

BACKGROUND CHECK PROCESS

1. Register online at <https://www.cogentid.com>. The website will not work in Mozilla Firefox so you will need to choose another web browser.
2. Choose “**New Mexico**” and then “**Register Online for Background Check.**”
3. Click on the **grey** ORI lookup button; then in the **Agency name:** type Clovis Public; then click the search button.
4. Double click on ORI# - this will bring you to the information screen.
5. Please do the steps listed below:
 - **Enter EXACTLY what it listed on your driver’s license.**
 - **Enter information only in **yellow highlighted areas**.**
 - **DO NOT USE periods or dashes when entering information.**
 - **Your SS security number is not required, but speeds up the process if you enter the number.**
 - **Click the next button to enter your credit card information.**
6. Pay the \$44 fee online using a debit or credit card.
7. A Registration ID will be issued to you at the completion of the registration.
8. Print the Registration confirmation page.
9. Take the Registration confirmation page to the following places:
 - Clovis Police Department (300 Connelly) on Tuesdays from 8 a.m.-12 p.m. or Thursdays from 1 p.m.-4 p.m.
 - ENMU Campus Police (1500 S. Ave. K, Portales) on Wednesdays or Fridays from 8 a.m.-3:30 p.m.
10. The fingerprint technician at the Clovis Police Department or ENMU Campus Police will fingerprint you via Livescan.
11. Call the Clovis Municipal Schools Human Resources Office at (575) 769-4322 at least 48 hours after you have been fingerprinted to see if we have received the results.

Once we have received the results, you may come to the Central Office located at 1009 N. Main St. to have your picture taken for an ID badge. Our hours of operation are Monday-Friday 7:30-4:00.