

VOLUNTEER FINGERPRINT PROCESS INSTRUCTIONS

Beginning May 1, 2023

The state of New Mexico requires all employees and volunteers who may have access to students pass a Federal and State background check. The cost is \$59.00 and for volunteers the cost will not be covered by the school.

TO BE DONE PRIOR TO GOING TO IDEMIA FINGERPRINTING SITE

- Applicant needs to go to <https://nm.state.identogo.com/>

IdentoGO

New Mexico

- Click on “For New Appointments” and “Schedule a New Appointment”

For New Appointments

To schedule a new appointment, click the green button below. We will ask you for the information needed to schedule and process your background check.

Schedule a New Appointment

- Ori number: **NM931208Z** (Southwest Aeronautics, Mathematics and Science Academy)

ori number *

This field cannot be empty

Go >

- Agree to the Privacy Act Statement
- Enter Zip Code to find Closest Fingerprinting Location
- Appointment Details with Available Appointments
- Complete the Applicant Information
- Occupation: Volunteer
- Would you like to provide employer information: YES
 - Employer Name: SAMS Academy
 - Number: 6441 Street Name: Ventana Road NW
 - Employer City: Albuquerque NM Employer Zip: 87114



6441 Ventana Rd NW
Albuquerque, NM 87114
MAIN (505) 608-6441
FAX (505) 212-6180

- Verify that all Information is Correct
- Total is \$59.00 and can be paid via Credit Card or eCheck

Email Amanda Catanzaro, Director of Operations at acatanzaro@samsacademy.com to state that you have completed the fingerprinting process.

Per Statute, NMAC 6.60.11.8, all volunteers must complete an Ethical Misconduct training, Recognizing and Reporting Child Abuse. Course can be accessed at https://rise.articulate.com/share/HGtKknTNRIMa36DI9VvVD_j8KiHJEnPw#/ or link can be found on our website; abqaviation.com >> About Us >> Volunteering >> Recognizing and Reporting Child Abuse Course.

Background check results will be accessible by school personnel only and we will email you to confirm cleared or if we need further information. Generally, results are back within 3 days, but that is not always the case. You will not be able to participate in volunteering activities until the background check comes back cleared, so please plan accordingly.