



New Mexico Regulation and Licensing Department
BOARDS AND COMMISSIONS DIVISION
Private Investigations Advisory Board

Toney Anaya Building ▪ 2550 Cerrillos Road ▪ Santa Fe, New Mexico 87505
(505) 476-4622 ▪ Fax (505) 476-4615 ▪ www.rld.state.nm.us

INSTRUCTIONS FOR PRIVATE INVESTIGATION (PI) COMPANY LICENSE

Application for PI Company License must include the following information:

1. Complete the PI Company Application and Attachment A and sign before a Notary Public.
2. Any "Yes" answers for questions A through J on Attachment A of the application require further information.
3. A "Yes" answer on question B requires a date of conviction; the city/county/judicial district/state of the action; a copy of all pertinent court documents and records; name of the judge; terms of probation; name of probation officer.
4. If you have used a different name, you must explain why and when.

The following documents must be submitted with the application for licensure:

1. License fee payable to the Private Investigations Advisory Board. All fees are non-refundable.
2. Branch office application fee for each location (**only** if the PI Company is located outside of New Mexico) payable to the Private Investigations Advisory Board. This is in addition to the application fee. All fees are non-refundable.
3. Copy of the qualifying person's New Mexico Private Investigator License.
4. Each Owner, Officer and Director must submit the following:
 - a. Attachment A
 - b. RLD Release of Information form.
5. Ten thousand dollar (\$10,000) Surety Bond or if the company provides personal protection or bodyguard services a million dollar (\$1,000,000) General Liability Certificate of Insurance.

FBI Identification and NM State Criminal Record. In addition to the documents listed above, each owner, officer and director will have to complete two fingerprint cards. Fingerprints must be on Regulation and Licensing Department/Private Investigations Advisory Board coded fingerprint cards. To obtain those cards, please contact RLD at (505) 476-4650 and they will be mailed to you, or, you may come into our offices located at the Toney Anaya Building, 2550 Cerrillos Road, Second Floor, Santa Fe, New Mexico. Complete the card with signature, date of birth, place of birth, height, weight, social security number and license type.

Fingerprints must be taken under the supervision of and certified by a New Mexico state police officer, a county sheriff, a municipal chief of police or by comparable officers in the applicant's state of residence if the applicant is not a resident of New Mexico or a RLD approved private agency or individual.

Submit both cards to the NM Department of Public Safety **with a money order or cashier's check for \$44.00 made payable to the "NM Department of Public Safety"**. This is the charge for the FBI and the state record. Cards submitted with the incorrect amount or with personal checks will be returned to the applicants.

Please mail the cards and the payment to:

Fingerprint Section
NM Department of Public Safety
P.O. Box 1628
Santa Fe, NM 87504-1628

PRIVATE INVESTIGATION COMPANY LICENSE APPLICATION

THIS FORM MUST BE LEGIBLE AND SIGNED IN THE PRESENCE OF A NOTARY

COMPANY INFORMATION

- Sole Proprietor Complete Box A below
 Partnership Complete Box B below
 Limited Liability Company Complete Box C below
 Corporation Complete Box C below

License Fee of \$200.00

Branch Fee of \$50.00 (for all out of state companies)

Complete the appropriate business information:

A – Sole Proprietor

Business Name: _____

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

Business Physical Address: _____
(Street) (City) (State) (Zip)

Phone: () _____

Owner Information:

Last Name: _____ First: _____ Middle: _____

Mailing Address: _____

Date of Birth: ____ / ____ / ____ SSN: ____ - ____ - ____

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

Department Use Only:
Check or MO # _____
Receipt # _____
RLD Release of Information _____
DPS Release of Information _____
Surety Bond _____
General Liability Insurance _____
Attachment A _____

B – Partnership

Business Name: _____

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

Business Physical Address: _____
(Street) (City) (State) (Zip)

Phone: () _____

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

PRIVATE INVESTIGATION COMPANY LICENSE APPLICATION

Partner Information:

#1)

Last Name: _____ First: _____ Middle: _____

Date of Birth: _____ / _____ / _____ SSN: _____ - _____ - _____

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

#2)

Last Name: _____ First: _____ Middle: _____

Date of Birth: _____ / _____ / _____ SSN: _____ - _____ - _____

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

Include any additional partners on a separate paper.

C – Limited Liability Company or Corporation

Business Name: _____

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

Business Physical Address: _____
(Street) (City) (State) (Zip)

Phone: (____) _____

Owner, Officers or Directors Information:

#1

Last Name: _____ First: _____ Middle: _____

Date of Birth: _____ / _____ / _____ SSN: _____ - _____ - _____

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

#2)

Last Name: _____ First: _____ Middle: _____

Date of Birth: _____ / _____ / _____ SSN: _____ - _____ - _____

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

Include any additional owners, officers or directors on a separate paper.

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PRIVATE INVESTIGATION COMPANY LICENSE APPLICATION

Pursuant to 61-27B-11 NMSA 1978, a private investigations company must have an owner or licensed private investigations manager who is licensed as a private investigator and will maintain the daily operations of the private investigations company. List the qualifying person:

Last Name: _____ First: _____ Middle: _____

Private Investigator License #: _____ Expiration Date: _____

Pursuant to 61-27B-11 NMSA 1978, a Private Investigations Company must maintain a physical location in New Mexico where records are maintained and made available for department inspection.

Physical Address: _____

P.O. Box is not acceptable (Street) (City) (State) (Zip)

Phone: () _____

Pursuant to 61-27B-11 NMSA 1978, a Private Investigations Company located outside of New Mexico must maintain a New Mexico registered agent. If the applicant company is located outside NM list below the name and contact information of the registered agent:

Last Name: _____ First: _____ Middle: _____

Mailing Address: _____

(Street) (City) (State) (Zip)

Physical Address: _____

P.O. Box is not acceptable (Street) (City) (State) (Zip)

Phone: () _____

I _____, as (title) _____

being first duly sworn upon oath deposes and states: that he/she is the applicant or is authorized to make this application; that he/she has read the same and knows the contents therein contained are true to the best of his/her 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 licensure.

I further understand I cannot operate a private investigation company until I have received a license issued by the Regulation and Licensing Department.

Applicant'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

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