



New Mexico Regulation and Licensing Department

BOARDS AND COMMISSIONS DIVISION

Private Investigations Advisory Board

Toney Anaya Building ▪ 2550 Cerrillos Road ▪ Santa Fe, New Mexico 87505
(505) 476-4650 ▪ Fax (505) 476-4545 ▪ www.rld.state.nm.us/privateinvestigatorpolygraph

INSTRUCTIONS FOR LEVEL 1, 2, and 3 SECURITY GUARD REGISTRATION

Application for registration as a level 1, 2, or 3 Security Guard must include the following information:

1. Complete and signed application and nonrefundable \$15.00 registration fee.
2. Any “yes” answers for questions A through G on page 2 require further information.
3. Yes answer to question B requires a date of conviction; the city/county/judicial district/state of the action; a copy of all pertinent court documents and records; name of the judge; terms of probation; name of probation officer.
4. If you have used a different name you must explain why and when.
5. Pursuant to 61-27B-34 of the act, all applicants for licensure or registration shall be required to submit completed fingerprint cards for submission to the federal bureau of investigation to conduct a national criminal history investigation and for submission to the department of public safety to conduct a state criminal history investigation.

The following documents must be submitted with the application for registration:

1. Certification of completing the required department approved training program.
2. Level 2 and Level 3 applicants must include a copy of their high school diploma or its equivalent.
3. Declaration of Conviction signed and notarized.
4. Authorization for Release of Information, Department of Public Safety, signed and notarized.
5. Two recent 2” x 2” “passport type” photos stapled onto the front page of the application. Do not use tape or paste.
6. Copy of any background or reference information obtained by your employer.
7. Two completed fingerprint cards (cards must be obtained from the board office) and Finger Print Certificate form.
8. Application fee of \$15 and background fee of \$29.95. All fees are to be payable to the Private Investigations Advisory Board and are **non-refundable**.

Level 1 Registration requirements:

The department shall issue a registration for a level one security guard to an individual who submits satisfactory evidence that the applicant:

- (1) is at least eighteen years of age;
- (2) is of good moral character;
- (3) has successfully completed an examination to be administered by the department;
- (4) has not been convicted of a felony or an offense involving dishonesty, an offense involving an intentional violent act or the illegal use or possession of a deadly weapon and has not been found to have violated professional ethical standards;
- (5) has completed a department approved training program prior to being placed on a guard post for the first time as a level one security guard
- (6) is employed by a private patrol company under the direct supervision of a licensed private patrol operator, a level three security guard or a private patrol operations manager.

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Level 2 Registration requirements:

The department shall issue a registration for a level two security guard to an individual who submits satisfactory evidence that the applicant:

- (1) is at least eighteen years of age;
- (2) is of good moral character;
- (3) possesses a high school diploma or its equivalent;
- (4) has successfully completed an examination to be administered by the department;
- (5) has not been convicted of a felony or an offense involving dishonesty, an offense involving an intentional violent act or the illegal use or possession of a deadly weapon and has not been found to have violated professional ethical standards;
- (6) has completed a department approved training program prior to being placed on a guard post for the first time as a level two security guard
- (7) is employed by a private patrol company under the direct supervision of a licensed private patrol operator, a level three security guard or a private patrol operations manager.

Level 3 Registration requirements:

The department shall issue a registration for a level three security guard to an individual who submits satisfactory evidence that the applicant:

- (1) is at least twenty one years of age;
- (2) is of good moral character;
- (3) possesses a high school diploma or its equivalent;
- (4) has successfully completed an examination to be administered by the department;
- (5) has not been convicted of a felony or an offense involving dishonesty, an offense involving an intentional violent act or the illegal use or possession of a deadly weapon and has not been found to have violated professional ethical standards;
- (6) has completed a department approved training program prior to being placed on a guard post for the first time as a level three security guard

***A Registered Security Guard MUST notify the department within thirty days from the date of employment termination and/or new employment.**

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Department Use Only:
Check or Money Order # _____
Receipt # _____
Date Received: _____

★ All registration information is subject to the Inspection of Public Records Act.

