New Mexico Applicant Registration

OUT OF STATE/COUNTRY INSTRUCTIONS

October 2025

APPLICANT REGISTRATION

- ***EXAMPLE OF REGISTRATION WEB PAGE***

NEW MEXICO

Enrollment & Fingerprinting Services

Enrollment for Licensing, Certification, or Employment requirements in New Mexico

IdentoGO by IDEMIA is the leading biometric solutions provider for state and local agencies, specializing in the secure capture and transmission of electronic fingerprints for employment, certification, licensing, and other verification purposes.

Enter your service code to get started.

NM Residents: Enter your service code below to start your enrollment process and schedule an appointment at an in-state enrollment center.

Non-NM Residents: Select Mail in Physical Fingerprint Card option under Additional Services section below.

Don't know your service code? Click here or contact your agency or employer.

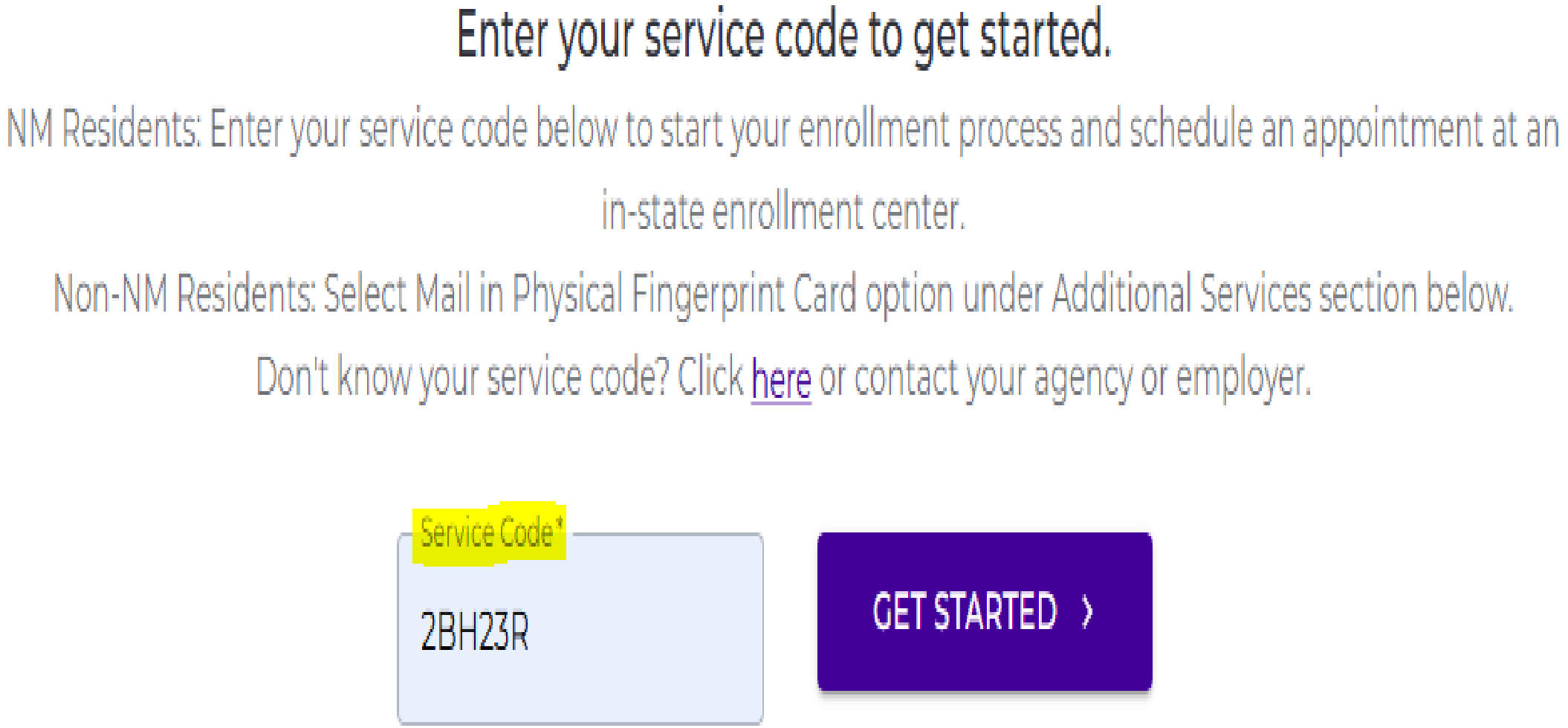
All PED applicants must use **SERVICE CODE 2BH23R**

Service Code*

GET STARTED >

APPLICANT REGISTRATION

- ***Agency Service Code Entry***



APPLICANT VERIFICATION -
MUST BE FOR "TEACHER LICENSURE"
REGARDLESS OF THE TYPE OF LICENSE YOU ARE SEEKING

New Mexico

Enrollment Service Lookup

Based on your inputs, the following service information is available.

