

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

<b>NM DOH Fingerprinting</b>		<b>SOP #: SA.011.02</b>
Effective Date	02.01.2018	
Last Revision/Review	05.09.2023	

### **1. Purpose**

To outline and define the processes by which students obtain clearance via the New Mexico Department of Health Fingerprint Background Check.

### **2. Related Policy/Authority**

Include a link to the organization's authority (its policy and/or federal citation).

### **3. Faculty/Staff Responsibilities**

Office of Student Affairs

### **4. Definitions/Abbreviations**

NMDOH: New Mexico Department of Health

Processor: Those individuals who have been provided clearance by the NMDOH to process Fingerprint Background Checks.

### **5. Procedural Steps**

- 1.1 The Executive Director of Student Affairs and Associate Director of Student Affairs are cleared by the NMDOH to be processors.
- 2.1 Required Documents: In order to process an Application, all students must provide the following:
  - a. Valid U.S. Driver's License or U.S. Passport
  - b. Social Security Card
    - i. If the student has lost or misplaced their Social Security Card, they must go to <https://www.ssa.gov/> to create an account and order a new Card.
    - ii. Once the order has been placed for the new card, the student can use the order confirmation letter plus an alternative form of Social Security Number proof (pay stub, tax document, etc.) to begin the process. Once the student receives the new Social Security Card, they are required to show it to Student Affairs so a scanned or photocopied version can be placed in their file.
- 3.1 Digital Application
  - a. The Processor, using an internet-connected computer, will go to <https://nmhealth.cchsp.com/> and login with their created username and password.
  - b. If asked, the processor must accept the End User License Agreement

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- c. To create a new application, move mouse over “Applications” and Click “Add New” from the drop down list.
- d. Search the database for an existing profile by entering
  - i. Student’s social security number:
  - ii. One of the following: Last name as it appears on the driver’s license (This cannot be edited later); or Date of birth
- e. If a profile for the applicant is found, view the profile, verify the information provided, edit if necessary, and click “Add New Application”. Processor will move to “Applicant Identity” step below.
- f. If a profile was not found, click “Add New Applicant”
  - i. Applicant: Profile
    1. Personal and Demographic Information.
      - a. Enter all required data, indicated by the red asterisk
      - b. Permanent/Physical Address is where the student is currently living
      - c. If different from the address above, input the mailing address.
    2. Aliases/Prior Names
      - a. Ask the student if they have ever been known by any aliases or prior names
      - b. If yes, click “Add New” and enter information.
      - c. If no, action needed in this area, move to next step.
    3. Prior addresses within the last 7 years
      - a. If the student has lived outside of New Mexico at any point within the previous 7 years from the date of application, click “Add New”. Enter the City, State, Start Year, and End Year for all applicable addresses outside of New Mexico. Accuracy is crucial, as any edits after you’ve saved an address, requires NMDOH to edit on their end before application submission.
      - b. If the student has not lived outside of New Mexico at any point within the previous 7 years from the date of application, move to the next step.
    4. Have the student review the information and if correct, click “Next”
  - ii. Applicant: Identity
    1. Verify that the name, social security number and birth date are all correct.
    2. Select the document the student is using to verify their identity, and enter all relevant information.
    3. Using a scanner, scan the document and save it as a PDF file. Then, select “Upload Document” and upload the file and click “Save”
    4. Click “Next”
  - iii. Applicant: Pre-Employment Information
    1. Provider: Burrell College of Osteopathic Medicine
    2. Position Category: Student
    3. Position: Student

