

Portales Municipal Schools
National FBI and New Mexico Background Check
Fingerprinting Information for Volunteers/ENMU students

REGISTER ONLINE: (ALL information submitted here MUST match information on ID used at Fingerprinting site)

<https://www.aps.gemalto.com/index.htm>

New Mexico

Register Online for a Background Check

FEE: \$44.00 (Choose payment method)

1) Credit card payment when you register online

2) Money order or cashier's check payable to Gemalto at fingerprinting sites - ENMU university police, NE corner of W 3rd St. and S Ave K or Clovis police department, 300 N Connelly.

COMPLETE ALL REQUIRED FIELDS:

Portales Municipal Schools:ORI #NM930066Z Reason: School Employment 22-10A-5
Background check results will be available only to Portales Municipal Schools

PRINT: Registration Receipt

TAKE RECEIPT TO FINGERPRINTING SITE:

Registration ID and Valid Photo Identification

Money Order (if applicable)

Appointment required 575-562-2392 (University Police)

NOTE: Any person who has a disqualifying result will meet with the Superintendent of Schools. The Superintendent will advise the applicant of the disqualifying result to check for accuracy of the report. If the applicant believes the information to be incorrect, the applicant must notify the reporting agency or court for correction. No applicant that has been disqualified will be employed or allowed on school property until written, certified documents are presented that prove the disqualifying conviction is incorrect on the CHRI.