AGENCY:

PUBLIC EDUCATION DEPARTMENT

REASON FOR FINGERPRINTING:

22-10-3-3 TEACHER LICENSURE

REVIEWING AGENCY:

NM920140Z - PUBLIC EDUCATION DEPARTMENT

SERVICE CODE:

2BH23R

CANCEL

START ENROLLMENT

START ENROLLMENT

(Scroll to bottom of page for acknowledgement)

PUBLIC EDUCATION DEPARTMENT

22-10-3-3 TEACHER LICENSURE

Fingerprint-Based Criminal History Record Request Authorization and Notification Form

** By signing this authorization, I hereby acknowledge that I consent to the collection and retention of my fingerprints as part of the application / employment / licensing process.

I acknowledge and understand that my fingerprints will be searched against the fingerprint databases maintained by the Federal Bureau of Investigation and the New Mexico Department of Public Safety for the purpose of assessing and reviewing state and national criminal history that may pertain to me directly, pursuant to 28 CFR, Sections 16.30-16.34.

I acknowledge that I have been notified of how to access the procedures to challenge the accuracy or completeness of my record, set forth in Title 28 CFR 16.34 and the Privacy Act Statement.

☐ I acknowledge that I have read, understand, and agree to the above Statement.

DOWNLOAD

CANCEL ENROLLMENT

CONTINUE >

APPLICANT REGISTRATION FORM

PUBLIC EDUCATION DEPARTMENT

22-10-3-3 TEACHER LICENSURE

1 **Personal Information** — 2 Schedule Appointment — 3 Review Enrollment Application — 4 Payment & Confirmation

PERSONAL INFORMATION

* Required fields

Name

Legal name must match exactly on all identification documents brought to enrollment.

First Name*

Middle Name

Last Name*

Suffix

Have you ever used an alias?

○ Yes ◉ No

Have you ever used a maiden or previous name?

○ Yes ◉ No

SSN

Social Security Number

APPLICANT REGISTRATION

Biographic Information

Date of Birth *

Gender *

Hair Color *

Eye Color *

Race *

Height (ft) *

Height (in) *

Weight (lbs) *

Citizenship

Country of Birth *

City of Birth

Country of Citizenship *

APPLICANT REGISTRATION

Citizenship

Country of Birth*

City of Birth

Country of Citizenship*

Residential Address

Country*

Address Line 1*

Address Line 2 (optional)

City*

Postal Code*

Is your residential address and mailing address the same? *

Yes ◉ No ○

Have you lived at your current residential address for more than five (5) years? *

Yes ◉ No ○

APPLICANT REGISTRATION

Employer

Employer Name

Occupation/Position

Employer Address

Country

Address Line 1

Address Line 2 (optional)

City

Postal Code

APPLICANT REGISTRATION

Contact

Remember the email address and phone number below, as they will be used to look-up application information during your in person appointment and to check your status online. **Email is recommended so we can provide a receipt and keep you updated.**

Email*

Confirm Email*

Main Phone Country Code

United States (+1)

Main Phone Number

Alternate Phone Country Code

United States (+1)

Alternate Phone Number

Preferred Method of Contact*

Email

Preferred Language*

CANCEL ENROLLMENT

BACK

CONTINUE

APPLICANT REGISTRATION

CHECK THE MAIL IN FINGERPRINT CARDS BOX

PUBLIC EDUCATION DEPARTMENT

22-10-3-3 TEACHER LICENSURE

✓ Personal Information — 2 **Schedule Appointment** — 3 Review Enrollment Application — 4 Payment & Confirmation

SCHEDULE APPOINTMENT

Find a convenient time and place for you to complete your in-person enrollment appointment. If there's no location that's suitable for you, you can mail in a physical fingerprint card.

☐ I would like to mail in a fingerprint card

APPLICANT REGISTRATION

Attention!

You have selected the ink card submission process. You will be asked to send in one (1) rolled fingerprint card to IdentoGO after making payment arrangements. You are verifying that you are either a non-resident of the State or you are physically unable to travel to an Enrollment Center to be printed.

Applicants that reside in New Mexico should return and schedule an appointment. **Only out of state residents or individuals physically unable to be digitally printed are able to use this option.**

- Fingerprint cards should not be submitted until the card scan registration is completed and you have the barcode page printed to submit with the hard cards.
- Fingerprint cards must be sent to the correct address for processing:
  IdentoGO Cardscan Department - NM
  340 Seven Springs Way, Suite 250
  Brentwood, TN 37027
- Fingerprints submitted on hard cards are typically of lower quality and result in a higher rate of FBI rejections.
- Processing of fingerprint cards takes significantly longer than fingerprinting at an enrollment center.

