



Backgrounds to be turned in at RRPS District Office in a sealed envelope.

**Attn: Facilities Backgrounds
 Rio Rancho Public Schools
 500 Laser Rd.
 Rio Rancho, NM 87124**

(DOCUMENTS CANNOT BE EMAILED)

ALL PAPERWORK MUST BE COMPLETE OR IT WILL NOT BE PROCESSED.

IF ADDITIONAL DOCUMENTS ARE REQUIRED FROM APPLICANTS THEY WILL HAVE 10 BUSINESS DAYS TO PROVIDE REQUESTED DOCUMENTATION OR APPLICANT WILL BE AUTOMATICALLY DENIED AND WILL NEED TO START PROCESS OVER.

Please contact the Facilities Use Specialist with any questions about process at 505-962-1318 or facuse@rrps.net

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|--------------------------|---|
| <input type="checkbox"/> | <p>Review and Complete Facilities Fingerprint Instructions attachment. Instructions to the New Mexico Applicant Processing Service (NMAPS) Process Overview for Electronic Fingerprinting. (Print Gelmalto Applicant Fingerprinting Online Services Receipt)</p> |
| <input type="checkbox"/> | <p>Once Electronic Fingerprinting Registration and Fingerprints are complete. Fill out the Facilities Contractor Fingerprint & Background Check Request Form. (One request form should list all staff/employees/sub-contractors)</p> |
| <input type="checkbox"/> | <p>All individuals completing fingerprints must fill out the Facilities Rio Rancho Public Schools Contractor or Contractor’s Employee Criminal History Affidavit. (Must be completely filled out, signed, and notarized)</p> |
| <input type="checkbox"/> | <p>Include a clear Copy of Driver’s License. (One copy of driver’s license per sheet)</p> |
| <input type="checkbox"/> | <p>Submit in a sealed envelope in the following order <i>must be paper clipped</i>: Facilities Contractor Fingerprint & Background Check Request Form Per individual include:</p> <ul style="list-style-type: none"> ✓ RRPS Contractor or Contractor’s Employee Criminal History Affidavit ✓ Copy of Driver’s License ✓ Copy of Gelmalto Applicant Fingerprinting Online Services Receipt |

New Mexico Applicant Processing Service (NMAPS) Process Overview for Electronic Fingerprinting

Registration:

All applicants must register prior to being fingerprinted. You must be fingerprinted within 90 days of registration. (*Must use Internet Explorer, Google Chrome will not access site properly*).

- The applicant must register with 3M Cogent at www.cogentid.com.
- Choose New Mexico and then click Register Online for a Background Check.
- Click on ORI LOOK UP, find **RIO RANCHO PUBLIC SCHOOLS ORI# NM930071Z** and double click on it. It will automatically populate the ORI# in the required section.
- Fill out the online registration completely. Check to ensure you see **ORI# NM930071Z**.
- After registration is complete, the applicant will receive a Registration ID Number.

PLEASE RETAIN THIS NUMBER; IT IS NEEDED IN ORDER TO BE FINGERPRINTED.

While online registration www.cogentid.com is the preferred registration method, telephone registration is also available: 1-877-99NMAPS (1-877-996-6277).

Fees & Payment:

Electronic fingerprint and background check fees are **\$44.00**.

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|--------------------------------|--|
| Online | • Credit/Debit Card |
| At the Fingerprint Site | • Money order/cashier's check made out to 3M Cogent • NO cash • NO checks |

Fingerprinting:

- Proceed to one of the authorized fingerprinting sites listed at www.cogentid.com
> New Mexico > under User Information section > Fingerprint Location Map.
- Applicants may visit any fingerprinting location during any of the site's scheduled fingerprinting hours. Check the website for hours.
- Once online registration is complete. Bring your Registration ID Number and a valid photo ID.
- If you are paying by money order, bring a money order made payable to 3M Cogent.

Submission:

- Once Fingerprints are complete. Fill out the Contractor Fingerprint & Background Check Request Form and list the names of all individuals who got fingerprinted.
- All individuals who completed their fingerprints must fill out the Rio Rancho Public Schools Contractor or Contractor's Employee Criminal History Affidavit.
- Include a clear Copy of Driver's License.
- Include copy of Gelmalto Applicant Fingerprinting Online Services Receipt.
- All documents must be dropped off at RRPS in a sealed envelope.

Results:

- RRPS will request Background check results.
- Background check results will be sent directly to RRPS.
- 3M Cogent does not have access to background check results, or make employment determinations.
- RRPS will contact the applicant when background check results are received and additional information is required.

**RIO RANCHO PUBLIC SCHOOLS
 CONTRACTOR OR CONTRACTOR’S EMPLOYEE CRIMINAL HISTORY
 AFFIDAVIT
 (To Be Used for Final Contractor Pool Only)**

To the Contractor or Contractor’s Employee:

Most positions with the District involve contact with our student population. You must provide the information requested below to help us evaluate your suitability to perform in this capacity. Pursuant to New Mexico statutes, contractors who reach the finalist contractor pool for employment are expected to provide us with this information. *As with the rest of this application, any misrepresentation or omission of fact may be grounds for disqualification for working on any RRPS property, regardless of when the misrepresentation or omission is discovered*

The conviction of a crime or any affirmative answer provided by you on this insert is NOT an automatic bar to being allowed to work as a contractor on RRPS property. The District will consider the nature of any conviction or alleged conduct underlying the affirmative response, the date of the alleged conduct in question, your intervening conduct, and the relationship between the offense or alleged conduct underlying the affirmative response and the position for which you are applying.