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY

PERSONAL INFORMATION

Full Legal Name: _____

Home Address: _____
(Street) (City) (State) (Zip)

Home Phone: () _____ Date of Birth: _____ SSN: _____ - _____

Sex: _____ Height: _____ Weight: _____ Eye Color: _____ Hair Color: _____

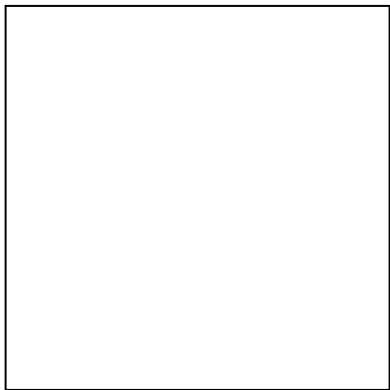
Do you have a high school diploma or its equivalent? Yes No

Level 2 and Level 3 applicants must include a copy of their high school diploma or its equivalent.

Employer Name: _____ Phone: () _____

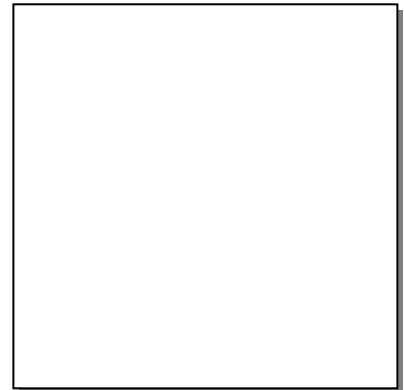
Employer Address: _____
(Street) (City) (State) (Zip)

ATTACH TWO 2" x 2" RECENT PHOTOGRAPHS. If you wear glasses, tinted lenses, etc. please indicate below. Dark or fuzzy pictures, side views and photos with sunglasses are unacceptable.



*Staple
photos
to
application*

**DO NOT
paste or tape**



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Check the Level of Security Guard you are applying for registration. Registration will not be processed until certification of training completion is received by the department.

Level 1	<p>The following twenty four hour curriculum is the minimum training required and must be completed within twelve months prior to application for security guard level one licensing:</p> <ul style="list-style-type: none"> (1) role of the security guard - one (1) hour; (2) basic first aid and CPR training - eight (8) hours; (3) investigations - three (3) hours; (4) interview skills - two (2) hours; (5) preservation of evidence - two (2) hours; (6) asset protection - one (1) hour; (7) chain of command - one (1) hour; (8) report writing - two (2) hours; (9) testifying in court - one (1) hour; (10) ethics and professionalism - three (3) hours.
Level 2	<p>In addition to completing Level 1 training, the following twenty four hour curriculum is the minimum training required and must be completed within twelve months prior to application for security guard level two registration:</p> <ul style="list-style-type: none"> (1) use of force - three (3) hours; (2) self defense weapons and techniques - eight (8) hours; (3) side handle batons - four (4) hours; (4) handcuffing - four (4) hours; (5) use of tasers - five (5) hours.
Level 3	<p>In addition to completing Level 1 and Level 2 training, the following eleven hour curriculum and twenty four hours of firearm training is the minimum training required and must be completed within twelve months prior to application for security guard level three registration:</p> <ul style="list-style-type: none"> (1) fire protection and life safety - four (4) hours (2) threat assessment - two (2) hours (3) safety awareness - one (1) hours (4) environment/hazardous materials - four (4) hours (5) firearms training - twenty four (24) hours

ANSWER THE FOLLOWING QUESTIONS: *Explain any yes answers on page 6.*

A. Have you ever used a name other than the name shown above? YES NO

If yes, enter name(s) used and give all details on page 5 of application: _____

B. Have you ever been convicted of a felony or misdemeanor? This includes deferred prosecution, judgment, pleas of guilty or nolo contendere to a **felony or misdemeanor** in any state, territory, district of the United States or a foreign country. YES NO

C. Have you ever been arrested for a felony or misdemeanor? YES NO

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D. Have you ever had any disciplinary action taken against a security guard license or any other professional/occupational license held by you or by any partnership or corporation of which you were a partner or officer, in any state? (NOTE: Disciplinary action includes, but is not limited to, suspension, probation, practice limitations, reprimand, letter or admonition, censure, and any allegations currently pending.)

