

FAQ's

1. **How much are the fees and who are they payable to?** Fees are payable to the “Private Investigations Board”. The fee amounts are below

LICENSE FEES			
Profession	Initial Fee (includes \$100 application fee)	Renewal Fee	Late Fee
Private Investigator	\$ 400.00	300.00	100.00
Private Investigations Manager	\$ 300.00	200.00	100.00
Private Investigations Employee	\$ 300.00	200.00	100.00
PI Company (Branch Office)	\$ 100.00	100.00	0
Private Investigation Company	\$ 200.00	200.00	100.00
Private Patrol Operator	\$ 400.00	300.00	100.00
Private Patrol Operations Manager	\$ 300.00	200.00	100.00
PP Company (Branch Office)	\$ 100.00	100.00	0
Private Patrol Company	\$ 200.00	200.00	100.00
Security Guard - Level 1 & 2	\$ 50.00	50.00	0
Security Guard - Level 3	\$ 75.00	75.00	0
Polygraph Examiner	\$ 500.00	400.00	100.00

2. **How do I find information about the PI Board on the RLD web site?**

Information about licenses for security guards, security guard instructors, private patrol operators, private patrol companies, private investigators, private investigations companies and polygraph examiners can be found on the Regulations and Licensing web site at “RLD.state.nm.us”. From the home page at the Divisions menu, select Boards and Commissions, then from Individual Boards and Commissions on the left, scroll down to Private Investigations. Then select the appropriate page for your needs.

3. How can I check the status of a license on the web site?

From the Private Investigations page (see question 2 above), select Look up a License, then click on Licensed Professional or Licensed Facility. Then fill in the known information.

4. What are the requirements to be a security guard instructor and how do I apply?

From the Private Investigations page (see question 2 above), select Forms and Applications. Under the Training and Education heading, select Security Guard Instructor Application. Basic qualification information is contained on the application.

5. How do I get a replacement license if I my license is lost or stolen?

Send a written request for a replacement license along with an explanation of how your license was lost or stolen. Mail to the PI Board with your current return address:

Private Investigations Board
PO Box 25101
Santa Fe, NM 87505

6. How long will it take to get my license?

From the date the Private Investigations Board receives an application until the date a license is issued and mailed takes from one to three weeks. *IF there are any background issues, you must include court documents regarding the disposition of any charges brought against you. Failure to do so will greatly extend the time required to get your license.*

7. Why do you need my fingerprints for a license renewal? (again)

Fingerprints for background checks are taken for initial application for a license and for renewal of a license. Initially, backgrounds are checked to prevent persons with a certain criminal convictions from becoming licensed in a position of public trust. During the 2 year period before a renewal is due, a licensee's background status can change and the PI Board still has the responsibility of protecting the public from persons with a questionable background. Thus the PI Board rechecks backgrounds prior to renewal of any license.

8. Can I get a temporary license or an extension?

No temporary licenses or extensions are issued by the PI Board. However, if a private investigator licensed in another state originates an investigation in his/her state, the investigator may continue the investigation into New Mexico for up to 30 days. The New Mexico PI Board must be given written notice as to when, where and the scope (interviews, surveillance, etc.) of the investigation prior to working in New Mexico.

9. What is the ORI number to register in cogent for my fingerprints?

NM920250Z. If any other number is used, the background report will not go to the PI Board. You cannot be licensed until the PI Board has the report.

10. Can a security guard work/stand post once training has been completed or while an application is in the “pending” status.

NO! It is unlawful for an individual to act as a security guard or make any representation as being a security guard unless the individual is licensed by the department. An individual is not licensed until a security guard ID card is issued with the individual’s unique registration number. A “pending” status only means the PI Board has received and is processing an application. Completion of security guard training is only the first step toward being licensed as a security guard.