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SECRETARY OF EDUCATION

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September 28, 2018

**MEMORANDUM**

**TO:** Superintendents/ Charter School Leaders  
**FROM:** Rebecca Reyes, Director of Professional Licensure  
**RE:** Process for Background Check

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As we move forward through the 2018-2019 school year, I want to make sure Background Check Release Requests and processes are fully understood:

In order for a FBI Background Check to be released, the following must be considered by the background check specialist.

1. Does the applicant have a file?
2. Has the applicant applied for licensure?
3. Is the report current?
4. Does the applicant have any arrests?
5. If they don't have a file, have they applied for a background check? \*This requires the background check specialist to check into the Gemalto Cogent system.
6. Is the form correctly filled out? Is it signed? Is a reason check off?
7. Is the applicant in a "Licensed" or "Non-Licensed" position? Is it clearly marked on the form?
8. Did the applicant request for the report to go back to him/her and not the district? If so, is there a photo ID copy?

Once these steps are completed and if there is a file and application the background specialist can release the background to the school district or applicant. Please also see the following flow chart attached.

Please make sure the current form on PLB's website is being utilized <https://webnew.ped.state.nm.us/wp-content/uploads/2017/12/2018-Authorization-to-Release-Copy-of-FBI-Background-Check-Report.pdf> , Stephanie Lujan will be scanning and emailing the release forms back to the district that she is unable to complete when the form is not correctly filled out so further action can be completed on your end.

If your district is missing background check release forms we are requesting that you send a list of educators with the following information to Stephanie Lujan [StephanieJ.Lujan@state.nm.us](mailto:StephanieJ.Lujan@state.nm.us) , please CC me on this list with the following information:

1. Educators name, File Number and or Social Security number (PLEASE, do not resend the FBI Background Check Report Request Form)

As always we appreciate your assistance and patience during this busy time of year, please let me know if you have any further questions or concerns. We look forward to another successful start of a new year.

Feel free to contact me by phone 505-827-1436 or by email at [Rebecca.Reyes@state.nm.us](mailto:Rebecca.Reyes@state.nm.us).