



New Mexico Regulation and Licensing Department
BOARDS AND COMMISSIONS DIVISION
New Mexico Real Estate Commission
5200 Oakland Avenue, NE ▪ Suite B ▪ Albuquerque, New Mexico 87113
(505) 222-9820 ▪ Fax (505) 222-9886

www.rld.state.nm.us/boards/Real_Estate_Commission.aspx

License Recognition

The New Mexico Real Estate Commission is authorized by statute and rule to enter into written license recognition agreements with other states and jurisdictions. These agreements provide that a licensee with a current license in a license recognition state can be licensed in New Mexico without the requirement for additional education or examination, provided that the other state or jurisdiction extends the same opportunity to New Mexico applicants seeking licensure in their jurisdiction.

New Mexico has such written licensure recognition agreements with Louisiana, Massachusetts, and Georgia.

If you wish to apply for a New Mexico real estate license under the license recognition program, you must submit a completed copy of the enclosed application and:

- An original certified certificate of license history from the jurisdiction(s) in which you are currently or were previously licensed.
- A certificate of current errors and omissions (E&O) insurance coverage from Rice Insurance Services, New Mexico's Contract insurance program manager, or another carrier. Rice can be contacted toll free at 1-800-637-7319, or on line at <http://www.risceo.com>. Please review Part 5 of the Commission Rules, Errors and Omissions Insurance, accessible at www.rld.state.nm.us//boards/Real_Estate_Commission.aspx, Law and Rules, for E&O coverage requirements.
- Fingerprinting Requirements (see pages 6 and 7).
- A \$270 fee for a three-year license.

By virtue of applying for a New Mexico real estate license under the license recognition program, you are attesting that you have read and agree to comply with the New Mexico Real Estate License Law and the Real Estate Commission Rules, and further agree to cooperate with any investigation initiated against you by the New Mexico Real Estate Commission.

If you have any questions regarding the license recognition program or any aspect of the license application process, please call the New Mexico Real Estate Commission at (505) 222-9820.



NEW MEXICO REAL ESTATE BROKER License Recognition Application Form

Candidate Information		
Last Name (include suffix: i.e., Jr., Sr., III)	First Name	Middle Name or Initial
Residential Mailing Address, City, State, Zip Code		
Location Address, City, State, Zip Code (if different than residential mailing address – do not use a P.O. Box; attach map if needed)		
E-Mail Address		
Residential Phone (including area code)	Social Security Number	Date of Birth (mm/dd/yyyy)

Indicate the license status you are seeking (select only one):

Qualifying Broker Associate Broker

Please issue my license and hold on Inactive Status:

Company Information:

Name of Company: _____

Location Address: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Company Telephone Number: _____

Signature of Applicant

Printed Name of Applicant

Signature of Qualifying Broker

Printed Name of Qualifying Broker

License Number

Complete this next section of the application by answering "YES" or "NO" to all questions below. If you answer "YES" to any of the first six questions, attach documentation as described in the application instructions on Page 4. If you answer "NO" to questions seven or eight, please see page 4 for additional information.

- Yes No 1. Have you ever had a complaint filed against you with a real estate licensing agency of this or any other state or jurisdiction? If you answered "Yes," attach relevant documentation.
- Yes No 2. Have you ever had a real estate license denied, suspended, limited, conditioned, or revoked? If you answered "Yes," attach relevant documents.
- Yes No 3. Have you been convicted in any court of competent jurisdiction in New Mexico or elsewhere of a felony or any offense involving moral turpitude?
- Yes No 4. Are you now, or have you at any time during the past five years been named as a defendant in any lawsuits pertaining to any real estate transaction? If you answered "Yes," attach relevant documentation.
- Yes No 5. Does your license application include a Fingerprint Certification Form completed by a private fingerprinting Services provider or a public or law enforcement agency? Please see the fingerprinting instruction sheet and the Fingerprint Certification Form on pages 18 and 19.
- Yes No 6. Are you currently licensed or have you ever been licensed as a real estate qualifying broker/associate broker in New Mexico or any other state or jurisdiction? If you answered "Yes," indicate which type of license and state(s) and attach license histories from the state(s).
- Yes No 7. Do you have errors and omissions insurance coverage meeting the requirements of Part 5 of the Real Estate Commission Rules? If you answered "Yes," please attach a Certificate of Insurance to this application. If you answered "NO," please see the reverse side of this form for additional information.
- Yes No 8. Are you a legal resident of the United States?
(You must be a legal resident of the United States to qualify for a real estate broker's license.)

Affidavit: I hereby certify that all of the information contained in this completed form is true and correct to the best of my knowledge and belief.

***Do not sign until you have completed this License Application Form in its entirety.*

Signature of Applicant

Date

LICENSE APPLICATION FORM CONTINUES ON NEXT PAGE

Application Instructions

If you answered "Yes" to any one of the first five questions on the reverse side of this application, locate the number(s) you answered "Yes" to below and determine supporting documentation that should accompany your application for licensure.

