



New Mexico Regulation and Licensing Department
 BOARDS AND COMMISSIONS DIVISION
Private Investigations Advisory Board
 ▪ P.O. Box 25101 ▪ Santa Fe, New Mexico 87504
 (505) 476-4622 ▪ Fax (505) 476-4615 ▪ www.rld.state.nm.us

PRIVATE INVESTIGATOR LICENSE APPLICATION

Nonrefundable Application Fee \$400.00

Will you be carrying a Firearm? YES NO

PERSONAL INFORMATION

Last Name: _____ First: _____ Middle: _____

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

Phone: () _____ Date of Birth: ____ / ____ / ____ SSN: ____ - ____ - ____

Sex: ____ Height: ____ Weight: ____ Eye Color: ____ Hair Color: ____

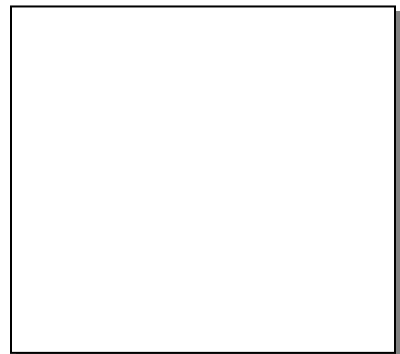
EMAIL Address: _____

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**



I certify that I wear _____
 (Tinted eye glasses, glasses, etc.)

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MANDATORY FOR ALL APPLICANTS

INDIVIDUAL APPLICANTS, OWNER(S), OFFICER(S) AND DIRECTOR(S) OF A LEGAL ENTITY MUST COMPLETE AND ANSWER THE FOLLOWING QUESTIONS:

Explain in detail ANY "yes" answers on a separate page.

Last Name: _____ First: _____ Middle: _____

EMAIL Address: _____

A. Have you ever used a name other than the name shown above? <i>(If yes, list name(s) used and give all details on a separate page.)</i>	YES	NO
B. Have you ever applied to or been licensed as a private investigator in any state, foreign country, territory, or institution?	YES	NO
C. Have you ever had any disciplinary action taken against a private investigator 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, territory, district of the United States or a foreign country? <ul style="list-style-type: none">• Disciplinary action includes, but is not limited to, suspension, probation, practice limitations, reprimand, letter or admonition, censure, and any allegations currently pending. <i>(If yes, list name(s) used and give all details on a separate page)</i>	YES	NO
D. Are you currently more than thirty (30) 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
E. 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
F. Are you currently engaged in the illegal use of dangerous or narcotic drugs?	YES	NO
G. Have you ever been found to have violated the requirements of a state or federal labor, tax or employee benefit law or rule?	YES	NO
H. Have you ever been licensed or registered by the New Mexico Private Investigations Advisory Board? If yes, list your number: _____	YES	NO

***All license information is subject to the Inspection of Public Records Act.**

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EMPLOYMENT RECORD OF APPLICANT FOR PAST 5 YEARS:

List most recent employer first, account for periods of unemployment and use additional sheets if necessary.

Dates	Employer's Name & Address	Job Duties

I _____, under penalty of perjury, HEREBY DEPOSE AND STATE, 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 information contained in this application may be investigated. Any false or dishonest answers provided in this application may be grounds for denial or revocation of my license.

I further understand:

- I cannot work as a private investigator until I have received a license issued by the Regulation and Licensing Department.
- If I am not firearms certified, as acknowledged by Regulations and Licensing Department, I may not carry a firearm.
 - Department authorization to carry a firearm is only valid while I am in uniform and on duty and is not authorization beyond any legal restrictions.
 - I understand a concealed carry permit does not authorize me to carry a firearm while on duty as a Private Investigator.

Applicant's Signature _____ Date _____

NOTICE

CASH IS NOT ACCEPTED as a form of payment for all business transactions including, but not limited to licenses, permits, fees, and penalties. Payment must be made in one of the following methods:

- Check;
- Cashier's check; or
- Money order.

NOTE: If paying by check, you authorize the state of New Mexico, to use the information to make a one-time electronic fund transfer from your account, or to process the payment as a check transaction.

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RELEASE OF INFORMATION

Print or Type Clearly

I, _____
Last Name First Name Middle

Social Security # _____, Date of Birth ____ / ____ / ____

currently residing at _____
Street City State Zip Code

Having made application with the Regulation and Licensing Department for Private Investigator licensure under the Private Investigations Act [Chapter 61, Article 27B NMSA 1978] and rules [Title 16, Chapter 48 NMAC], I understand that a comprehensive investigation of my background will be conducted in connection with this application.

I give the Regulation and Licensing Department and the Private Investigations Advisory Board the authority to conduct such investigation; and further, I authorize the release of any and all information that pertains to my work history, arrest record (if any), and any other information as requested for licensure as a private investigator.

