



Rio Rancho Public Schools

Volunteer Fingerprint & Background Check Request Form

Volunteer's Information:

Date Submitted: _____

Volunteer Name: _____ Date of Birth: _____

Affiliation: _____
(i.e. Mother, Father, Grandparent, Community member, etc.)

Phone Number: _____ Email Address: _____

Gemalto Registration ID #: _____ Date Fingerprinted: _____

Background Checklist:

Background checks must be turned in or mailed to District office marked Attention: Volunteer Coordinator.

DOCUMENTS MAY NOT BE EMAILED

Mail or drop off to:

Rio Rancho Public School District office
500 Laser Rd NE
Rio Rancho, NM 87124

Note: All paperwork must be completed or it will not be processed. If additional documents are required from applicants, they will have **10 business days** to return them or the applicant will be automatically denied and required to start the process over.

- Review and Complete attached Fingerprint Instructions to the New Mexico Applicant Processing Service (NMAPS) Process Overview for Electronic Fingerprinting. Print Gemalto Applicant Fingerprinting Online Services Receipt.
- Complete above Volunteer Background check request form.
- All volunteers completing fingerprints must fill out the Rio Rancho Public Schools Criminal History Affidavit.
 - This form must be notarized. District office has notaries that may help with this. Walk in hours Monday – Thursday 1:30 – 4:30 pm. **Do not sign the form until you are with the notary.**
- Include a clear Copy of Driver's License of applicant.
- Include copy of Gemalto Applicant Fingerprinting Submission Receipt.
- Submit in this order:
 - Fingerprint Background Check Request Form (This form)
 - Rio Rancho Public Schools Criminal History Affidavit
 - Copy of Driver's License
 - Copy of Gemalto Applicant Fingerprinting Submissions Receipt

District office use ONLY

Cleared By:		Cleared Date:		Added to Raptor	
Pending:		Denied:			
Staff: YES / NO	Background Confirmed:				

Please allow at least 48 hours from date of electronic fingerprint submission for background check results to be received by RRRS.

RIO RANCHO PUBLIC SCHOOLS VOLUNTEER CRIMINAL HISTORY AFFIDAVIT

Dear Volunteer:

Most volunteering 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, anyone interested in volunteering time in our schools or with our students is 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 volunteering 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 volunteer with RRPS. 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:

- | | | | |
|---|---|---|--|
| 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, _____, 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 volunteer with RRPS that I may receive, or have received 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 volunteer 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 volunteering 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.

 Volunteer'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 _____, 20____.

 My Commission Expires
 (SEAL)

 Notary Public

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)**. This is an official FBI and NM State Background check/report. If you are being fingerprinted for a position with RRPS, a copy of your FBI Background check report must be on kept on file.

· The applicant must register with Gemalto Cogent at https://cogentid.3m.com/nm/index_NM.htm. 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. Finish filling 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 (https://cogentid.3m.com/nm/index_NM.htm) 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**.

Payment Methods

Online	<ul style="list-style-type: none">· Credit/Debit Card
At the Fingerprint Site	<ul style="list-style-type: none">· 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 https://cogentid.3m.com/nm/index_NM.htm > 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 you have completed the online registration, bring your Registration ID Number and a valid photo ID.

· If you are paying by money order, bring a money order made out to **3M Cogent**.

Results:

· Background check results will be sent directly to RRPS.

· Gemalto 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 needed.