ALL NEW MEXICO BACKGROUND CHECKS ARE PROCESSED BY 3M COGENT.

THE PUBLIC EDUCATION DEPARTMENT DOES NOT ACCEPT FINGERPRINT CARDS AND FEE.

PLEASE FOLLOW ALL INSTRUCTIONS. PLEASE DO NOT DEVIATE FROM THESE INSTRUCTIONS.

THE BACKGROUND CHECK MUST BE DONE FOR “TEACHER LICENSURE”.

THIS CODE INCLUDES SUBSTITUTES, EDUCATIONAL ASSISTANTS, COACHES, COUNSELOR, ETC.

IF YOU CHOOSE ANY OTHER CODE, YOU WILL BE REQUIRED TO DO ANOTHER BACKGROUND CHECK FOR LICENSURE.
PLEASE USE
INTERNET EXPLORER.

IT IS THE MOST COMPATIBLE
WITH THE COGENT WEBSITE.

1. GO TO www.cogentid.com and Choose New Mexico
2. Click “REGISTER ONLINE FOR A BACKGROUND CHECK”

*ALL YELLOW BOXES MUST BE COMPLETED

SOCIAL SECURITY NUMBER IS NOT A REQUIRED FIELD. HOWEVER, IF YOU CHOOSE TO PROVIDE IT WE WILL BE ABLE TO START A LICENSURE FILE FOR YOU.

WITHOUT A SS# YOUR REPORT WILL GO INTO A “HOLD” FILE UNTIL YOU APPLY FOR LICENSURE.
3. CHOOSE PAYMENT TYPE

- CREDIT CARD- YOU WILL PAY ONLINE
- MONEY ORDER- YOU WILL PAY WHEN YOU HAVE YOUR FINGERPRINTS TAKEN BY THE TECHNICIAN

4. ENTERING THE “ORI NUMBER”

A. CHOOSE ORI LOOKUP

B. IN AGENCY NAME TYPE “PUBLIC EDUCATION DEPARTMENT” AND HIT SEARCH
4. ENTERING THE “ORI NUMBER” CONTINUE

C. HIGHLIGHT THE RESULT AND CLICK ON SELECT AT THE BOTTOM OF THE PAGE

THE ORI WILL POPULATE FOR YOU. REASON NEEDS TO SAY “TEACHER LICENSURE”

5. VERIFY THE INFORMATION YOU ENTERED
(IF EVERYTHING IS CORRECT PROCEED TO PAYMENT)
YOU HAVE NOW BEEN ISSUED A REGISTRATION ID #.

TAKE THIS ID # AND A VALID PHOTO ID TO AN APPROVED FINGERPRINT LOCATION.

SEE “FINGERPRINT LOCATION MAP” ON COGENT WEBSITE FOR APPROVED LOCATIONS.
YOU MUST BE FINGERPRINTED IN ORDER TO OBTAIN
THE BACKGROUND CHECK REPORT.
NO FINGERPRINTS = NO REPORT

ONCE YOU HAVE BEEN FINGERPRINTED THE PROCESS IS COMPLETE.
THE BACKGROUND CHECK RESULTS WILL BE SENT DIRECTLY TO NMPED.

**IF YOU CHOSE TO PAY WITH A MONEY ORDER, YOU WILL TAKE THAT MONEY ORDER WITH YOU TO THE FINGERPRINT LOCATION AND LEAVE IT WITH THE FINGERPRINT TECHICIAN. MONEY ORDER NEEDS TO BE IN THE AMOUNT OF $44 AND MADE PAYABLE TO 3M COGENT.**