

DPS Fingerprint Services

When: Mon-Fri 8:00 am-5:00 pm



Where:

[4491 Cerrillos Road](#)
[Santa Fe, NM 87507](#)

DPS Fingerprinting Information

DPS provides fingerprint and background check services to public and private entities. Background checks are provided on care providers, individuals applying for foster care, adoption, child care licensure, teacher licensure, school employees and others in accordance with state statute. A fingerprint background check is also required for every new DPS employee.

Applicant Fingerprint Card submission implies the statutory authority to request a fingerprint Nationwide Background Check conducted by the [Federal Bureau of Investigation](#) (FBI). This would include agencies such as the [Department of Health](#) (conducting fingerprint background checks on care providers), the [Children, Youth and Families](#) (CYFD) Department (conducting fingerprint background checks on individuals applying for foster care, adoption and child care licensure), the [Public Education Department](#) (PED) (conducting fingerprint background checks on individuals applying for teacher licensure), **Local School Districts** (conducting fingerprint background checks on employees working at schools) and a number of other governmental agencies that have an approved (approved by the FBI) state statute in place that allows that agency to conduct a nationwide background check.

Individual's that are required to have a nationwide background check conducted will be required by the governmental agency to get fingerprinted. The requesting agency should provide the individual the appropriate applicant fingerprint cards with the correct agency identifier. The individual should be fingerprinted by a qualified individual.

While there are a number of fingerprinting services available, there currently is no New Mexico "Certification Process" for individuals taking fingerprints. Individual's utilizing these services should ensure that they are comfortable with the qualifications of the individual taking the fingerprints. The current "reject rate" for New Mexico fingerprints submitted to the FBI for processing is about 16%. When a fingerprint card is rejected, the individual must be reprinted and a second set of fingerprint cards submitted to the FBI. This prolongs the clearance process and could lead to additional expense.

The DPS provides periodic training (not certification training) to individuals taking fingerprints. This fingerprint training (usually about 4-6 hours in length) covers the administrative process, fingerprint pattern identification, and fingerprinting technique, which allows the students to fingerprint each other while being critiqued by the instructor(s). This class provides the students with a good working knowledge of the general submission requirements, a good working knowledge of what constitutes a good set of prints and a "text book approach" to taking fingerprints. The class is generally conducted in conjunction with the governmental agencies that have a requirement to conduct a nationwide fingerprint background check.

When visiting DPS for fingerprinting, individuals must provide the correct fingerprint card for their purpose and bring an approved form of identification (ie...drivers license). The fee is \$5.00 for a set of two fingerprint cards.

Questions regarding the fingerprinting process can be directed to the DPS at 505-827-9182.