

## APPLICATION INSTRUCTIONS

For a complete outline of eligibility requirements, refer to the New Mexico Concealed Handgun Carry Act of 2003 (as amended in 2005) Section 29-19-1 thru 14, NMSA 1978 and NMAC 10.8.2 included in this packet. Personal check, cashier's check or money order should be made payable to: New Mexico Department of Public Safety.

Cash will NOT be accepted.

\*\*If you are applying for both a NM Concealed Handgun License and Training Instructor approval, you need only submit one application indicating it is for both purposes. Check the appropriate box(es) at the top of the application. There is NO FEE if you are applying for training instructor approval only; however, two fingerprint cards are also required.\*\*

Applications may be mailed to: NM Department of Public Safety  
SID/Concealed Carry Unit  
6301 Indian School Rd. NE Suite 310  
Albuquerque, NM 87110

### IncludethefollowingforNew applications:

- Complete 2-Page Application
- \$100.00 Fee: \$44 for the Background Check + \$56 for the Application Fee
- Photocopy of New Mexico Driver's License or Identification Card
- Original birth certificate: Must be issued by a vital statistics or similar agency in the state in which you were born, no photocopies. Refer to 29-19-5 B(6)
- Certificate of Completion of Firearms Training
- Two (2) Authorization Release Forms
- Electronic Fingerprints or 2 fingerprint cards <sup>1</sup>

### IncludethefollowingforRenewal applications:

- Complete 2-Page Application
- \$75.00 Fee: \$44 for the Background Check + \$31 for the Application Fee
- Photocopy of New Mexico Driver's License or Identification Card
- Certificate of Completion of Firearms Training
- Electronic Fingerprints or 2 fingerprint cards <sup>1</sup>

Incomplete applications will not be processed. Your fee will be deposited and you must meet the guidelines set forth in NMAC 10.8.2.11 C. Fees are non-refundable (29-19-5 B (2) NMSA 1978).

Fingerprint cards (2) must be filled out completely, including your name and signature, social security number, address, date of birth, place of birth and physical characteristics. Fingerprint cards should be taken/rolled by trained fingerprint technicians. The official taking your fingerprints must sign/date the card and provide his employer's name and address under his signature. These services may be available through your local law enforcement agency. If the cards are not accepted by the FBI for comparison purposes, processing of your application may be significantly delayed and you may be required to submit another set.

You will be notified by the Concealed Carry Unit if you need to submit photos.

You may request to have original documents returned to you. Submit this request along with a self-addressed, stamped envelope.

In addition to above documents, instructor applicants must submit the curriculum he/she intends to teach and have documentation showing completion of one of the following:

- New Mexico Department of Public Safety Firearms Instructor Certification
- NRA Police Firearms Instructor Development School
- NRA Personal Protection Instructor rating (IVA) and NRA Pistol Instructor rating (IPA)
- Other firearms instructor training deemed acceptable by the Department

Under certain circumstances, some applicants may be requested to assist the Department of Public Safety in obtaining criminal history background information for disposition of charges. If assistance is necessary, the Concealed Carry Unit will notify the applicant.

Additional information/updates pertaining to NM Concealed Carry are available on the NMDPS web site: <http://www.dps.state.nm.us/>. Check this web site periodically for new and updated forms and information on recognition/reciprocity.

<sup>1</sup> Go to [www.cogentid.com](http://www.cogentid.com) for more information