

VOLUNTEER FINGERPRINT PROCESS INSTRUCTIONS

To Be Done Prior To Going To 3M Cogent Fingerprinting Site

- Applicant need to go to <https://www.aps.gemalto.com> (Select New Mexico)
- Under the “Applicant User” Column applicant will choose “Register Online for Background Check”

Online Registration Form

1. Choose Payment (Online or ****Money Order**)
***If paying my money order, applicant will take \$44.00 Money Order made payable to "Gemalto Cogent" and will leave the payment with the Fingerprinting Technician*
2. Fill out all required fields
“REASON” FINGERPRINTED—Employment
All NVA volunteers must use the School ORI # NM931125Z
3. You will need to complete Payment Screen if paying online
4. A Registration ID is issued at the completion of registration
 - **Keep your Registration ID safe!—You will need to give this number to the Fingerprint Technician in order to be fingerprinted.**
 - **Take your Registration ID, Valid Photo Id and \$44 Money Order if you *did not* pay online to the 3M Cogent Fingerprinting Site (See “Fingerprint Location Map” on registration website)**
5. The fingerprint technician will fingerprint you via Livescan
You will not receive any fingerprint cards back.
6. Background check results will be sent via email to the School District
(Employment=School District)