



CYFD Resource Family CRC Application

Form shall be typed. Form will be rejected if information is missing.

CYFD Field Offices must scan and e-mail the following to CYFD.PSCriminalReco@cyfd.nm.gov:

1. This CRC Application; and

2. Fingerprint Submission Receipt *not registration receipt*

** Please scan all required documents together as one pdf document. E-mail subject line shall include applicant's Last Name (only) and FACTS Provider ID

#. Any questions shall be directed to the CRC Unit at (505) 827-8400 or by e-mail to: CYFD.PSCriminalReco@cyfd.nm.gov. **

Fingerprint Registration Information

Choose the following ORI when registering applicants:

*Registration ID#:

you will receive this ID# after you have completed Step #2 registering your applicant to be fingerprinted.

CYFD Field Office Contact Information

*Application Type:

*Member Type:

*FACTS Provider ID#:

*FACTS Case #:

Date Child(ren) Placed *applicable if provisional*:

*Contact Person:

*E-mail:

*County:

*Phone #:

*Supervisor:

*Mailing Address:

*City:

, NM *Zip:

Applicant Information

*First Name

*Middle Name *If none then put NMN*

*Last Name

*Aliases/AKA/Madien Name, Jr., Sr., nick name(s) etc. *If none then put N/A*

*Place of Birth *City, State*

*Social Security Number *9 digits*

*Date of Birth *mm/dd/yyyy*

*Drivers License Information

State

DL#

*Physical Address *Include apartment /unit # if applicable*

*City

*Zip Code

, NM

*Citizenship

*Race

*Height

*Weight

*Phone #

*Eye Color *drop down box*

*Hair Color *drop down box*

*Sex

Female

Male

REMINDERS:

> If this is a Provisional Applicant, please use and submit this application, with the subject line: **"Provisional."**

> If this background check needs to be expediated, please have your supervisor e-mail as to reasons why and when it is needed by.

> If you have questions or need the status of a background check, please e-mail: CYFD.PSCriminalReco@cyfd.nm.gov. We will need the applicants Name, DOB, Provider # and date fingerprinted. The E-mail subject line should be: **"Status"** or **"Question."**