

Background Checks for Volunteers & Contractors



EXPLORE ACADEMY - RIO RANCHO

Thank you for offering to be a volunteer for Explore Academy Charter School.

To begin this process, please first fill out this [Volunteer Interest Form](#), if you have not already done so. Then follow the steps listed below for FBI background checks that must be completed for all school volunteers, per state law NMSA §22-10A-5(C). The charge is \$59.00 per person. ***Those families experiencing financial hardship should contact the school's PTO for assistance with the fee.***

After completing the interest form linked above, please arrange for your background check as follows:

1. Please go to <https://nm.ue.state.identogo.com>
2. Enter the service code **2BHKX8** for Explore Academy (ORI NM931170Z) and the reason: NMSA 10-22A-5 EMPLOYMENT/CONTRACTOR/VOLUNTEER.
3. Click "Get Started".
4. Confirm Explore Academy for 22-10A-5. Click "Start Enrollment".
5. Click to acknowledge reading the statement on the next screen and click "Continue"
6. Complete all required fields marked with asterisks. Be sure to enter your name exactly as it appears on your driver's license or government ID. Click "Continue".
7. Use your zip code or location to search for a fingerprint location to schedule an appointment. (Depending on where you live, you may need to change the radius to 25 or 100 miles.)
8. A list of fingerprinting locations will appear. Click to select your preferred location.
9. Select a date (as soon as possible) and time. Click "Confirm Appointment".
10. Review your information and click "Back" to correct or "Continue to Payment"
11. Please select your payment method (Credit card or eCheck) and click "Pay and Submit".
12. Enter the details in the secure pop-up window and click "Pay".
13. The NM Applicant Fingerprint Registration Receipt will appear. Scroll to the bottom to **download (save) and/or print this form** (with the UE ID number). Take the form and a government ID to your *scheduled appointment*. Locations WILL NOT be able to allow walk-ins.
14. Click "Return to Home Page". Please note that you can scroll down on the home page to reschedule or manage your appointment.
15. The results of your background check will be provided to Explore Academy administration via the school's secure IDEMIA CARES account. You may contact staffing@explore.academy to check the status of your background.