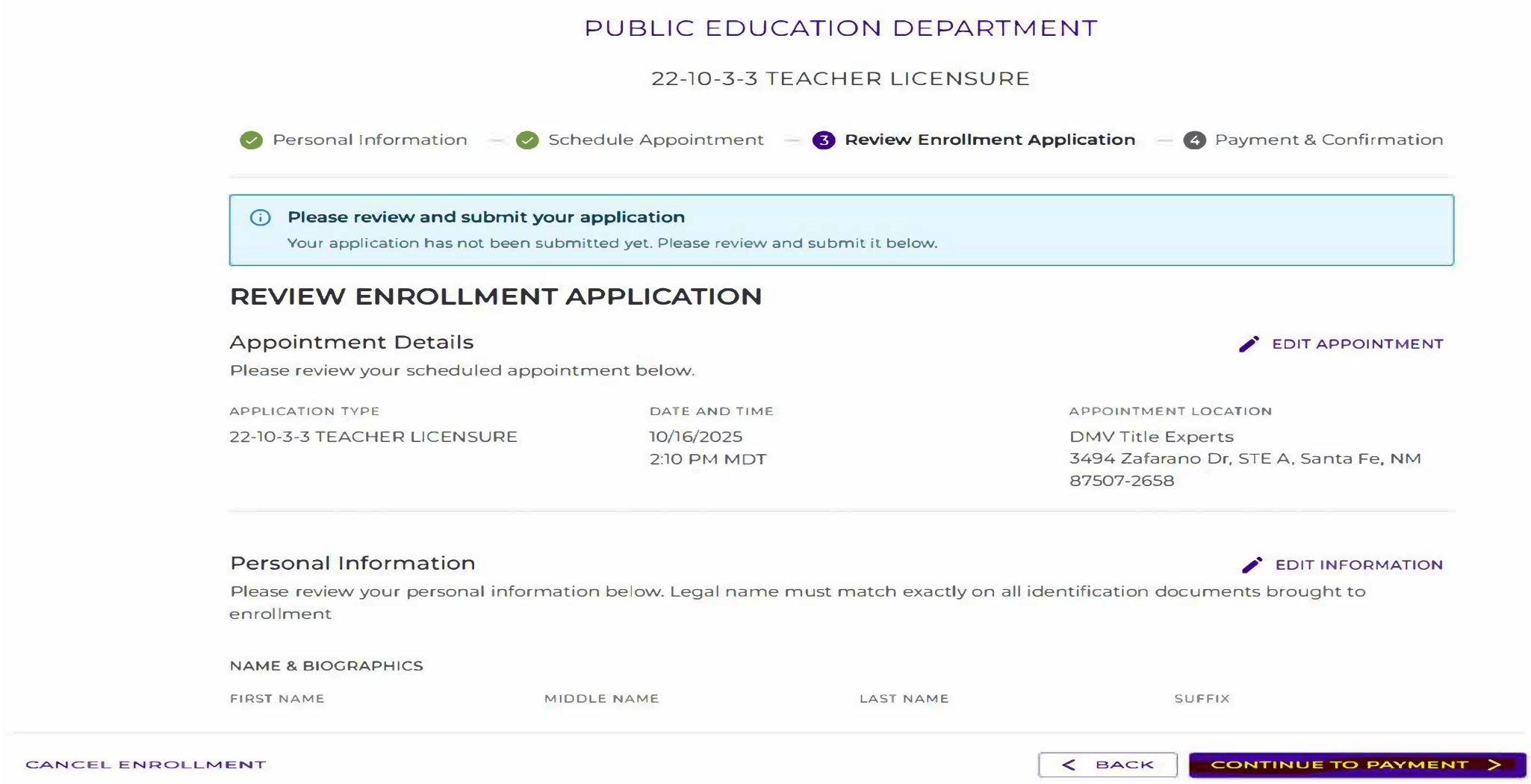
Please be aware that submission of incorrect or invalid data, including but not limited to incorrect agency fingerprint reason or applicant demographic data that results in the need to conduct a new fingerprint card submission will be at the applicant's cost. Demographic information provided on the fingerprint card must exactly match the demographic information entered during this registration process or the card will be returned

Please confirm with your agency or organization that you are eligible to submit your fingerprints by hard card.

NO, CANCEL

YES, CONFIRM

APPLICANT REGISTRATION



APPLICANT REGISTRATION

PUBLIC EDUCATION DEPARTMENT

22-10-3-3 TEACHER LICENSURE

Personal Information — Schedule Appointment — Review Enrollment Application — 4 Payment & Confirmation

PAYMENT

Please note that payment is required for your enrollment. Credit Card is the preferred method of payment. Cash and personal checks are NOT accepted in-person.

PAYMENT METHOD

- (•) Credit Card
- ( ) eCheck

SERVICES	SERVICE COST
TOTAL	$59.00

Enter any payment vouchers or coupon codes below.

Coupon Code | APPLY

CANCEL ENROLLMENT

BACK | PAY AND SUBMIT