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

Step 1: The applicant must register for fingerprinting at:  
https://www.aps.gemalto.com/nm/index_NM.htm

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.