



STATE OF NEW MEXICO
 PUBLIC EDUCATION DEPARTMENT — JERRY APODACA EDUCATION BUILDING
 LICENSURE BACKGROUNDS UNIT
 300 DON GASPAR
 SANTA FE, NEW MEXICO 87501-2786
www.ped.state.nm.us

CHRISTOPHER N. RUSZKOWSKI
 ACTING SECRETARY OF EDUCATION

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 GOVERNOR

Authorization to Release Copy of FBI Background Check Report

**** DENOTES A REQUIRED FIELD**

Date ** _____

PED FILE # _____ (if known)

COGENT REGISTRATION ID# _____
Must be for reason "TEACHER LICENSURE" to be valid for PED

**SS# _____

I ** _____ would like to formally request a copy of my FBI Background Check Report.
 (Please print name)

I authorized NM PED Backgrounds to release a copy for the following reason: ** _____
ie ... Personal use, employment, classroom observation, university, or DVR program

I would like the copy: ___ Mailed, ___ E-mailed, ___ Faxed to:
 ___ my personal mailing address(*copy of photo ID Required*); ___ Employing New Mexico school district; ___ Educational Program;
 at the following information:

Please make sure instructions are clear and legible.

** _____
 Name of Agency or District

 Address

 City, state, zip

Email: _____

Fax #: _____

**

Applicant's Signature (Copy will NOT be released without a Signature)

Return Completed Form to the:

Mail: NM Public Education Department, Licensure Background Check Unit, 300 Don Gaspar, Santa Fe, NM 87501
 Fax: 505-827-1449 or scan & emailed to: stephaniej.lujan@state.nm.us

PLEASE NOTE – EFFECTIVE OCTOBER 5, 2009: A copy of an FBI Criminal History Report will not be released to an individual without a valid, legible, photo ID that bears the requestor's signature.

- *The photo ID must be one of the following: valid US state vehicle operator's license, valid passport, valid US military ID.*
- *If requesting by mail, include on a separate page a legible copy of the individual's photo ID.*
- *ID copy is not required if the copy is being sent to a NM school district.*
- *Background check report will not be released to an out of state agency*