**EMPLOYEE BACKGROUND CHECKS**

In accordance with § 22-10-3.3 NMSA 1978, 1997 Supplement, background checks are required for all ATDA positions and are a condition of employment for new-hires and re-hires. Employees are required to undergo a background check every two years. Individual employees are responsible for any associated fees. In accordance with the Act, records and related information shall be privileged and shall not be disclosed to unauthorized personnel or individuals.

Employees can request further information on background check requirements and procedures from the Principal.

1. Go to <https://www.aps.gemalto.com/nm/index_NM.htm>
2. Click “Register Online for a Background Check”
3. Complete the online form.
	1. **Albuquerque Talent Development Academy ORI: NM931156Z**
4. Print a copy of your registration receipt.
5. Go to any Cogent fingerprint location to be fingerprinted. Below are the locations in Albuquerque. The website lists locations throughout NM.
6. **Notify me when you have had your fingerprints done as I only have a limited window to pull the results.**

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| --- | --- | --- | --- | --- |
| **Map** | **Region** | **Street Address** | **City** | **County** |
| **Appointments are NOTrequired. Click address for walk-in hours.** North West Region | Northwest | [3705 B-1 Ellison Road NW](https://www.cogentid.com/nm/Sites/UPS6336_Albuquerque.htm) | **Albuquerque** | Bernalillo |
| Northwest | [2921 Carlisle Blvd NE Suite 126](https://www.cogentid.com/nm/Sites/FingerprintinsServicesofNM_Albuquerque.htm) | **Albuquerque** | Bernalillo |
| Northwest | [2845-A San Mateo NE](https://www.cogentid.com/nm/Sites/FingerprintSolutions_Albuquerque.htm) | **Albuquerque** | Bernalillo |
| Northwest | [7471 Pan American Freeway NE](https://www.cogentid.com/nm/Sites/HospitalServices_Albuquerque.htm) | **Albuquerque** | Bernalillo |
| Norrthwest | [2129 Osuna NE](https://www.cogentid.com/nm/Sites/Ambercare_Albuquerque.htm) | **Albuquerque** | Bernalillo |
| Northwest | [AXSS Investigatin Services](https://www.cogentid.com/nm/Sites/AXSS_Albuquerque.htm) | **Albuquerque** | Bernalillo |