YES	NO
-----	----

E. Have you ever applied to or been registered or licensed as a security guard in any state, foreign country, territory, or institution?

YES	NO
-----	----

F. Are you currently more than thirty days in arrears in payment of amounts required to be paid pursuant to an outstanding judgment and order for child support in New Mexico or any other state?

YES	NO
-----	----

G. Do you use alcohol or chemical substances in any way that impairs or limits your ability to work with reasonable skill and safety?

YES	NO
-----	----

H. Are you currently engaged in the illegal use of controlled dangerous substances?

YES	NO
-----	----

I. Have you ever had any kind of judgment filed against you?

YES	NO
-----	----

J. Have you ever been licensed or registered by the New Mexico Private Investigations Advisory Board?

YES	NO
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If yes, list your number: _____ Issue date: _____ Expiration date: _____

I HEREBY CERTIFY that I am the person described and identified in this application and the information given by me is true and complete to the best of my knowledge and belief. I understand that any information contained in this application may be investigated and any false or dishonest answer to any question in this application may be grounds for denial or revocation of my registration.

I further understand:

- I cannot work as a security guard until I have received a registration card issued by the Regulation and Licensing Department.
- If I am registered as a Level One Security Guard I can not carry arms.
- If I am registered as a Level Two Security Guard I can carry arms but can not carry a firearm
- If I am registered as a Level Three Security Guard I may carry a firearm if I have been qualified by a certified firearms instructor and approved by the Regulation and Licensing Department, and
- Department authorized to carry a firearm is only valid while I am in uniform and on duty.

Applicant's Signature _____ Date _____

STATE OF _____ COUNTY OF _____

BEFORE ME on this _____ day of _____, 20____, personally appeared the above-named applicant who, being by my duly sworn upon oath, states that all statements and answers contained in this application are true and correct.

Notary Public My Commission Expires: _____

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DECLARATION OF CONVICTION

I, _____ -- --
Last name First name M.I. (Type or Print CLEARLY) Social Security No.

Street Address City State Zip Code

under penalty of perjury, hereby depose and state that (you must check one of the following)

 I have **never been convicted of any felony or a misdemeanor involving moral turpitude.**

 I have **been convicted** of a felony or misdemeanor and I have clearly listed any and all convictions on page 4 of this application.

This statement is being made by me to secure registration as a security guard, under Section 61-27A-1 through 61-27A-20 NMSA 1978, known as the Private Investigator and Polygraph Act. I understand that my application can be denied for a felony conviction; conviction of any crime involving moral turpitude; illegally using, carrying or possessing a deadly weapon; committing assault, battery or kidnapping; or using force on any person without proper justification. Any registration I receive is temporary pending the return of background information from the New Mexico State Police and/or other law enforcement agencies and that, if such clearance is received as unsatisfactory, my registration may be revoked and I may be subject to prosecution. I hereby authorize release of any and all background and arrest information on myself to the Private Investigator and Polygraph Board, my employer, the local law enforcement authorities, and/or their agents.

Signature of Applicant Date

*Attention notary: please ensure document is signed and dated in your presence and name, SSN, DOB is verified with a valid ID.

STATE OF _____

COUNTY OF _____

BEFORE ME on this _____ day of _____, _____, personally appeared the above-named applicant who, being by my duly sworn upon oath, states that all statements and answers contained in this application are true and correct.

Notary Public My Commission Expires: _____