



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

CHRISTOPHER N. RUSZKOWSKI
 ACTING SECRETARY OF EDUCATION

SUSANA MARTINEZ
 GOVERNOR

Authorization to Release Copy of FBI Background Check Report
Please Type or Print Clearly Incomplete forms will not be processed

Date _____

Name: _____ Gemalto-Cogent Registration# _____
Must be for reason "TEACHER LICENSURE" to be valid for PED

PED License # (if known): _____ SS# (full) _____

I hereby authorize NM PED Backgrounds to release a copy of my results for the following reason:

- NM School Employment in a: ___ Licensed Position ___ Non-Licensed Position**
- Student Teaching/Classroom Observation**
- University Educational Program**
- NM DVR Program**
- Other- Reason: _____**

Information to be sent via (check one): ___ Mail ___ E-mail ___ Fax To:

Please make sure below instructions are clear and legible.

 Name

 Mailing Address

 City, state, zip

Email: _____ Fax #: _____

X _____

Applicant's Written Signature (Copy will NOT be released without a Signature) No E-signatures accepted.

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