



Susana Martinez
Governor

Jeffrey S. Landers
Chairman

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Dear Licensee:

Please note the important conditions regarding fingerprint submissions:

- a) You must register with Cogent and pay the fee for your Fingerprints to be taken and processed. *See Cogent Registration Procedures, under www.nmgcb.org/fingerprints.aspx*
- b) Once you have paid the fee you have **90 days** to have your fingerprints recorded and sent in for processing. **If you don't get your fingerprints processed within the 90 days you will have to reregister and pay the fee again!**
- c) Once your fingerprints are processed and **the results are sent to us (make sure the correct ORI # is designated)** you have **30 days** to submit your completed application to us (we must receive it within 30 days of receiving the fingerprint results or the results will no longer be valid). **If you don't get your application to us within the 30 days you will have to reregister and pay the fee again!**
- d) If you are from outside New Mexico and are using "hard cards", **do not mail the cards to us (Mail them to Cogent)**. You will still need to register with Cogent and pay the fee online and then mail them the cards us (**make sure that we are designated as the recipients of the results**). *See Procedure for Submission of Hard Cards, under www.nmgcb.org/fingerprints.aspx*