

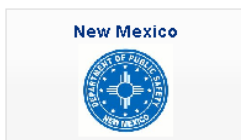
HOW TO REGISTER AND COMPLETE YOUR BACKGROUND CHECK WITH THE NEW COGENT SYSTEM

AS OF NOVEMBER 5, 2013 ALL NEW MEXICO BACKGROUND CHECKS ARE BEING
COMPLETED BY 3M COGENT.

THE PUBLIC EDUCATION DEPARTMENT NO LONGER ACCEPTS
FINGERPRINT CARDS AND \$75 MONEY ORDERS.

BELOW ARE THE STEPS ON HOW TO OBTAIN THE BACKGROUND CHECK FOR LICENSURE:

1. GO TO www.cogentid.com
2. CHOOSE THE NEW MEXICO ICON



3. CHOOSE REGISTER ONLINE FOR A BACKGROUND CHECK



4. STEP 1- "ENTERING YOUR INFORMATION"

CHOOSE PAYMENT TYPE:

- CREDIT CARD: YOU WILL PAY ONLINE
- MONEY ORDER: YOU WILL LEAVE MONEY ORDER WITH FINGERPRINTING TECHNICIAN

WHEN ENTERING ORI:

- CLICK ORI LOOKUP
- TYPE IN "PUBLIC EDUCATION DEPARTMENT"
- CLICK SEARCH
- HIGHLIGHT AND DOUBLE CLICK PUBLIC EDUCATION DEPARTMENT IN THE SEARCH RESULTS AND THE FIELDS WILL BE COMPLETED FOR YOU

5. COMPLETE STEP 1 BY ENTERING YOUR DEMOGRAPHIC INFORMATION

6. STEP 2- "VERIFYING YOUR INFORMATION"

7. STEP 3- "COMPLETE PAYMENT" (IF YOU CHOSE TO PAY ONLINE WITH CREDIT CARD)

8. WRITE DOWN YOUR REGISTRATION ID#

9. TAKE YOUR REGISTRATION ID# AND A VALID PHOTO ID TO AN APPROVED COGENT FINGERPRINTING SITE AND THEY WILL TAKE YOUR PRINTS (SEE COGENT WEBSITE FOR "FINGERPRINT LOCATION MAP")

10. YOUR FINGERPRINTS WILL BE SENT ELECTRONICALLY TO THE STATE AND FBI.

YOU WILL NOT RECEIVE FINGERPRINT CARDS BACK FROM THE TECHINCIAN.

11. YOUR BACKGROUND CHECK RESULTS WILL BE SENT TO PED ELECTRONICALLY WITHIN 2-3 DAYS AFTER YOUR FINGERPRINTS HAVE BEEN TAKEN.