NEW MEXICO APPLICANT PROCESSING SERVICE – 3M COGENT LIVESCAN

Instructions for 3M Cogent fingerprinting.

* **Registration** – All applicants must be registered prior to conducting the fingerprint process.
	+ **Applicants** – Register online at [**www.3mcogentid.com**](http://www.3mcogentid.com). You will need the

**Public Accountancy Board’s ORI # NM920240Z**. Applicants may also contact the Registration Call Center to register by phone: 1-877-99NMAPS (1-877-996-6277).

* **Payment** – Payment of $44.00 may be made online or at time of being fingerprinted:
	+ Applicants may pay online at the time of registration using a credit/debit card or the applicants can pay with a money order or cashier’s check at the time of being fingerprinted (NO CASH OR PERSONAL CHECKS WILL BE ACCEPTED.)
* **Registration ID/Document Control Number** – Applicants will receive a Registration Confirmation that is needed while visiting the 3M Cogent location.
* **Select a 3M Cogent Location** – See the list available.
* **Conduct Fingerprint Process** – No appointment is required.
* **Results** – Background check results will be sent directly to your employer. 3M Cogent does not have access to background check results, or make employment determinations. Please check with your employer regarding your background check results

OUT-OF-STATE APPLICANTS
Applicants that are out-of-state, or applicants that are unable to visit a fingerprinting location, may submit a hardcopy fingerprint card to 3M Cogent (contact Cogent for cards).

Out of state applicants that require a New Mexico background check should: Obtain two inked fingerprint cards captured on standard FD-258 applicant fingerprint cards.

* **Registration** – All applicants must be registered prior to sending hardcopy fingerprint cards.
	+ **All Applicants** – Register online at [**www.3mcogentid.com**](http://www.3mcogentid.com). Select the *Fingerprint Card User* box. Applicants may also contact the Registration Call Center to register by phone: 1-877-99NMAPS (1-877-996-6277).
* **Payment** – Payment of $44.00 may be made online or sent with your fingerprint card:
	+ Online – Applicants may pay online at the time of registration using a credit/debit card.
	+ With Fingerprint Card – Money order only. Cash and personal checks are not accepted.
* **Registration ID/Document Control Number** –All other applicants will receive a Registration ID. Write this number on the back of your fingerprint cards.
* **Submission** – Mail the cards (and if applicable, payment) to:

3M Cogent, New Mexico CardScan

5025 Bradenton Avenue, Suite A

Dublin, OH 43017

* **Results** – Background check results will be sent directly to New Mexico Public Accountancy Board.