

CRIMINAL HISTORY BACKGROUND SCREENING (CHBS)

Instructions

For all NEW EMS Licenses and Every 4th year Relicense

2016 - EMS Licenses that expire 3/31/2017 and last name ends in A – M

Are required to have a CHBS done this year with your License Renewal.

NM EMS Bureau suggests you submit your fingerprint scan within 30 days of your EMS License renewal to avoid inconvenience and possible additional expense. BUT you actually have 9 months prior according to the regulations.

1 Register online @ www.cogentid.com

2 Go to New Mexico

Contact Information
3M Cogent Inc
5025 Bradenton Ave
Suite A
Dublin OH 43017

Useful Links
[3M Cogent Website](#)
[Applicant System](#)

Others
[Q&A](#)

States shown: Pennsylvania (PA), Georgia (GAPS), New Mexico (highlighted), Missouri, Alabama, eGAPS, Cal DOJ, Florida, Arkansas, FINRA, USDA, Minnesota (NETStudy 2.0 Background Studies).

3 Register Online for a Background Check

3M Cogent Applicant Fingerprint Registration System

Contact Links
[New Mexico Department of Health](#)
[New Mexico Department of Public Safety](#)
[3M Cogent Contact Information](#)

Helpful Links
[3M Cogent's Privacy Policy](#)
[How to become a fingerprinting site](#)
[3M Cogent W-9](#)
[CCW Licensing FAQ](#)

Applicant Use
Register Online for a Background Check
Refund Policy
Already registered with DOH? Click here
Cancel an existing Registration
Modify an existing registration
Print a registration receipt
Print a fingerprint submission receipt
Out of State Applicants - Hardcopy Cards

Agency Use
Agency Login (Billing, Reporting, CHRI)
Agency Payment Account Descriptions
Agency Payment Account Enrollment
Enroll for CHRI Reviewing account
How To Fund An Escrow Account
CHRI Enrollment FAQ

Useful Information
Fingerprint Location Map
FAQs - Answers To Common Questions
Process Overview - Registration, Fingerprinting & Results
3M Cogent Contact Information
Fees & Payment Information
CCW Licensing FAQ

Fingerprint Site Use
Fingerprint Site Login
Interested in becoming a fingerprint location? Click here!


Please Note: Beginning June 17 2015, 3M's commonly used registration link will be changed. A new "pop-up" window will now appear and redirect users from www.cogentid.com to aps.3m.com. The new 3M URL contains increased security, and users will experience no change in how registration processing takes place.

4 Fill in information

Pay \$44.00 for the finger printing and background check.

VERY IMPORTANT: Go to ORI Lookup: select **NM931162Z** = NMDOH/EMS Bureau



3M 

Applicant Fingerprinting Online Services
New Mexico Applicant Fingerprint Registration Receipt
Step 1 - Please Enter Your Information

Transaction Information
Payment Type:
STOP No unemployment cards, child support cards or gift cards are accepted.
Fingerprint Card (Out of State Applicants ONLY, all other cards will be returned)
User
*You must use the ORI lookup to enter an ORI and Reason
**For Concealed Carry - CCW: Click ORI Lookup and type "Con" as the Agency Name

ORI:

Reason:

Personal Information

First Name: Middle Name:
Last Name: Suffix:
Aliases: Date of Birth:
Social Security No: Reenter SOC:
Place of Birth: Country of Citizenship:
Sex: Race:
Weight: Height:
Hair Color: Eye Color:
Driver License No: Driver License State:

Address Information

Address 1: Address 2:
City: State:
Zip: Phone:
Email:
 I don't have email address

5 Next

Employer Information

Employer Name: Employer Address 1:
Employer Address 2: Employer City:
Employer State: Employer Zip:
Occupation:



Note: Highlighted fields are required and marked by a *

6 Enter your **Payment Information**, then **"PAY"**


Step 3 - Credit Card Payment

Registration Information

Registration ID:	NM0149000	Name:	JOE SMITH
Transaction Type:	NMSA 24-10B-2		
Transaction Fee:	\$44.00		

* Fields with the yellow background color are required.  Important notice regarding failed payments and google toolbar

Credit Card Information

Credit Card Type 
[Visa]

Card Number
[]

Card Security Code (CSC)
*It is NOT the last 4 digits of the credit card number.
[]

Expiration Date
[Select Month] [Select Year]

Name As It Appears On Card
[]

Billing Address

Street Address
[]

City State
[] [Select State]

Zip Code
[]

Daytime Phone Number
([]) [] - [] Ext. []

Email Address
[]

7 Registration Receipt – Print it out



Applicant Fingerprinting Online Services



New Mexico Applicant Fingerprint Registration Receipt

Thank you for registering, it is now complete.


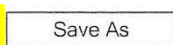

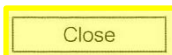
This registration will remain valid for 90 days.

If the registration is not used within 90 days, it will be cancelled and refunded.



Registration ID:	NM0149000
Name:	JOE SMITH
Payment Confirmation Number:	3123456789
Transaction Date:	10/20/2015
Reason Fingerprinted:	NMSA 24-10B-2
Payment Type:	Credit Card
Transaction Fee:	\$44.00

Please print information and take it to the fingerprinting site.
A fingerprint location can be found [here](#) .

Save As or Email receipt if you wish.

8 To Obtain Electronic Finger Prints

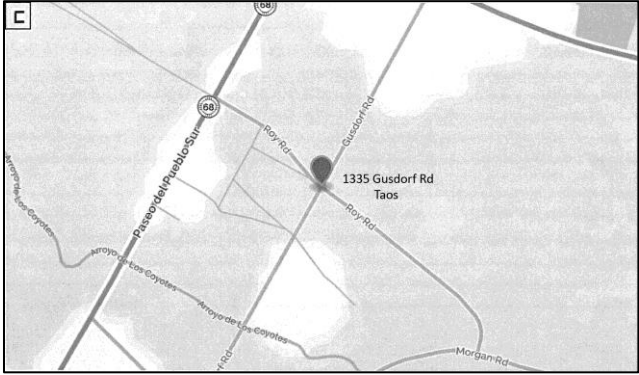
**** Bring your Registration ID Receipt**

**** A photo ID**

Go to the ONLY LOCATION IN Taos County:

Human Resource Development Associates, Inc

1335 Gusdorf Rd, Building E
Taos, NM 87571

Hours	No appointments needed. You may visit the fingerprint site anytime during the hours listed below. Monday – Friday 8:15am to 11:15am and 1:15pm to 4:15pm (Closed for lunch between 11:15am and 1:15pm)
Directions	Click here for directions.
	
Phone Number	(575) 758-0670
Additional Information	<ul style="list-style-type: none">• Please register prior to arriving at the fingerprinting site• Bring your Registration ID to the site.• Bring a valid photo ID to the site.• Your background check results will be sent directly to your employer, or requesting agency. 3M Cogent does not have access to your results.

For other location in the state go to: https://www.cogentid.com/nm/index_NM.htm

9 You will receive a Transaction Control Number (TCN) **TCN Number** and Receipt.

** The TCN is PROOF that your fingerprints were collected and submitted to NM EMS Bureau.

10 When you send in your EMS License Renewal Application include your **Registration ID** and **TCN**.