

PUBLIC ACADEMY FOR PERFORMING ARTS BACKGROUND CHECK INFORMATION SHEET

All applicants and/or volunteers must register to be fingerprinted

1. Visit this website: <https://nm.state.identogo.com/>
2. Select 'Schedule a New Appointment'

Fingerprinting & Enrollment Services

Health and wellness are critical to our ability to provide essential services to the public. If you are feeling ill on the day of your scheduled appointment, we ask that you do not visit our Enrollment Center and instead reschedule your appointment for a later date by visiting us online or call to reschedule your appointment. Be aware that if you are exhibiting COVID or Flu like symptoms while at an Enrollment Center, we may kindly ask you to reschedule your appointment. We appreciate your cooperation in assisting IDEMIA to provide a safe and healthy environment within our Enrollment Centers.

For Licensing, Certification or Employment requirements in New Mexico

Important! You must finish the registration process to be fingerprinted. You will receive an email or a confirmation number when registration is complete.

The screenshot shows a grid of four service options. The first option, 'For New Appointments', is highlighted with a red border and contains a green button labeled 'Schedule a New Appointment'. The other three options are 'To Mail In Your Fingerprint Card' (with a green button 'Register for Fingerprint Card Processing Service'), 'To Look Up or Change an Existing Appointment' (with blue buttons for 'Registration ID (REGID)' and 'Email Address'), and 'For Fingerprint Rejection Notices' (with blue buttons for 'Registration ID (REGID)', 'Transaction Control Number (TCN)', and 'Email Address').

3. Enter ORI code: **NM931173Z** (this number is specific to PAPA – we are not APS)
4. Read through the Acknowledgement/Release section and the Privacy Act Statement to continue.
5. You can choose one of the following locations to be fingerprinted:

Albuquerque, NM-Carlisle Blvd NE

Fingerprinting Services of NM
2921 Carlisle Blvd NE, Ste 126
Albuquerque, NM 87110

Albuquerque, NM-Pennsylvania St NE

Desert Wolf Security
2625 Pennsylvania St NE, STE 200
Albuquerque, NM 87110

Albuquerque, NM-Wyoming Blvd NE

Gringa Ventures, LLC dba Enchantment Notary Service
3620 Wyoming Blvd NE, STE 117
Albuquerque, NM 87111

Rio Rancho, NM-Ridgecrest Dr

Rio Rancho Mail Print Ship
4300 Ridgecrest Dr, Ste L
Rio Rancho, NM 87124

Santa Fe, NM-Zafarano Dr

DMV Title Experts
3494 Zafarano Dr, STE A
Santa Fe, NM 87507

[← Pay for Ink Card Submission](#)

Zip Code: 87110 Change	Tuesday 1/31/2023	Wednesday 2/1/2023	Thursday 2/2/2023	Friday 2/3/2023	Saturday 2/4/2023	Sunday 2/5/2023
Albuquerque IdentoGo 123 Main Street Albuquerque, NM 87110 Directions	Schedule	Schedule	Schedule	Schedule	Closed	Closed
Clovis Fingerprints R Us 321 Jefferson Street Clovis, NM 88101 Directions	Schedule	Schedule	Schedule	Schedule	Closed	Closed

6. Fill out your demographics information.
7. The following page will ask you to review your demographics. Please make sure everything on this page is correct before selecting 'GO' in the top right hand corner.
8. Continue to payment.
9. Your registration will be complete when it looks like the page below:

Registration

[Save PDF](#) [Print](#)

Registration Completed for Mrs. Jane Ann Doe

APPOINTMENT DETAILS

location Albuquerque IdentoGo 123 Main Street Albuquerque, NM 87110 United States Get directions from Google Maps	appointment Date: 01/25/2023 Time: 09:10 AM
	registration id A123000059X

PAYMENT DETAILS

Your payment has been received. Amount Paid: \$44.00
(Payment ID: ONM55XHW31)

10. Please save the receipt as a PDF and email it directly to me: jdanelser@paparts.org
11. When you go to your appointment, be sure that you have:
 - a. One of the acceptable forms of ID available (they will not accept copies)
The last page details allowable forms of ID
 - b. Your confirmation number

Acceptable Forms of Identification

New Mexico State Enrollment Program

All applicants are required to show identification at the time of fingerprint capture at an Identogo® by IDEMIA location. Each document will be provided by the applicant to the onsite Enrollment Agent for review and acceptance as proof of identity. All Documents must be Unexpired and include a photo of the applicant.

The following is an updated list of all forms of identification for the New Mexico State Program that are accepted at all Identogo® enrollment centers as of May 1, 2023. These documents will be accepted for identification purposes ONLY without the need for additional supporting documentation and must include an identifiable photo and Unexpired.

- Driver's License issued by a state or outlying possession of the U.S.
- Driver's License PERMIT issued by a state or outlying possession of the U.S.
- Driver's License PAPER/TEMPORARY issued by a state or outlying possession of the U.S.
- REAL ID issued by a state or outlying possession of the U.S.
- Commercial Driver's License issued by a state or outlying possession of the U.S.
- Commercial Driver's License PERMIT issued by a state or outlying possession of the U.S.
- ID card issued by a federal, state or local government agency or by a Territory of the U.S.
- Enhanced Tribal Identification Card (for federally recognized U.S. tribes)
- Department of Defense Common Access Card
- Uniformed Services Identification Card (Form DD-1172-2)
- U.S. Military Identification Card
- U.S. Coast Guard Merchant Mariner Card
- Military Dependent's Identification Card
- U.S. Passport
- Foreign Passport
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Employment Authorization Card/Document (I-766) that contains a photograph
- Foreign Driver's License (Mexico and Canada Only)
- U.S. Visa issued by the U.S. Department of Consular Affairs for travel to or within, or residence within, the U.S.

If you are applying for a new teaching license or a new substitute license, NMPED requires their own separate background check. Please click on the link below to complete this information for your NMPED license background check.

IDENTOGO steps for NMPED background check:

You will go to this website and follow the instructions for in-state or out-of-state:

<https://webnew.ped.state.nm.us/bureaus/licensure/background-submission/>