



PRIVATE INVESTIGATIONS ADVISORY BOARD

New Mexico Regulation and Licensing Department

BOARDS AND COMMISSIONS DIVISION

P.O. Box 25101 ▪ Santa Fe, New Mexico 87504

(505) 476-4622 ▪ Fax (505) 476-4615 ▪ www.RLD.state.nm.us

INSTRUCTIONS FOR LEVEL 1, 2, and 3 SECURITY GUARD RENEWAL APPLICATION

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

1. Complete the Security Guard Renewal Application.
2. Any "Yes" answers for questions A through E on page 2 of the application require further information.
3. A "Yes" answer on **question B** requires a **Judgment and Sentence** document from the court showing the disposition of all charges; and official documents showing terms of any probation.
4. If you have used a different name, you must explain why and when and provide a copy of the legal name document.
5. Renewal fee payable to the Private Investigations Advisory Board. All fees are non-refundable.
6. Two recent 2" x 2" "Passport Type" photos stapled to the front page of the application. Do not use tape or paste.
7. Proof of required continuing education (CE) hours in the form of a certificate, training form, company stationary or college transcript. All CE hours must be earned during the renewal period.
8. RLD Release of Information form
9. Level 2 and 3 Security Guards must also submit a current copy of the electronic non-lethal device and/or current firearm certification form if applicable.
10. Background check.

>All incomplete renewal applications will be returned to the registrant, which may result in a late fee if not returned or postmarked by the expiration date.

>Applications returned to the applicant for being incomplete will be charged a late fee if resubmitted to the Board or post marked after the expiration date.

>If applications are not complete within 90 days, they will be withdrawn and a new application with fee will be required for licensure

All applicants must use the following fingerprint process to request a FBI and State criminal history background check:

- Renewal applicants will need to **register** at https://www.cogentid.3m.com/nm/index_NM.htm prior to going to an electronic fingerprinting location. ORI Lookup - **NM920250Z**
- Applicants may complete their fingerprinting at any 3M Cogent fingerprint location in the state of NM (map of locations are on Cogent web site). Appointments are not required.
- When the applicant arrives at the electronic fingerprinting location, they will need to provide the electronic fingerprinting technician with a registration number they received after registering 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 fee to:

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

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SECURITY GUARD RENEWAL APPLICATION - LEVEL 1, 2 & 3

Please complete this renewal application and return it with the applicable renewal fee (listed below). To avoid an expired license, the renewal application must be completed and post-marked or hand delivered to the Board office by - **the expiration date**. **IMPORTANT:** Your registration card WILL NOT be renewed until the background report is received and cleared at the Board office.

Name: _____

Address: _____

City, State, Zip: _____

License #: _____

EMAIL: _____

Non-Refundable **Biennial Renewal Fee:**

Level 1 and 2 = **\$50.00**

Level 3 = **\$75.00**

Department Use Only:

Check or MO # _____

Receipt # _____

- Firearms Certification L3 only
- Continuing Education – 4 hrs
- Release of Information
- Background Approval
- Cogent Receipt

Change of Address (if applicable): _____
(Street) (City) (State) (Zip)

Change of Name (if applicable): _____ Phone: () _____

Please provide current information:

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

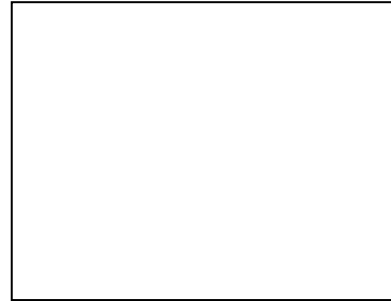
Employer Name: _____ Phone: () _____

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.)

ANSWER THE FOLLOWING QUESTIONS: Explain any yes answers on a separate page.

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

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If you answer **YES** to **Question B** you **MUST** submit a copy of **Judgment & Sentence or Judgment & Order** documents and all other pertinent court documents and records, the date of conviction, the city/county/state of the action and terms of probation. The Department may request additional information. Failure to provide these documents will result in your application being returned as incomplete.

A. Have you ever used a name other than the name shown above? If yes, list name(s) used and give all details on a separate page.	YES	NO
B. Have you ever been convicted of a felony or misdemeanor? This includes deferred prosecution, judgment, pleas of guilty or nolo contendere 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
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, territory, district of the United States or a foreign country? Disciplinary action includes, but is not limited to, suspension, probation, practice limitations, reprimand, letter or admonition, censure, and any allegations currently pending.	YES	NO

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 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.

Applicant's Signature _____ **Date** _____

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

- Renewal fee payable to the Private Investigations Advisory Board. All fees are non-refundable.
- Two recent 2" x 2" "Passport Type" photos stapled to the front page of the application.
- Proof of the required four (4) hours of continuing education (CE) in the form of a certificate, training form, company stationary or college transcript. All CE hours must be earned during the renewal period.
- RLD Release of Information form signed before a Notary Public.
- Level 3 Security Guards must also submit a copy of the current firearm certification form.

All incomplete renewal applications will be returned to the registrant, which may result in an expired license and therefore cannot stand post until the license is renewed.

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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 licensure under the Private Investigations Act [Chapter 61, Article 27B NMSA 1978] and rules [Title 16, Chapter 48 NMAC] understand that a comprehensive investigation of my background may be conducted in connection with this application.

I do hereby give the officials of the Regulation and Licensing Department and the Private Investigations Advisory Board the authority to conduct any such investigation; and do hereby authorize the release of any and all such information that pertains to my work history, any arrest information, and/or any other information on general qualifications for fitness to practice as a licensee/registrant as requested by this state agency.

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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