

How to process your hardcopy Applicant Fingerprint Cards

1. Make sure you have two fingerprint cards with the ORI of the agency you are being fingerprinted through.

2. Register online at www.cogentid.com.

Select the *Fingerprint Card User* box.

OR

Contact the Registration Call Center 1-877-99NMAPS
(1-877-996-9277)

3. Payment may be made online at the time of registration or send a cashier's check or money order made payable to 3M Cogent. Cash and personal checks are not accepted.

4. Once you have registered, you will receive a Registration ID. Write this number on the back of all your fingerprint cards.

5. Mail cards to:

**3M Cogent, New Mexico CardScan
5025 Bradenton Avenue, Suite A
Dublin, OH 43017**