6277)

- Under the “Applicant Use” column you will choose “Register Online for a Background Check”
- Complete the registration form:
  - Choose Payment Type (Credit Card or Money Order). If you use a credit card you will enter the credit card information at a later step. If you choose money order you will need to take a money order in the amount of \$45.25 made payable to “Gematlo” with you to the fingerprint location.
- Entering the ORI #:
  - Choose the “ORI Lookup” button
  - Where it says “Agency Name” type in “Public Ed” and click Search
  - Double click on the Public Education Department (ORI#NM920410Z for “Teacher Licensure” ) and the form will auto populate and return you to the previous screen
  - Fill out all other required fields
    - \* Social Security number is not a required field. However, providing it does allow for a quicker match to your licensure application. PED only opens files with a licensure application. All other reports will be placed into an “Unmatched file”.
- A registration ID is issued at the completion of Registration
  - Print and keep your Registration ID safe! You will need to provide this number to the fingerprint technician on order to be fingerprinted.

**Step Two:** Visit Fingerprint Location (For Approved Cogent Locations please see the “Fingerprint Location Map” under the “Useful Information” column on the Cogent site)

- Take your registration id #, a valid photo ID and money order (if you did not pay online) with you to be fingerprinted.
- The fingerprint technician will fingerprint you via LiveScan. You will not receive any fingerprint cards back.

Results are usually received within 72 hours after you have been fingerprinted.

**YOU MUST BE FINGERPRINTED IN ORDER FOR RESULTS TO BE OBTAINED.**