

CES FINGERPRINTING INFORMATION

- ❖ PED now requires electronic fingerprint capture through Gemalto for background checks performed in New Mexico.
- ❖ You must register online BEFORE being fingerprinted.
- ❖ CES doe NOT pay the fee for your background check.

Follow these steps:

1. Go to <https://www.aps.gemalto.com/index.htm>
2. Click on the picture of New Mexico.
3. Under “Applicant Use”, click “[Register online for a Background Check](#)”
4. You will then be prompted to fill out the online registration form and enter payment information.
5. ORI information:
 - Click ORI Lookup and scroll down the left side to find ORI **NM920140Z** they are in numerical order, it is near the middle of the list. Double click the number when you find it. The description next to the number is **Public Education Department** and the reason will be **22-10-3-3 Teacher Licensure**. If you do not select the correct one, we will not be able to access your results and you may have to do it over again.
6. Print out receipt with your registration number.
7. Take this receipt and go to a Cogent ID accepted site.
 - Hospital Services Corporation
7471 Pan American Freeway NE
Albuquerque, NM 87109
 - Additional locations can be found by visiting the website above, click New Mexico and look for “[Fingerprint Location Map](#)” under “[Useful Information](#)”.
8. The results will be sent directly to the NMPED.
9. Please return your release form directly to CES.