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4. Employee Type: Student
- iv. Applicant: Research Registries
  1. Research Registries must be cleared, not cleared or flagged for review
  2. The Research requirements in the top table says "Automatch performed, no matches found", select "Cleared" from the "Research Results" options.
  3. Under "National Sex Offender Public website", you must click the link in the left-most column and perform a search. From the listed results, you must manually confirm that the current student is not one of the results. If they are not in the results, go back to the "Research Registries" page and select "Cleared" from the "Research Results" options.
  4. If there are any results under "Research Registries Not Listed", you must click the link in the left-most column and perform a search. If there are no flagged results, go back to the "Research Registries" page and select "Cleared" from the "Research Results" options.
  5. click Submit
- v. Applicant: Confirmation
  1. Under "Application Forms", click on "Final Registry Result (Applicant)" and "Fingerprint Authorization Form" and print them out.
- vi. Payment
  1. Go to <https://nm.state.identogo.com/>
  2. Select "Schedule a New Appointment"
  3. Enter the ORI Located on the "Fingerprint Authorization Form"
  4. Enter the Determination ID, Last Name, and DOB found on the "Fingerprint Authorization Form" and click "Go".
  5. Read the Privacy Act Statement, checkmark "I Agree", and click "Go"
  6. Enter the ZIP code for the nearest scanning location
  7. Choose a location and date/time for the scan appointment
  8. Enter all necessary demographic information
  9. Cost is \$88.30 payable with debit or credit card
  10. Enter Payment Information
  11. Print the Application Registration Form
- vii. Fingerprinting
  1. Student will take the "Fingerprint Authorization Form" and "Registration Form" print-out to the location on the form.
  2. Student will sign-in using the determination ID.
  3. Once the fingerprints have been scanned, the student must submit to Student Affairs the "Fingerprint Authorization Form" which has been completed by the technician.
- viii. Processing
  1. Once the student has completed their fingerprint scan, Student Affairs will receive an email stating such.

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2. Depending on the degree and depth of background check, the completion of the background once fingerprints have been scan can be as little as 5 minutes or may take up to a day.
3. Once the clearance determination has completed, an email will be sent to Student Affairs with a notification as such.

### **4.1 Fingerprinting Cards**

- a. For students unable to have their fingerprints scanned at an approved vendor in the state of New Mexico, an alternative process involving FD-25 fingerprinting cards will have to be used.
- b. Associate Director of Student Affairs will provide the student with the following materials:
  - i. Packet Via USPS Mail
    1. Three (3) FD-258 Fingerprinting Cards
    2. Example Card
  - ii. Via Email
    1. Release of Information Form
    2. Instructions
- c. Student will be required to have all three cards completed at their own expense. Students may obtain fingerprints from local law enforcement or an Identogo location (<https://uenroll.identogo.com/workflows/1111G2>) and complete and sign the release form
- d. Registration
  - i. Student will go to <https://nm.state.identogo.com/> and select "To Mail in Your Fingerprint Cards", and select Yes.
  - ii. Student will enter the ORI "NM920160Z"
  - iii. Student will enter the demographic information exactly as it appears on the fingerprinting cards.
  - iv. Complete payment for \$88.30 using a debit or credit card
  - v. Print the barcode sheet, sign it, and print it to be included in the mailed packet
- e. Student will mail the completed packet to Identogo for processing, which is the following:
  - i. Three Completed FD-25 cards
  - ii. Printed and signed barcode form
  - iii. A copy of the student's driver's license,
  - iv. Mail to the NMDOH at the following address: Identogo, Cardscan Department - New Mexico Program, 340 Seven Springs Way, Suite 250, Brentwood, TN 37027
- f. It typically takes 10-12 business days from the date of mailing, for the packet to be received and processed by the NMDOH

### **5.1 Clearance Determination Approved**

- a. If a student has been cleared, a Processor will need to go to <https://nmhealth.cchsp.com/> and login.
- b. All students must be "Hired" by the institution once cleared.
- c. To find all students that have received clearance, but have not been "Hired", click on the number in the column to the right of "Eligibility Determination Complete"

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### **6.1 Record-Keeping**

- a. Student Affairs keeps a digital file and physical file for each student:
  - i. Scan of Social Security Card
  - ii. Scan of Driver's License
  - iii. "Final Registry Result (Applicant)"
  - iv. Completed "Fingerprint Authorization Form"
  - v. NM DOH Clearance Letter
    1. Digital copy can be downloaded from the student's application once clearance has been provided.
    2. A physical copy will be sent to the institution via mail once clearance has been provided
- b. Clinical Education
  - i. Once Student Affairs has access to a digital copy of the Clearance Letter, a copy needs to be uploaded under "Documents" in the SharePoint folder located here: <https://bcomnm.sharepoint.com/sites/NMDOHClearance>

## **6. Reports/Charts/Forms/Attachments/Cross References**

## **7. Maintenance**

Identify if the organizational unit/staff who developed the procedure; when it will be reviewed and updated.

## **8. Signature**

Approved by	05.09.2023
Department Head of Student Affairs	Date

## **9. Distribution List**

Internal/External

## **10. Revision History**

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
05.09.2023	3.1, 4.1	Changes to payment and card process		

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