

### Caregivers Criminal History Screening Required Information Policy

The New Mexico Department of Health requires background checks on all students going into a clinical site (If under the age of 18, parent or legal guardian must sign form with student). The Caregivers Criminal History Screening Program (CCHSP) was established by statute in 1998 (Section 29-17-1-5 NMSA 1978). This law requires that caregivers employed in health care services must undergo a federal (FBI) criminal history screening.

In the event a student is unable to provide the New Mexico Department of Health requested information as required per the Criminal History Screening Program, then additional steps must be taken on behalf of the student to meet the Caregivers Criminal History Screening Program requirement. This type of information may include:

- **Social Security Number** – *A Social Security number is a nine-digit number that the U.S. government issues to all U.S. citizens and eligible U.S. residents who apply for one. The government uses this number to keep track of your lifetime earnings and number of years worked.*
  - ***For information on how to apply for a social security card follow this [link](#) for instructions.***
- **ITIN Number** – *An Individual Taxpayer Identification Number (ITIN) is a tax processing number issued by the Internal Revenue Service. ITINs are for federal tax reporting only, and are not intended to serve any other purpose.*
  - ***For information on how to apply for an ITIN number, follow this [link](#) for instructions.***

If neither a Social Security Number nor ITIN number can be provided in order to begin the Caregivers Criminal History Screening process, the following steps must be taken:

1. Student must visit a CNM authorized fingerprint collection site for manual fingerprint collection.

**Fingerprint Solutions & More, LLC**  
**2845-A San Mateo NE**  
**Albuquerque, NM 87110**

  - a. Student must request manual paper fingerprints.
  - b. Student must note they are currently attending or beginning a CNM program.
  - c. Student must provide clear copy of a government issued ID.
    - i. Examples: Drivers License, U.S. Passport, U.S. Military ID card
  - d. Provide \$30.55 payment for manual fingerprint processing.
2. Student must return all paperwork completed at the authorized collection site to the CNM HWPS compliance department.
3. CNM compliance department will physically mail all completed paperwork to the New Mexico Department of Health.
4. Student will receive correspondence from the New Mexico Department of Health directly via physical mail. (within 5-10 business days)
  - a. *Official letter of clearance – completion of the Caregivers Criminal History Screening*

**OR**

  - b. *Request to provide additional information to be granted official letter of clearance.*

**IMPORTANT NOTICE: You MUST obtain a Social Security Card or ITIN number, prior to obtaining employment as a professional caregiver. The steps provided are only accepted by the New Mexico Department of Health, as a student attending clinical rotation as part of an educational curriculum.**