## Early Childhood Education & Care Department (ECECD) Background Paperwork and Fingerprinting Process

Step 1: The applicant must register for fingerprinting at: <a href="https://www.aps.gemalto.com/nm/index\_NM.htm">https://www.aps.gemalto.com/nm/index\_NM.htm</a>

| Applicant Processing Services  |  |   |
|--|--|---|
|  | e been experiencing several requests from fingerprint site locations offering limited hours or tempo<br>ix the location's availability listing for updates at www.aps.gemailo.com before choosing to visit. Get                                  | rary closures due to the COVID-19 pandemic. Your patience and understanding is appreciated during this<br>matto /Thales is committed to making appropriate website updates as the changes are requested.              |
| <b>A</b>   | Click here for a message to all fingerprint sites regarding the coronavirus (COVID-19) situation   |   |
|  | Please be aware Gemailto performs system maintenance every 3rd Saturday of the month,  | service may not be available during this time.  |
| ► Contact Links  | Applicant Use  | Agency Use  |
| New Mexico Department of Health New Mexico Department of Public Safety Genatic Cogent Contact Information  Helpful Links | Register Online for a Background Check     Refund Policy     Already registered with DOH2 Click here     Cancel an existing Registration     Modify.an existing registration     Modify.an existing registration     Print a registration regist | 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 |
| Gemalto.Cogent's Privacy Policy.<br>How to become a fingerprinting site  | Print a fingerprint submission receipt     Out of State Applicants - Hardcopy Cards  |   |
| Gematic Cogent W-9<br>CCW Licensing FAQ  | Useful Information     Eingerprint Location Map     FAQS - Answers To Common Questions     Process Overview - Registration_Eingerprinting & Results     Gematic Cogent Contact Information   | Fingerprint Site Use     Fingerprint Site Login     Interested in becoming a fingerprint location? Click here!  |
|  | Ecess & Payment Information     CCW Licensing EAQ  |   |

## The ORI is as follows:

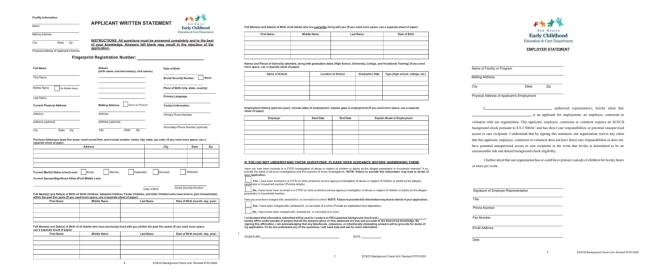
NM920120Z

CYFD CHILD CARE LICENSING BUREAU

32A-15-3 CHILD CARE LICENSING

\*Please note that when it comes to the fingerprint registration it is imperative that the employee completes the information EXACTLY like it is on their driver's license or identification card. If it's not precise, they will be rejected at the fingerprint facility. They will then be required to modify their registration which will add time and inconvenience to the process.

Step 2: When employee has completed the fingerprint process, the "Applicant Written Statement" and the "Employer Statement" must be filled out and emailed to: ECECD.BCU@state.nm.us.



Lastly, if there is an e-mail address provided on the Employer Statement, you can expect a preliminary clearance email which will allow the individual to be on the work site under supervision until the background process is complete. When the process is complete, clearance letters will be mailed to the facility.