**FINGERPRINT PROCESS INSTRUCTIONS FOR ALL LICENSED AND NON-LICENSED EMHS EMPLOYEES AND VOLUNTEERS**

**TO BE DONE PRIOR TO GOING TO A FINGERPRINT SITE:**

-Applicant needs to go to aps.gemalto.com and click on 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)

*\*Online payments are only accepted at the time of registration and will not be processed at a fingerprint site. No checks or cash are accepted at fingerprinting sites.*

*\*\*If paying with money order, applicant will take $44.00 Money Order made payable to* ***Gemalto Cogent*** *and will leave the payment with the Fingerprinting Technician at chosen site.*

1. Use the ORI Look Up and search on “East Mountain High School”. It will auto fill the two required fields once you click on East Mountain High School. (ORI#: NM931136Z)
2. Fill out all required fields
3. A Registration ID will be issued at the completion of registration. Print out the registration confirmation with the registration ID on it to provide to the Fingerprinting Technician at fingerprinting site.
4. Find site that you would like to go to (see “Fingerprint location map” on Gemalto website). Take your Registration ID, Valid Photo ID (and money order if not paying online by credit/debit card).
5. The fingerprint Techinician will fingerprint you via Livescan
6. Background checks will be sent directly to the East Mountain High School.

**REIMBURSEMENT OF REGISTRATION FEE:**

-Once fingerprinting is complete, a receipt will be issued to you. Please provide a copy of that receipt, for your fingerprinting, to the Office Manager. The Office Manager must have a copy of your receipt in order to access the Background Check.