



STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
LICENSURE BACKGROUNDS UNIT
 300 Don Gaspar
 Santa Fe, New Mexico 87501-2786
www.ped.state.nm.us

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 Reasons: _____

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

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 by
 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

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 an NM school district.

Background check report will not be released to an out of state agency.