New Mexico Non-Resident Cardscan Instructions

Cardscan processing is available for those applicants residing outside of New Mexico or who are physically unable to visit an IdentoGo location. You are required to submit one rolled fingerprint card to IDEMIA for processing. In order to complete the process, applicants must complete the following steps.

Where do I obtain a fingerprint card?

You can obtain **(1) fingerprint card** from a local law enforcement agency or other entity that provides fingerprinting services. These fingerprints may be either traditional ink rolled fingerprints on an FBI (FD-258) fingerprint card or LiveScan fingerprints printed to a FBI (FD-258) fingerprint card. To see if there is a location near you that provides Livescan fingerprints to a fingerprint card, please visit https://www.identogo.com/services/fingerprint-card.

How can I ensure the Fingerprint Card I submit is not returned?

To ensure your fingerprint card is not returned please ensure you complete each of the below requirements:

- ✓ Fingerprints must be submitted on standard FD-258 FBI applicant cards.
- ✓ You are required to submit **(1) separately rolled fingerprint card**.
- ✓ *The information on the fingerprint card and the pre-enrollment information must match or the card will be returned (e.g., first name, last name, address, etc.).*
- ✓ The fingerprint card must be completely filled out in legible print. The following information must be included, or the Fingerprint Card will not be processed:
    - Full name
    - Date of birth
    - Social Security Number (if required by agency)
    - Home address
    - Sex
    - Height
    - Weight
    - Hair color
    - Eye color
    - Place of birth (state or country only)

- ✓ **Print and sign the completed pre-enrollment confirmation page, which includes the barcode printed on the top right of the page. Mail the signed pre-enrollment confirmation page and the completed fingerprint card to the mailing address found on your pre-enrollment confirmation page.**

Don't have access to the Internet? Complete pre-enrollment by calling 877-467-9215