



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

LEVEL 1, 2, AND 3 SECURITY GUARD REGISTRATION

THIS FORM MUST BE LEGIBLE

A SECURITY GUARD MUST BE REGISTERED WITH THE REGULATIONS AND LICENSING DEPARTMENT PRIOR TO BEING PLACED ON A GUARD POST AND MUST BE UNDER THE DIRECT SUPERVISION OF A LICENSED PRIVATE PATROL OPERATOR OR A PRIVATE PATROL OPERATIONS MANAGER.

Check the Level you are applying for:

LEVEL 1 [ ] LEVEL 2 [ ] LEVEL 3 [ ]

Fee: \$50.00 Fee: \$50.00 Fee: \$75.00

PERSONAL INFORMATION

Last Name: First: Middle:

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

EMAIL Address:

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

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

Level 2 and Level 3 applicants must include a copy of their high school diploma or its equivalent.

Employer Name: Phone: ( )

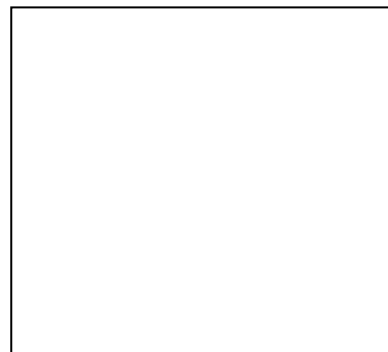
Employer Address: (Street) (City) (State) (Zip)

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.)
Revision date: 11/16

Department Use Only:

Check or MO #

Receipt #

- Training Certificate L1, 2 & 3
Diploma/GED L2 & 3
Age verification L1, 2 & 3
Firearms Certification L3
Weapon Certification L2, 3 (Taser)
Jurisprudence Exam L1, 2 & 3
Release of Information L1, 2 & 3
Psychological Evaluation L3
Background Approval L1, 2 & 3
Cogent Receipt L1, 2 & 3

## SECURITY GUARD REGISTRATION APPLICATION – LEVEL 1, 2 & 3

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

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 <i>convicted</i> 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 <i>arrested</i> for a felony or misdemeanor?	YES	NO
D. Have you ever applied to or been licensed as a private investigator in any state, foreign country, territory, or institution?	YES	NO
E. 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? Disciplinary action includes, but is not limited to, suspension, probation, practice limitations, reprimand, letter or admonition, censure, and any allegations currently pending.	YES	NO
F. Are you currently more than thirty 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?		
G. 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
H. Are you currently engaged in the illegal use of dangerous or narcotic drugs?	YES	NO
I. 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
J. Have you ever been licensed or registered by the New Mexico Private Investigations Advisory Board? If yes, list your number: _____	YES	NO

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

## SECURITY GUARD REGISTRATION APPLICATION – LEVEL 1, 2 & 3

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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 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.

I further understand:

- I cannot work as a security guard until I have received a registration card issued by the Regulation and Licensing Department.
- If I am registered as a Level One Security Guard I can not carry arms.
- If I am registered as a Level Two Security Guard I can carry arms but can not carry a firearm
- If I am registered as a Level Three Security Guard I may carry a firearm if I have been qualified by a certified firearms instructor and approved by the Regulation and Licensing Department, and
- 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.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

### NOTICE

***CASH IS NO LONGER 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
- Money order

When you provide a check as payment, you authorize the State of New Mexico to either use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction.

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SECURITY GUARD REGISTRATION APPLICATION – LEVEL 1, 2 & 3

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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 registration 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 will 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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# SECURITY GUARD REGISTRATION APPLICATION – LEVEL 1, 2 & 3

## INSTRUCTIONS FOR LEVEL 1, 2, AND 3 SECURITY GUARD REGISTRATION

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### **Application for registration as a level 1, 2, or 3 Security Guard must include the following information:**

1. Complete the Security Guard Registration Application with applicant's signature.
2. Any "Yes" answers for questions A through J on page 2 of the application **require an explanation.**
3. A "Yes" answer on **question B** requires a **Judgment and Sentence** document from the court showing the disposition of any and all charges; and official documents showing terms of any probation.
4. If you have used a different name, you must explain why and when.
5. Each Level 3 Security Guard applicant must receive a positive evaluation by a licensed psychologist to determine the individual's mental suitability to carry a firearm. The PI Board must receive the report directly from the psychologist.

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

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. Do not use tape or paste.
3. Certification of completing the required department approved training by an approved trainer.
4. Level 2 and Level 3 applicants must include a copy of their high school diploma or its equivalent.
5. Proof of age (driver's license, or State issued ID). Level 1 must be at least 18 years of age and Level 2 and Level 3 must be at least 21 years of age.
6. RLD Release of Information form signed before a Notary Public.
7. Department issued jurisprudence examination for Security Guards.
8. Level 2 and 3 must also submit electronic non-lethal device and/or firearm certification if applicable.
9. Cogent receipt with Registration number for background report (report good for 90 days). .

**>Failure to provide all requested documents and information will result in the application being returned to the applicant which will delay getting your license.**

**>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•**

New and renewal applicants will need to **register** at [https://www.cogentid.3m.com/nm/index\\_NM.htm](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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