



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

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 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 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. 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.

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

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 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 signed before a Notary Public.
7. Department issued jurisprudence exam.
8. Level 2 and 3 must also submit electronic non-lethal device and/or firearm certification if applicable.
9. Cogent receipt with Registration number.

All applicants must use the following fingerprint process:

- New and renewal applicants will need to **register** at https://www.cogentid.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 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

SECURITY GUARD REGISTRATION APPLICATION – LEVEL 1, 2 & 3

THIS FORM MUST BE LEGIBLE AND SIGNED

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)

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

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

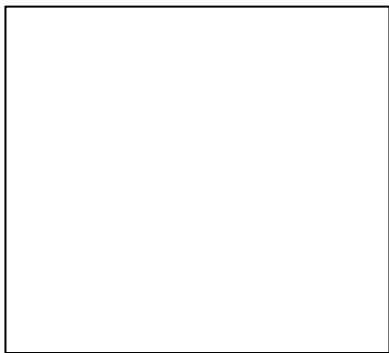
Do you have a high school diploma or its equivalent? Yes No

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

Employer Name: _____ Phone: () _____

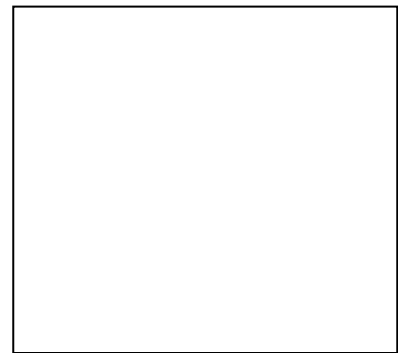
Employer Address: _____
(Street) (City) (State) (Zip)

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

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 (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

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 or dishonest answer to any question in this application may be grounds for denial or revocation of my registration.

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

SECURITY GUARD REGISTRATION APPLICATION – LEVEL 1, 2 & 3

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.

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

SECURITY GUARD REGISTRATION APPLICATION – LEVEL 1, 2 & 3

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: _____

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