1. Prepare and send a written account explaining the details of the complaint and its resolution.
2. Provide a letter from the licensing agency detailing the events that caused action to be taken against your license, including dates and locations and any subsequent reinstatement of your license.
3. Provide the following documentation:
 - a. A copy of the judgment and sentence.
 - B. A written account of your part in the alleged offense and its current status.
 - c. If applicable, a letter from your parole officer detailing your degree of rehabilitation.
4. Submit the following documentation:
 - a. Copies of all relevant civil complaints in which you have been named as a defendant.
 - b. Copies of the final dispositions of subject lawsuits (if available), or a written explanation of the current status of complaint(s) against you.
5. See the fingerprinting instruction sheet and Fingerprint Certification Form on pages 6 and 7.

If you answered "No" to questions seven or eight of this application, locate the number(s) you answered "No" to below for additional information.

6. Request from the state(s)/jurisdiction(s) (other than New Mexico) in which you currently or previously practiced, a certified license history which is to be included with this information when you submit your New Mexico Real Estate Broker License Application packet
7. All active real estate Associate Brokers and Qualifying Brokers are required to have errors and omissions insurance meeting the requirements of part 5 of the Real Estate Commission Rules and Regulations. Insurance may be obtained through the Commission's contract insurance carrier, Rice Insurance Services, or another insurance carrier. Enrollment forms and other information may be obtained from the Commission office, the Commission Web site at www.rld.state.nm.us/boards/real_estate_commission.aspx or from Rice Insurance Services at 800.637.7319.
8. If you answered "No" to question 8, you are not eligible for licensure. You must be a legal resident of the United States to qualify for a real estate broker's license.

AFFIDAVIT OF CHARACTER: You must have the Affidavit of Character section below completed by two individuals *or* include character reference letters from two individuals who own property in the county in which you reside or do business.

Affidavit of Character

In signing this application, I affirm to the best of my knowledge and belief that the individual named on this form is of good moral character and is honest and trustworthy. I further certify that I am a property owner in the county of residence or place of business of the individual named herein.

Name (Print)	Name (Print)
Name (Signature)	Name (Signature)
Street Address	Street Address
City State Zip	City State Zip

ADDITIONAL INFORMATION REQUIRED

1. **License history:** Provide a *certified license history* if you are currently or have previously been licensed in another state or jurisdiction.
2. **A completed Fingerprint Certification Form**

CONSENT TO LAWSUITS

If the address on this application is not within the State of New Mexico, by virtue of my signature below, I do hereby irrevocably consent that lawsuits and actions may be commenced against me in the proper courts of the State of New Mexico.

Signature of Applicant	Date
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CONSENT TO EXAMINE AND AUDIT TRUST, TRUSTEE OR ESCROW ACCOUNTS

I, _____, being a licensed New Mexico real estate broker or broker applicant hereby authorize the New Mexico Real Estate Commission or its authorized representative to examine and audit the trust, trustee, or escrow account maintained by me, and further authorize any bank or recognized depository to permit such examination and audit. This consent and authorization is made personally and/or corporately.

Signature of Applicant	Date
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CREDIT CARD AUTHORIZATION FORM

License Application Fee is \$270.

Payment may be made by personal check, company check, cashier's check, money order, Visa, or MasterCard, payable to the New Mexico Real Estate Commission.

Credit card (MasterCard or VISA) payment accepted for phone or fax registrations only. (Check One):

MC

VISA

Card No: _____

Exp. Date: _____

Cardholder Name (Print): _____

Signature: _____

Send this completed form and all required documentation to:

New Mexico Real Estate Commission
5200 Oakland Ave. NE, Suite B
Albuquerque, NM 87113



New Mexico Real Estate Commission Broker Fingerprinting Program

Applicants for licensure by the New Mexico Real Estate Commission and applicants for license renewal are required to be fingerprinted. The fingerprinting requirement was enacted by the 2011 state legislature at the request of the Real Estate Commission as a public protection measure and to ensure that in-state and out-of-state license applicants are treated equally in the criminal background check process. The criminal history record includes information concerning a person's arrests, indictments or other formal criminal charges and any dispositions thereof, including convictions, dismissals, acquittals, sentencing, and correctional supervision.

Effective November 5, 2013, the New Mexico Department of Public Safety (DPS) is converting to an electronic Live Scan system of fingerprinting and will no longer accept hardcopy fingerprint cards.

Prior to being fingerprinted for purposes of initial licensure or license renewal at one of the approved Live Scan sites (statewide site list attached), licensees will be required to register on the vendor web site at www.cogentid.com by selecting the Fingerprint Card User box. Licensees will need the New Mexico Real Estate Commission identifier number, which is NM920263Z, to register. Licensees may also register by telephone at 1-877-996-6277.

