



STATE OF NEW MEXICO  
PUBLIC EDUCATION DEPARTMENT  
300 DON GASPAR  
SANTA FE, NEW MEXICO 87501-2786  
Telephone (505) 827-5800  
[www.ped.state.nm.us](http://www.ped.state.nm.us)

CHRISTOPHER N. RUSZKOWSKI  
SECRETARY-DESIGNATE, PUBLIC EDUCATION

SUSANA MARTINEZ  
GOVERNOR

February 16, 2018

**MEMORANDUM**

**TO: Superintendents and Charter School Leaders**  
**FROM: Rebecca Reyes, Director, Professional Licensure Bureau**  
**RE: Background Files and Background Check Release Forms**

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To ensure all licensed employees meet the required standards for licensure and employment, NM PED Licensure Bureau has been diligently enforcing existing licensure rules and regulations.

Beginning immediately, the Licensure Bureau will only open licensure files when an individual formally submits an application for licensure.

Pursuant to NMSA 22-10A-3, PED will not clear background checks submitted unless they are accompanied by a formal application.

If districts and charters are requesting for PED to release non-licensed background checks, we will release these background reports with the release form ONLY if they are clearly marked as **NON-LICENSED** on the requested form.

Districts, Universities and Division of Vocational Rehabilitation must note the following on the request form: 1) the person is not applying for licensure; and 2) the reason for requesting the copy, e.g. Alternative Program, class observation, non-licensed position, etc.

The FBI report will be forwarded to the requesting entity, but will not be opened as a database file within the PED licensure system. The release form and the FBI report will continue to be stored by PED for any future need. Please begin using attached attached form immediately. This document can also be found on the PED Licensure website <http://webnew.ped.state.nm.us/bureaus/licensure/>.



**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](http://www.ped.state.nm.us)

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**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: \*\* \_\_\_\_\_  
(for employment mark) \_\_\_ LICENSED \_\_\_ NON-LICENSED position. I.e. ... Personal use, employment, classroom observation, university, or DVR program

I would like the copy: \_\_\_ Mailed, \_\_\_ E-mailed, \_\_\_ Faxed to:  
 \_\_\_ my personal address (copy of photo ID required); \_\_\_ Employing New Mexico school district; \_\_\_ Educational Program  
 at the following:

**Please make sure instructions are clear and legible.**

\*\*  
 \_\_\_\_\_  
Name of Agency or District  
 \_\_\_\_\_  
Address  
 \_\_\_\_\_  
City, state, zip

Email: \_\_\_\_\_

Fax #: \_\_\_\_\_

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**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](mailto: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