

APPLICATION GUIDELINES

These guidelines will help ensure your application is accepted by the Private Investigations Board and not returned for incomplete information or missing documents.

1) Use the current forms from the RLD web site and complete all spaces.

Forms can be found at: www.RLD.state.nm.us; Divisions; Boards and Commissions; Individual Boards and Commissions; Private Investigations; then Forms and Applications.

2) The first page of each application is an instruction sheet. Be sure to pay close attention to the requirements on that page.

3) Applications for licensure must be LEGIBLE. If we can't read it, you may not get your license.

4) Pictures for your license are required to be photographs that are 2" by 2".

5) If you answer YES to Question B, you must provide documents from the court showing the disposition of any and all case(s) brought against you. A "Judgment and Sentence" is the common document accepted by the PI Board to show the disposition of a case. Don't assume that old, minor or dismissed cases will not show up on your record.

6) Include the finger print receipt from Cogent with your application.

7) There are two Jurisprudence Examinations on our web site. Use the correct one for your license type. (PI/POLY is new)

8) Applications will only be valid for 90 days. They will be withdrawn if not completed within 90 days.

10) Background checks are valid for 90 days.

11) 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.

12) Please submit any updates or corrections to licensee information on the “Change of Information” form found on our web site.