Licensees may pay the \$44.00 fingerprint processing fee on line on the www.cogentid.com website using a credit or debit card at the time of registration, or pay the fee by money order or cashier's check at a Live Scan site at the time of fingerprinting. No cash or personal checks will be accepted.

Because fingerprints will be transmitted to DPS electronically, licensees will no longer have to mail hardcopy fingerprint cards to DPS. However, licensees should ask the Live Scan vendor to complete the Fingerprint Certification Form found in the new applicant or renewal packet as licensees will still be required to submit that form to the Commission along with their application or renewal paperwork.

PLEASE NOTE THAT LICENSEES WILL STILL HAVE THE OPTION TO BE FINGERPRINTED BY PROVIDERS THAT ARE NOT LIVE SCAN VENDORS. However, licensees choosing that option will have to mail the completed hardcopy fingerprint cards and the \$44.00 processing fee to 3M Cogent, New Mexico CardScan, 5025 Bradenton Avenue, Suite A, Dublin, Ohio 43017

LICENSEES RESIDING OUTSIDE OF NEW MEXICO who do not have access to a Live Scan site may submit hardcopy fingerprint cards and payment to 3M Cogent at the above address. In order to accommodate licensees who do not have access to a Live Scan site, the application and renewal packets will continue to include hardcopy fingerprint cards.

Please do not hesitate to contact Real Estate Commission Investigator Greg Valdez at (505) 222-9884 if you have any questions or encounter any difficulties with the registration process.

FOLLOWING IS A CURRENT LIST OF LIVE SCAN FINGERPRINTING SITES

Site Name	Address	City	State	Zip
Sylvan Learning Center	3030 E. Main San Juan Plaza, Bldg M	Farmington	NM	87402
Carrizozo Police Department	404 Central	Carrizozo	NM	88301
City of Belen Police Department	607 Becker Ave	Belen	NM	87002
City of Bloomfield	711 Ruth Lane	Bloomfield	NM	87413
Truth or Consequences Police Department	507 McAdoo	Truth or Consequences	NM	87901
Clayton Police Department	112 North Front Street	Clayton	NM	88415
Dexter Consolidated Schools	100 N Lincoln	Dexter	NM	88230
Eastern NM University Police Department	229 South Avenue K	Portales	NM	88130
Espanola Police Department	1316 Calle Adelante Suite E	Espanola	NM	87532
Fingerprinting Services of NM, LLC	2921 Carlisle Blvd NE Suite 212	Albuquerque	NM	87110
Fingerprinting Solutions & More	2913 San Mateo NE	Albuquerque	NM	87110
Fingerprinting Services of NM, LLC	2416 Cerrillos Rd	Santa Fe	NM	87505
Las Vegas City Schools	901 Douglas Avenue	Las Vegas	NM	87701
Logan Police Department	108 A Hwy 54	Logan	NM	88426
Milan Police Department	619 Uranium Avenue	Milan	NM	87021
Occupational Testing Resources	1504 N Grimes	Hobbs	NM	88240
Print Plus	901 Texas Avenue	Alamogordo	NM	88310
Red River Marshal's Office	100 E Main Street	Red River	NM	87558
Ruidoso Police Department	1085 Mechem Dr	Ruidoso	NM	88345
Security Concepts	130 N Solano Dr	Las Cruces	NM	88001
Silver City Police Department	1011 N Hudson	Silver City	NM	88061
Socorro Consolidated Schools	700 Franklin Street	Socorro	NM	87801
The Cop Shop	327 W Main	Artesia	NM	88210
The UPS Store #3958	7820 Enchanted Hills Blvd	Rio Rancho	NM	87144
The UPS Store #6336	3705 B1 Ellison Dr NW	Albuquerque	NM	87114
Tucumcari Police Department	206 E Center	Tucumcari	NM	88401



Fingerprint Certification Form

**New Mexico Real Estate Commission
5200 Oakland Avenue NE
Albuquerque, NM 87113
Telephone (505) 222-9820 FAX (505) 222-9886**

This form must be completed by the private company or law enforcement agency taking the applicant's fingerprints. One copy of the form should be mailed to the New Mexico Department of Public Safety (DPS) along with two (2) completed fingerprint cards and a check or money order payable to DPS in the envelope addressed to DPS provided by the Real Estate Commission.

A second copy of the Fingerprint Certification Form should be retained by the applicant and mailed or delivered to the Real Estate Commission at 5200 Oakland Avenue NE, Albuquerque, New Mexico 87113 along with the applicant's application for initial licensure or license renewal.

The undersigned certifies that they are a representative of:

____ A law enforcement agency

_____ Agency Name

____ A private company

_____ Company Name

I certify that I took the fingerprints of _____
Full Legal Name Clearly Printed

Social Security Number: _____

Date of Birth: _____

I further certify that the applicant presented appropriate documentation of their identity at the time of fingerprinting.

Signature of Fingerprinting Official

Printed Name of Fingerprinting Official

Phone Number of Fingerprinting Official