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**New Mexico Regulation and Licensing Department**  
**BOARDS AND COMMISSIONS DIVISION**  
**Private Investigations Advisory Board**  
P.O. Box 25101 ▪ Santa Fe, New Mexico 87505  
(505) 476-4622 ▪ Fax (505) 476-4615 ▪ [www.rld.state.nm.us](http://www.rld.state.nm.us)

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**INSTRUCTIONS FOR LEVEL 1, 2, and 3 SECURITY GUARD REGISTRATION**

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

1. Complete the Security Guard Registration Application and sign before a Notary Public.
2. Any “Yes” answers for questions A through J on page 2 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.
5. Prior to certification as a Level 3 Security Guard, each applicant shall be examined by a licensed psychologist regarding the individual’s mental suitability to carry a firearm. (Pursuant to 16.48.2.19 C. NMSA)

**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 program.
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 and 2 must be at least 18 years of age and Level 3 must be at least 21 years of age.
6. RLD Release of Information form.
7. Department issued jurisprudence exam.
8. Level 2 and 3 must also submit weapon certification and/or firearm certification if applicable.

The applicant will be required to follow the following process:

- Applicants may complete their fingerprinting at any 3M Cogent fingerprint location in the state of NM (map of locations enclosed). Appointments are not required.
- Both new and renewing applicants will need to register at [https://www.cogentid.com/nm/index\\_NM.htm](https://www.cogentid.com/nm/index_NM.htm) prior to going to an electronic fingerprinting location.
- 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 remains at \$44.00, which can be paid at the time of registration by credit card or at the fingerprinting site by cashier’s check/money order.
- Background check results will be sent directly to the Board office electronically.

Out-of-state applicants unable to complete the Livescan procedure in New Mexico, may mail inked fingerprint cards and the required \$44 fee to:

3M Cogent, New Mexico CardScan  
5025 Bradenton Ave.  
Dublin, OH 43017

Revision date: 11/2013

Security Guard Level 1, 2, and 3 Registration Application

A SECURITY GUARD MUST BE REGISTERED WITH THE NEW MEXICO REGULATION 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.

SECURITY GUARD REGISTRATION APPLICATION - LEVEL 1, 2 & 3
THIS FORM MUST BE LEGIBLE AND SIGNED IN THE PRESENCE OF A NOTARY

Non-Refundable Registration Fee: Level 1: \$15.00
Level 2: \$15.00
Level 3: \$15.00

Check the Level you are applying for:
LEVEL 1 [ ] LEVEL 2 [ ] LEVEL 3 [ ]

PERSONAL INFORMATION

Department Use Only:
Check or MO # \_\_\_\_\_
Receipt # \_\_\_\_\_
Training Certificate \_\_\_\_\_
Diploma/GED \_\_\_\_\_
Age verification \_\_\_\_\_
Firearms Certification \_\_\_\_\_
Weapon Certification \_\_\_\_\_
Jurisprudence Exam \_\_\_\_\_
RLD Release of Information \_\_\_\_\_
Psychological Evaluation \_\_\_\_\_

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

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

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

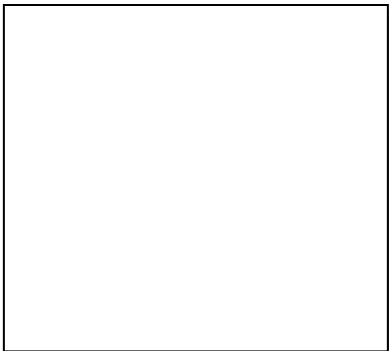
Sex: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Eye Color: \_\_\_\_\_ Hair Color: \_\_\_\_\_

Do you have a high school diploma or its equivalent? [ ] Yes [ ] No
Level 2 and Level 3 applicants must include a copy of their high school diploma or its equivalent.

Employer Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

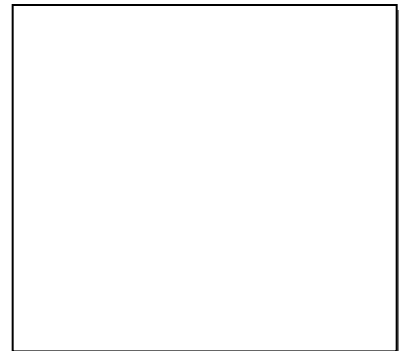
Employer Address: \_\_\_\_\_
(Street) (City) (State) (Zip)

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.)

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

## Security Guard Level 1, 2, and 3 Registration Application

**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 all 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.

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 convicted 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 arrested 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?	YES	NO
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

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

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**Security Guard Level 1, 2, and 3 Registration Application**

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 \_\_\_\_\_

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.

\_\_\_\_\_  
Notary Public My Commission Expires: \_\_\_\_\_

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Security Guard Level 1, 2, and 3 Registration Application

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 may 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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