The crimes referred to in this document include but are not limited to:

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|---|---|---|--|
| 1. Abandonment or abuse of a child | 9. Trafficking controlled substances | 17. Indecent exposure | 26. Prostitution |
| 2. Sexual abuse of a minor | 10. Distributing controlled substances to a minor | 18. Aggravated indecent exposure | 27. Patronizing prostitutes |
| 3. Incest of a minor | 11. Deliver to a minor of drug paraphernalia | 19. Aggravated assault or a minor | 28. Promoting prostitution |
| 4. Sexual assault of a minor | 12. A dangerous crime against a child or children | 20. Murder | 29. Accepting earnings of a prostitute |
| 5. Sexual exploitation of a minor | 13. Criminal sexual contact of a minor | 21. Voluntary manslaughter | 30. D.U.I./D.W.I. |
| 6. Sexual exploitation of a minor by prostitution | 14. Molestation of a child | 22. Kidnapping | |
| 7. Contributing to the delinquency of a minor | 15. Criminal sexual penetration | 23. Arson | |
| 8. Enticement of a child | 16. Criminal sexual conduct | 24. Burglary or Robbery | |
| | | 25. Sale, delivery, display of sexually oriented material to minors | |

I, _____, being a finalist for a contractor’s position through my employer who is contracted with the District, and ***being duly sworn according to law***, certify that this document is a true, accurate, and full disclosure of my personal and professional background history.

SECTION A (Initial ONE of the following statements)

_____ I certify that I am not awaiting trial on, I have never been convicted of, and/or have never admitted committing, any of the offenses or similar offenses described in this document in this state, or any similar offense or offenses in any other jurisdiction, and that I have never been put on, and am not currently on, probation in this jurisdiction or any other jurisdiction.

OR

_____ I certify that the statements (see NOTE at bottom of Section B) I attach to this form give a true, accurate, and full account of any offenses described in this document that I may have committed or been charged with in this state or any other jurisdiction.

SECTION B (Please check the appropriate yes or no box for the following questions)

| | | |
|----|--|--|
| 1. | Have you ever been convicted of a sex-related offense? Have you ever been convicted of a drug-related offense? | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> yes <input type="checkbox"/> no |
| 2. | Have you ever been charged with sexual abuse of another person? Have you ever been investigated for sexual abuse of another person? | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> yes <input type="checkbox"/> no |

| | | |
|----|--|--|
| 3. | Have you ever been charged with any crime involving sexual abuse of any person or any other crime? Have you ever pled guilty or no contest (<i>nolo contendere</i>) to any crime involving sexual abuse of any person or any other crime? Have you ever been convicted of any crime involving sexual abuse of any person or any other crime? | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> yes <input type="checkbox"/> no |
| 4. | Have you ever been convicted of a crime, other than a minor traffic offense? Have you ever entered a plea of guilty or a plea of no contest for any crime other than a minor traffic offense? Has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation or in a public service or education program for any crime other than a minor traffic offense? | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> yes <input type="checkbox"/> no |

NOTE: *If you have answered yes to any of the questions above, please attach sheet(s) explaining in detail. Include the date of the charge, the court action, the offense in question, and the address of the court involved, and sign and date each sheet in the upper right corner.*

I understand and agree that any opportunity to work on RRPS property as a contractor that I may receive, or have received, from my employer (who is contracted with the District) is conditioned by law upon the District's receipt of information pursuant to a fingerprint-based check of my personal and professional history. I further understand and agree that I will not be allowed to work on District property if any information contained in this affidavit is inaccurate or if any information received by the District is inconsistent with any statement made by me on this affidavit.

I authorize the District to check my criminal arrest and conviction records. In connection with any request for or provision of such information, I expressly waive any claims, including without limitation defamation, emotional distress, invasion of privacy or interference with contractual relations that I might otherwise have against the District, its agents and officials or any provider of such information.

I understand that my working as a contractor is conditional until the required background investigation is complete. I have read this authorization and release of all claims, and I expressly agree to the terms set forth herein.

Contractor's Signature Date

Printed Name Social Security Number

State of New Mexico)
)ss.
County of Sandoval)

Subscribed and sworn to before me this ____ day of _____, 2019.

My Commission Expires
(SEAL)

Notary Public

Rio Rancho Public Schools

OFFICIAL

Contractor Fingerprint & Background Check Request Form

FACILITIES

| | |
|------------------------------------|-------------------------------|
| Project Name: _____ | Project Location: _____ |
| Date Request Form Submitted: _____ | Projected Dates of Job: _____ |
| General Contractor Name: _____ | Sub-Contractor Name: _____ |
| Contractor Phone: _____ | Sub-Contractor Phone: _____ |
| Contractor Email: _____ | Sub-Contractor Email: _____ |

Contractor and/or employees are not permitted on jobs at RRPS sites without current, cleared FBI background checks.

| Full Name Last Name, First Name | Date of Birth | Employee Contact Phone Number | Provide the registration ID # from the Gemalto Cogent Registration Receipt | | For Official Use Only Status Clear, Pending or Denied |
|------------------------------------|---------------|--|--|-----------------------|---|
| | | | Cogent Registration ID # | Date Fingerprinted | |
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Please allow at least 48 hours from date of electronic fingerprint submission for background check results to be received and reviewed by RRPS.