

**Reinstatement Fee \$175 + Renewal Fee \$130 = \$305**

**APPLICATION FOR A  
CERTIFIED PUBLIC ACCOUNTANT (CPA) CERTIFICATE  
BY REINSTATEMENT**

**PLEASE NOTE:** if an individual's CPA license has been cancelled for 5 or more years or if the license was ever subject to board disciplinary action, the application will require the approval of the Board. Please see below for further instructions.

An individual whose certificate has been cancelled may apply for reinstatement of their certificate by submitting the following items:

- **Reinstatement Application for a CPA Certificate.**
- **Application fee of \$175.00** – personal check or money order only, made payable to the New Mexico Public Accountancy Board. Payment may be combined with renewal fee.
- **Renewal Fee of \$130.00** – personal check or money order only, made payable to the New Mexico Public Accountancy Board. Payment may be combined with application fee.
- **2" x 2" Passport Photograph**
- **Report of Continuing Professional Education Form and Documentation of Hours** – Reinstatement applicants whose license has lapsed shall provide documented evidence of 40 CPE hours for each year the license was expired, not to exceed 200 hours. If the license was expired for longer than 36 months, at least 120 of the hours must have been earned within the preceding 36 months, and at least four (4) of these hours must be in **ethics**.
- **Fingerprint Background Check Documents** – NEW MEXICO APPLICANT PROCESSING SERVICE- GEMALTO LIVESCAN. Please go to <https://www.aps.gemalto.com>.  
**\*\*Please note:** fingerprints are **only valid for 30 days** after completion. \*\*

- **In addition to the standard reinstatement requirements, if you are applying for a reinstatement of a NM license that has been cancelled for five (5) or more years, the NMPAB requires the following:**
  - On a separate sheet of paper please answer and explain the following questions:
    - Why did you allow your license to lapse?
    - Did you hold yourself out as a CPA after your license was cancelled?
    - What was your occupation during the time of cancellation?
    - Why are you pursuing reinstatement?

This information will be used by NMPAB staff to present your case to the Board. Board meeting dates can be found at [www.rld.state.nm.us/boards/accountancy.aspx](http://www.rld.state.nm.us/boards/accountancy.aspx).

- **In addition to the standard reinstatement requirements, if you are applying for a reinstatement of a NM license that has been subject, at any time, to board disciplinary action pursuant to the Uniform Licensing Act, Sections 61-1 to 61-1-31 NMSA 1978, the NMPAB requires the following:**
  - **Letter Requesting Reinstatement** - on a separate sheet of paper please answer and explain the following questions:
    - What was the violation that caused board disciplinary action?
    - Did you hold yourself out as a CPA after your license was cancelled?
    - What was your occupation during the time of cancellation?
    - Why are you pursuing reinstatement?
    - Why should the board consider your reinstatement request?
  - **Two notarized letters of recommendation** by two currently licensed CPA's who have personal knowledge of the applicant's activities since Board disciplinary action was imposed.

Please be sure to complete all sections of the application.



**SECTION I – PERSONAL INFORMATION**

New Mexico Certificate No. \_\_\_\_\_ Date Cancelled \_\_\_\_\_

\_\_\_\_\_  
 Last Name First Name MI Other Names Used

\_\_\_\_\_  
 Date of Birth (MM/DD/YYYY) Social Security Number

**Residence Address**

\_\_\_\_\_  
 Street or P.O. Box City State Zip Code

\_\_\_\_\_  
 Home Telephone Number Personal Email Address

**Business Address**

\_\_\_\_\_  
 Employer Name/Firm Name

\_\_\_\_\_  
 Street or P.O. Box City State Zip Code

\_\_\_\_\_  
 Telephone Number Fax Number

**SECTION II – CERTIFICATE INFORMATION**

Are you applying for reinstatement of a New Mexico license that has ever been subject to board disciplinary action pursuant to the Uniform Licensing Act, Sections 61-1 to 61-1-31 NMSA 1978?  YES  NO

If yes, the NMPAB requires a letter requesting reinstatement of your license. Please check the appropriate box below:



- Reinstatement Request Letter is attached.
- Not applicable (license has never been subject to board disciplinary action).

Have you been licensed in another state since your New Mexico certificate was cancelled?  YES  NO  
 If yes, list all states and current status:

State \_\_\_\_\_ Status \_\_\_\_\_

State \_\_\_\_\_ Status \_\_\_\_\_

**SECTION III –EMPLOYMENT INFORMATION**

Include all employment since cancellation of your New Mexico certificate.

1. \_\_\_\_\_  
 Employer Name Type of Business

\_\_\_\_\_  
 Employer Address Inclusive Dates

2. \_\_\_\_\_  
 Employer Name Type of Business

\_\_\_\_\_  
 Employer Address Inclusive Dates

3. \_\_\_\_\_  
 Employer Name Type of Business

\_\_\_\_\_  
 Employer Address Inclusive Dates

4. \_\_\_\_\_  
 Employer Name Type of Business

\_\_\_\_\_  
 Employer Address Inclusive Dates

Attach additional sheets if necessary.



**SECTION IV – CONTINUING PROFESSIONAL EDUCATION (CPE)**

In order to be eligible for the reinstatement of your New Mexico certificate, you must provide documentation of compliance with the Board’s CPE requirement. Reinstatement applicants whose license has lapsed shall provide documented evidence of 40 CPE hours for each year the license was expired, not to exceed 200 hours. If the license was expired for longer than 36 months, at least 120 of the hours must have been earned within the preceding 36 months, and at least four (4) of these hours must be in **ethics**.