I have read, understand, and shall retain a copy of this document for my records.

Applicant's Signature: _____ **Date:** _____
(Sign only before a Notary Public)

Notary: Ensure that this document is signed by the applicants in your presence, and that the applicant's name, social security number, and date of birth are verified by a valid form of identification.

Subscribed and sworn to before me this _____ day of _____ 20____

STATE OF _____
Notary Public

COUNTY OF _____ My Commission Expires: _____

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CERTIFICATE IN SUPPORT OF EXPERIENCE QUALIFICATION

Note: Six thousand (6,000) hours of qualifying experience must have been acquired within the five (5) years preceding the filing of the application with the Department. Actual work must have been performed in:

- a) investigation for the purpose of obtaining information with reference to a crime or wrongs done or threatened against the United States;
- b) investigation of persons;
- c) the location, disposition or recovery of lost or stolen property;
- d) the cause or responsibility for fire, losses, motor vehicle or other accidents or damage or injury to persons or property; or
- e) securing evidence to be used before a court, administrative tribunal, board or investigating committee or for a law enforcement officer.

Applicant name	
Name of Business	
Business Address	
Business Phone Number	
Business Owner	
Supervisor Name	
Dates Employed	From: _____ To: _____
Position(s) held	
Number of hours worked	

I, _____ present/**former employer** verify that the above named applicant is or was employed with the above named company. I further understand that said person has made application to the Regulation and Licensing Department/Private Investigations Advisory Board for a Private Investigator license, and I hereby depose that I know, of my own knowledge that the applicant was employed for a period of not less than that indicated above.

Describe in detail the exact duties of employee while at said company. Attach additional pages if necessary.

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Horizontal lines for text entry.

This form must be signed in the presence of a notary.

The undersigned hereby certifies, under penalty of perjury, that all statements contained herein are true and correct and that this entity is authorized to provide such verification.

Employer's Signature _____ Date _____

STATE OF _____ COUNTY OF _____

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

_____ My Commission Expires: _____
Notary Public

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INSTRUCTIONS FOR PRIVATE INVESTIGATOR LICENSE (PI)

A complete application for a PI License must include the following information:

1. Applicant's signature.
2. Explanation(s) to any "Yes" answers for questions, A through H on page 2.
3. Proof of experience acquired within the five (5) years preceding the filing of this application - consisting of not less than 6,000 hours of actual work performed in accordance with 16.48.2.9(A)(5).

The following must be submitted with the application:

1. Application fee, payable to the Private Investigations Advisory Board. All fees are non-refundable.
2. Two **recent 2" x 2" "Passport Type"** photos stapled to the front page of the application. No taped or pasted photos will be accepted.
3. Signed and notarized, "Certification of Experience" forms.
4. Proof of age (∓ driver's license, State issued ID, or baptismal certificate). Must be at least 21 years of age.
5. RLD "Release of Information" form signed before a **Notary Public**.
6. Department issued jurisprudence examination for PI/POLYGRAPH.
7. Firearms Certification, if the applicant intends to carry a firearm while on duty (optional).
8. Cogent receipt with registration number for background report (report good for 90 days).

TO ENSURE PROPER PROCESSING OF YOUR APPLICATION PLEASE TAKE NOTE OF THE FOLLOWING

All Documents Required: Applications will not be processed until complete. Failure by an Applicant to provide all required or requested documents and information will result in a delay in the processing of the application and may result in withdrawal of the application

90-Day Requirement: If an Applicant does not submit all required documentation and information to the department within 90 days of the department's receipt of the application, the application will be withdrawn and marked as "Incomplete and Unable to Process", and if the Applicant wishes to continue to pursue licensure, a new application will be required along with payment of an application fee.

Fingerprints Required: All new and renewal Applicants must use the following fingerprint process to request FBI and State background check:

- Prior to going to an electronic fingerprinting location, an Applicant must register online at: https://www.cogentid.3m.com/nm/index_NM.htm. **ORI Lookup - NM920250Z**
- Fingerprinting may be completed at any 3M Cogent fingerprint location in New Mexico (location-map can be found on Cogent's website). Appointments are not required.
- Upon arrival at the electronic fingerprinting location, Applicants must provide the technician with the registration number received after the Applicant has registered online.
- The fee is \$44.00, which can be paid at the time of registration by credit card or at the fingerprinting site by cashier's check or money order.
- Background check results will be sent directly to the Private Investigations Board electronically.

Out-of-state applicants unable to complete the Livescan in New Mexico, may register online and mail inked fingerprint cards and the required \$44.00 fee to:

3M Cogent, New Mexico CardScan
639 N. Rosemead
Pasadena, CA 91107

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