

## **FINGERPRINTING PROCEDURES**

**Sara Vigil at UNM Police will process your fingerprinting. Hours are: Monday-Friday 8:30 a.m. – 11:30 a.m. Please call 277-0081 to schedule a different time.**

- 1. Items to take are:**
  - a. Purchase Requisition;**
  - b. Copy of Dept Surgery Directory (I highlight person's name on list)**
  - c. Fingerprint cards (please fill out top portion),**
  - d. Form "Fingerprint Certificate Form" for UNM Police to fill out,**
  - e. Drivers license**
  - f. Social security card, or W2, or Military ID to verify your social security number and identity.**
- 2. Get fingerprints done and bring back completed forms and cards.**
- 3. Get forms notarized here in Dept of Surgery.**
- 4. Get \$34.00 check from doctor or if there is enough time process DPI for check.  
(See instructions below)**
- 5. I make copies and put everything together (fingerprint cards, forms, check) send to "New Mexico Medical Board" via certified mail.**

### **PROCESS FOR CHECK REQUEST FOR BACKGROUND FEES (\$34.00)**

- 1. Prepare DPI: New Mexico Medical Board, 2055 S. Pacheco Street, Building 400, Santa Fe, NM 87505. Vendor ID: 100001480. Look up correct address and double click to select**
- 2. On DPI "special handling" hold check,**
- 3. Reason why...."physician asked we send fingerprint information via certified mail to NM Medical Board",**
- 4. We will pick up check at accounts payable.**
- 5. We need to send email and reference DPEZ # to supervisor, Deborah Jones @ [djjones@unm.edu](mailto:djjones@unm.edu) phone: 7-7724. She has to get this email to know why we need to pick up checks. You will get an email confirmation.**

**Updated: 3/26/09**