



## NEW MEXICO REAL ESTATE BROKER License Recognition Information and Application Form

# License Recognition Application

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. Those who qualify are eligible for licensure in New Mexico without having to take the licensure examination. The State of New Mexico accepts the prelicensing educational requirements from those states. Applicants must be current with all aspects of their current state's licensure requirements and can be either active or inactive status. In other words, to be eligible the applicant's license in the recognition agreement state must not have expired.

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

- An original certified certificate of license history(s) from all the jurisdiction(s) in which the applicant is currently or has been 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>. Applicants should please review Part 5 of the Commission Rules, Errors and Omissions Insurance, accessible at [www.rld.state.nm.us/boards/Real\\_Estate\\_Commission.aspx](http://www.rld.state.nm.us/boards/Real_Estate_Commission.aspx), Law and Rules, for E&O coverage requirements.
- Fingerprinting Requirements
- A \$270 fee for a three-year license.

By virtue of applying for a New Mexico real estate license under the license recognition program, the applicant is attesting that he/she has read and agrees to comply with the New Mexico Real Estate License Law and the Real Estate Commission Rules, and further agrees to cooperate with any investigation initiated against the applicant by the New Mexico Real Estate Commission.

All questions regarding the license recognition program or any aspect of the license application process, please call Thomas Baca, Education Administrator for the New Mexico Real Estate Commission, at (505) 222-9825 or Roxanne Romo, License Administrator, at (505) 222-9826.

Applicants must apply for licensure with the Commission by mailing this completed License Application Form, licensure fee, and all required documentation outlined in the application as attached. All questions about licensure information should be directed to:

New Mexico Real Estate Commission  
5500 San Antonio Dr. NE, Suite B  
Albuquerque, NM 87109  
505.222.9820 • 800.801.7505

[www.rld.state.nm.us/boards/real\\_estate\\_commission.aspx](http://www.rld.state.nm.us/boards/real_estate_commission.aspx)

All persons applying for a New Mexico real estate broker's license must submit to the New Mexico Department of Public Safety two completed fingerprint cards, a completed company or law enforcement agency Fingerprint Certification Form, and a check or money order for \$44 payable to the New Mexico Department of Public Safety. A fingerprinting instruction sheet (titled New Mexico Real Commission Broker Fingerprinting Program Begins January 1, 2012) and a Fingerprint Certification Form are found at page 18 and 19. Please see the Real Estate Commission web site at [www.rld.state.nm.us/boards/real\\_estate\\_commission.aspx](http://www.rld.state.nm.us/boards/real_estate_commission.aspx) for a statewide list of public and private providers of fingerprinting services. Fingerprint cards may be obtained from the New Mexico Real Estate Commission by contacting Commission Investigator Lyn Carter at [Lyn.Carter@state.nm.us](mailto:Lyn.Carter@state.nm.us) or call (505) 222-9881.

License applicants must provide proof of errors and omissions insurance to the Commission with their license application packet.

All active real estate Brokers are required to have errors and omission insurance. Licensees may obtain insurance from the Real Estate Commission's contract insurance carrier, Rice Insurance Services, or from another carrier provided the carrier certifies to the Commission that their coverage is equivalent to the contract program. Enrollment information may be obtained from the Commission office or from Rice Insurance Services by calling 800.637.7319.

License applicants who intend to work for a brokerage that has a group insurance policy with an insurance company other than Rice Insurance Service should ask their Qualifying Broker to provide them with a certificate of insurance verifying current coverage, and verifying that the coverage being provided is equivalent to the coverage being provided by the Commission's contract insurance carrier as required under Part 5 of the Commission Rules.

CANDIDATE INFORMATION		
Section A:		
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 P.O. Box; attach map if needed)		
E-mail Address		
Residential Phone (including area code)	Social Security Number	Date of Birth (MM/DD/YYYY)
<p>Are you an active New Mexico associate broker applying for a Qualifying Broker's license? <input type="checkbox"/> Yes <input type="checkbox"/> No  <i>If you answer yes, return your original associate broker's license with this application.</i></p> <p>Indicate the license status you are seeking (select only one):</p> <p><input type="checkbox"/> Qualifying Broker <input type="checkbox"/> Associate Broker <input type="checkbox"/> Inactive</p> <p>Qualifying Broker:</p> <p><input type="checkbox"/> Must have been active as a New Mexico or other jurisdiction licensed qualifying broker or associate broker for at least two of the last five years immediately prior to making application for a Qualifying Broker's license and completed the necessary hours in approved real estate courses to be licensed as a Qualifying Broker or equivalent in either Georgia, Massachusetts and/or Louisiana</p> <p><input type="checkbox"/> <b>Qualifying Broker Certifying Statement:</b> I certify that the person named on this application has been affiliated with my Brokerage as a licensed real estate qualifying broker or associate broker and has performed actively during the period indicated beside my signature.</p>		
<i>Dates Covered From</i>	<i>To</i>	<i>Qualifying Broker Signature</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
<b>LICENSE APPLICATION FORM CONTINUES ON NEXT PAGE</b>		

**Statement by prospective qualifying broker:**

I, the undersigned, hereby request that an active associate broker's license be mailed to my real estate brokerage firm for the person named on this application.