Included on this application is a link to an Excel CPE Report form to document your CPE hours, or you may create your own spreadsheet using the same format. **You must also include completion certificates for each course.**

- I have complied with the Board’s CPE requirements [ ] YES [ ] NO

**SECTION IV – PROFESSIONAL FITNESS**

Answer each question. If you answer “yes” to any question, provide a complete descriptive narrative on a separate sheet which includes relevant court disposition papers including: a) a complete copy of the judgment and sentence; and b) current status of the case, restitution, payment of fines and/or court costs, and satisfactory completion of sentence. If court documents are not available, submit a letter from an official of the court certifying that documents are not available. Web page printouts are not considered official court documents. Please be advised that any false statements or omissions are cause for denial, suspension, or revocation of licensure.

		Yes	No
1	Have you ever been convicted of, entered a plea of nolo contendere or entered into any other legal agreements for any <b>felony</b> offense under the laws of any state or of the United States?		
2	Have you ever been convicted of, entered a plea of nolo contendere or entered into any other legal agreements for any <b>misdemeanor</b> offense involving fraud, deceit, dishonesty or moral turpitude?		
3	If you answered yes to the question above, was that conviction directly related to the practice of public accountancy? <b>(If not applicable – leave blank.)</b>		
4	Have you ever had your right to practice, or a professional or vocational license suspended or revoked by the State of New Mexico, or any other state, or any federal agency, or any international jurisdiction for improper conduct or willful violation of the rules or regulations or any other reason?		

**OATH**

I, \_\_\_\_\_, swear or affirm under the penalty of perjury that all information  
PRINT NAME

submitted in this application is true, correct, and complete to the best of my knowledge, information, and belief. I understand that any material misrepresentation or material omission of fact in this application is grounds for denial, suspension, or revocation of the CPA license that I am seeking. I also agree to comply with the 1999 New Mexico Public Accountancy Act and the current governing Board rules. I also understand that fingerprints will be used to check my criminal history records with the Federal Bureau of Investigation



(FBI) and the New Mexico Department of Public Safety (NMDPS). I understand that I may obtain a change, correction or an update to FBI records pursuant to Title 28 C.F.R. Section 16.34 and that those procedures will be provided upon my request.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**NEW MEXICO APPLICANT PROCESSING SERVICE – GEMALTO LIVESCAN**

- **Registration** – All applicants must be registered prior to conducting the fingerprint process.
  - **Applicants** – Register online at <https://www.aps.gemalto.com>.

**Public Accountancy Board’s ORI # NM920240Z.** Applicants may also contact the Registration Call Center to register by phone: 1-877-99NMAPS (1-877-996-6277).

- **Payment** – Payment of \$44.00 may be made online or at time of being fingerprinted:
  - Applicants may pay online at the time of registration using a credit/debit card or the applicants can pay with a money order or cashier’s check at the time of being fingerprinted (NO CASH OR PERSONAL CHECKS WILL BE ACCEPTED.)
- **Registration ID/Document Control Number** – Applicants will receive a Registration Confirmation that is needed while visiting the Gemalto location.
- **Select a Gemalto Location** – See the list available.
- **Conduct Fingerprint Process** – No appointment is required.
- **Results** – Background check results will be sent directly to your employer. Gemalto does not have access to background check results, or make employment determinations. Please check with your employer regarding your background check results

**OUT-OF-STATE APPLICANTS:**

Applicants that are out-of-state, or applicants that are unable to visit a fingerprinting location, may submit a hardcopy fingerprint card to Gemalto.

Out of state applicants that require a New Mexico background check should: Obtain two inked fingerprint cards captured on standard FD-258 applicant fingerprint cards (Obtain cards from Gemalto).

- **Registration** – All applicants must be registered prior to sending hardcopy fingerprint cards.
  - **All Applicants** – Register online at <https://www.aps.gemalto.com>. Select the *Fingerprint Card User* box. Applicants may also contact the Registration Call Center to register by phone: 1-877-99NMAPS (1-877-996-6277).
- **Payment** – Payment of \$44.00 may be made online or sent with your fingerprint card:
  - Online – Applicants may pay online at the time of registration using a credit/debit card.

- With Fingerprint Card – Money order only. Cash and personal checks are not accepted.
- **Registration ID/Document Control Number** –All other applicants will receive a Registration ID. Write this number on the back of your fingerprint cards.
- **Submission** – Mail the cards (and if applicable, payment) to:

Gemalto New Mexico Cardscan  
APS Department 165  
2964 Bradley St.  
Pasadena, CA 91107

- **Results** – Background check results will be sent directly to New Mexico Public Accountancy Board.

### **NONCRIMINAL JUSTICE APPLICANT’S PRIVACY RIGHTS**

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below:

- You must be provided written notification (1) that your fingerprints will be used to check the criminal history records of the FBI.
- If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the job, license, or other benefit based on information in the criminal history record. (2)

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or

executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council. (3)

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <http://www.fbi.gov/about-us/cjis/background-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34)

- (1) Written notification includes electronic notification, but excludes oral notification.
- (2) See 28 CFR 50.12(b).
- (3) See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).

Use the following link for a CPE report form:

[http://www.rld.state.nm.us/uploads/FileLinks/bc4dee7c44eb445b8b5447515a94a6a4/NM\\_Accy\\_Brd\\_CPE\\_Tracking\\_Form.xlsx](http://www.rld.state.nm.us/uploads/FileLinks/bc4dee7c44eb445b8b5447515a94a6a4/NM_Accy_Brd_CPE_Tracking_Form.xlsx)