Name of Company: \_\_\_\_\_

Company Telephone Number: \_\_\_\_\_ Location Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_

Zip: \_\_\_\_\_

\_\_\_\_\_  
Signature of Qualifying Broker (or signature of applicant applying  
as an individual broker)

\_\_\_\_\_  
Printed Name of Qualifying Broker

\_\_\_\_\_  
License Number

\_\_\_\_\_  
Signature of Authorized Corporate Officer (if applicable)

**Section B**

Complete this 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 Below. If you answer "No" to questions seven or eight, please see Section C for additional information.

- | Yes                      | No                       |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 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.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Have you ever had a real estate license denied, suspended, limited, conditioned, or revoked? If you answered "Yes," attach relevant documents.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 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?   |
| <input type="checkbox"/> | <input type="checkbox"/> | 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.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 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.                            |
| <input type="checkbox"/> | <input type="checkbox"/> | 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 list state(s) and attach license histories from the state(s).                     |
| <input type="checkbox"/> | <input type="checkbox"/> | 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. |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Are you a legal resident of the United States?<br>(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

### Application Instructions

If you answered "Yes" to any one of the first five questions in Section B 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 18 and 19.

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](http://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	_____ City
_____ State	_____ State
_____ Zip	_____ Zip

### Section C:

#### ADDITIONAL INFORMATION REQUIRED

1. An original certified certificate of license history from the jurisdiction(s) in which you are currently or were previously licensed.
2. 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](http://www.rld.state.nm.us//boards/Real_Estate_Commission.aspx), Law and Rules, for E&O coverage requirements.
3. Fingerprinting Requirements (See pages 9, and 10 of this application)
4. A \$270 fee for a three-year license.

**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

**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

**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**  
5500 San Antonio Drive, NE, Suite B  
Albuquerque, NM 87109

## New Mexico Real Estate Commission Broker Fingerprinting Program

Effective January 1, 2012, applicants for licensure by the New Mexico Real Estate Commission and applicants for license renewal will be required to submit to a statewide and national criminal background check by submitting two completed fingerprint cards and supporting documentation to the New Mexico Department of Public Safety (DPS).

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.

The Real Estate Commission will provide the fingerprint cards and the Fingerprint Certification Form. License applicants will be required to take the cards and the Fingerprint Certification Form for fingerprinting to a public law enforcement official, a private fingerprinting company, the New Mexico DPS, or a law enforcement agency or private company in the broker's state of residence, if other than New Mexico. Public law enforcement agencies include state police, county sheriffs, and municipal, campus, military, and tribal police.

In the Albuquerque metropolitan area, the only municipal law enforcement agency that provides fingerprinting services is the Rio Rancho Police Department, located at 500 Quantum Road, one block south of Northern Boulevard on State Road 528. The department does fingerprinting Monday, Wednesday, and Friday from 10 a.m. to 12 noon and charges \$10 per card. For more information, call the department at (505) 891-5948 or check the City of Rio Rancho web site. Outside of Albuquerque, please check with your local law enforcement agencies to determine if they provide fingerprinting services.

The DPS office in Santa Fe, located at 4491 Cerrillos Road, will do fingerprinting Monday through Friday from 8 a.m. to 4 p.m. for \$9 for two cards. If DPS personnel do your fingerprinting, please be sure to tell them the cards are for a nationwide criminal background check and leave the cards with DPS.

There are a number of private fingerprinting companies in the Albuquerque area and statewide with a wide variety of pricing, but \$15-25 for two cards is a typical price. Please see the enclosed flier for information on how to access a list of public agencies and private companies that provide fingerprinting services.

It is advisable to telephone law enforcement agencies or private companies prior to going to their offices to confirm prices, office hours, and days and hours when fingerprinting services are available.

The applicant is responsible for paying the fee to the fingerprinting company or agency, and for mailing two completed fingerprint cards, a copy of the Fingerprint Certification Form completed by the fingerprinting company or agency, and a check or money order for \$44.00 payable to DPS in the envelope addressed to DPS provided by the Commission in the new license or license renewal packet. The applicant should retain a copy of the completed Fingerprint Certification Form for inclusion with the license application or license renewal application that is returned to the Commission.

The Federal Bureau of Investigation (FBI) will mail the report of background investigation to the Real Estate Commission for processing. It can take 4-6 weeks for the Commission to receive a background report from the FBI, but neither an initial license application nor a license renewal application will be delayed pending receipt of the FBI report. If the FBI report reveals a felony conviction, the Commission may initiate an investigation that could lead to disciplinary action, up to and including license revocation.

Along with your other license renewal paperwork, please submit to the Commission a copy of the Fingerprint Certification Form completed by the fingerprint provider. If the DPS office in Santa Fe does your fingerprinting, please ask them to complete the Fingerprint Certification Form and give you a copy.

The Commission will not issue a new license prior to the completion of the background check process, but license renewals will not be delayed pending completion of the process.



The following must be mailed to the DPS office in Santa Fe in the envelope addressed to DPS provided by the Commission:

- Two (2) completed fingerprint cards.
- One Fingerprint Certification Form completed by the fingerprint provider.
- A check or money order in the amount of \$44 payable to the New Mexico Department of Public Safety.

Please do not fold the envelope containing the fingerprint cards. Folded or otherwise damaged cards will be returned to the applicant, causing a delay in processing. For any further information about the fingerprinting program, please telephone Commission Investigator Lyn Carter at (505) 222-9881.

## Fingerprint Certification Form

**New Mexico Real Estate Commission**  
**5500 San Antonio Drive NE**  
**Albuquerque, NM 87109**  
**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 5500 San Antonio Drive NE, Albuquerque, New Mexico 87109 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