



TRAFFIC SAFETY DIVISION APPLICATION FOR IGNITION INTERLOCK SERVICE CENTER ORIGINAL LICENSE

INSTRUCTIONS FOR COMPLETING THIS APPLICATION

Before you begin working on this application, please review the rules regarding the Ignition Interlock Program (NMAC 18.20.11), which can be found on the University of New Mexico, Transportation Safety Center (TSC) website (www.transportation.unm.edu) under the Licensing tab / Ignition Interlock. Please print out a copy of these rules and keep it handy for future reference. You will need it.

PLEASE:

- complete this application entirely by typing, *or* printing legibly in black ink
- read and follow the instructions in each section before completing them**
- provide all information requested in SECTIONS 1-5
- include copies of all the required documents in SECTION 6
- initial by hand each Sworn Statement in SECTION 7
- sign and date the application in SECTION 8
- make a copy of the completed application and required documents for your records
- mail the **ORIGINAL** application to:

**Transportation Safety Center – Licensing Section
University of New Mexico
MSC07 4030
1 University of New Mexico
Albuquerque, NM 87131-0001**

If you have any questions concerning this application, the forms or any of the requirements please contact:

- Carolyn Kirlin at TSCIILprograms@unm.edu by email or by telephone at 505-277-8770..

For information related to the Ignition Interlock Indigent Fund, please contact:

- Paula Gonzales by email at paula.gonzales@state.nm.us or by telephone at 505-827-0456.

WHAT HAPPENS ONCE YOU SUBMIT THIS APPLICATION

The TSC, on behalf of the Traffic Safety Division (TSD) will review your application within 15 days to determine if it is complete. Applications will be reviewed in the order in which they are received.

Applications will not be considered complete until the TSC receives all required documents, including the MVD and DPS reports.

If the application is ***not*** complete, TSC will contact you regarding the missing information or documents. If TSC does not receive the missing information or documents within 10 days of the date of the email notification, your application will be voided. You may resubmit a complete original application at any time.

In reviewing applications for service center licenses, TSC / TSD shall consider whether:

- (1) the information provided by the applicant is accurate and valid;
- (2) the character and employment references provided by the applicant report favorably on the applicant's character or employment experience;
- (3) the applicant is at least 18 years of age;
- (4) the applicant has not been sanctioned in any jurisdiction for circumventing or tampering with an ignition interlock device.
- (5) the applicant holds a valid driver's license; with clean driving record
- (6) the applicant has not been convicted of:
 - (a) a crime involving moral turpitude;
 - (b) any alcohol or drug-related offense within the last 3 years;
 - (c) 2 or more alcohol or drug-related offenses in the last 5 years;
 - (d) probation violation;
 - (e) perjury, forgery, or sworn falsification; or
- (7) the applicant has not had a driver's license or professional certification suspended, revoked or denied for violation of a motor vehicle safety equipment law.

If the TSD does not approve your application, you will receive a letter stating the reasons why it was not approved. If the reasons can be resolved, you may resubmit your application.

If the TSD conditionally approves your application, you will be notified to submit:

- proof of liability insurance written on an Insurance Accord form by an insurance company licensed to do business in New Mexico covering injury, death or property damage resulting from the installation, servicing, or removal of ignition interlock devices in an aggregate amount of not less than one million dollars (\$1,000,000). ***The proof of insurance shall include a statement from the insurance company that the Traffic Safety Division– Licensing Section shall be notified thirty (30) days before cancellation of the insurance policy.***

NO PERSON MAY OPERATE AN IGNITION INTERLOCK SERVICE CENTER UNLESS AND UNTIL THE TRAFFIC SAFETY DIVISION HAS GRANTED WRITTEN APPROVAL BY ISSUING AN IGNITION INTERLOCK SERVICE CENTER LICENSE.

APPLICATION FOR SERVICE CENTER ORIGINAL LICENSE

Section 1 – Service Center Information.

Service Center Name (as it appears on business license)	
Service Center Physical Address (include city, state, and zip code)	
Service Center Mailing Address (if different from physical address)	
Toll-Free Telephone Number	
Local Telephone Number	
Fax Number	
E-Mail Address for TSD	
E-Mail Address for the public	
Do you have Internet access?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Web Address (if applicable)	
Name of Service Center Owner/Operator	
Date of Birth of Service Center Operator	Social Security #
I am also filling a separate application for:	Installer <input type="checkbox"/> Service Technician <input type="checkbox"/> Not Applicable <input type="checkbox"/>

Section 2 – References. Please provide three (3) character and employment references who can speak about your auto mechanic/management experience. **Family members may not be used as references.**

1	Name	
	Relationship	
	Street Address, City, State and Zip Code	
	Telephone Number	
2	Name	
	Relationship	
	Street Address, City, State and Zip Code	
	Telephone Number	
3	Name	
	Relationship	
	Street Address, City, State and Zip Code	
	Telephone Number	

Section 3 – Ignition Interlock Devices to be used in New Mexico.

DEVICES	Device 1	Device 2
Manufacturer of device:		
Model or class of device		
Type of reference sample used to calibrate device		

Section 4 –Installers and Service Technicians Working at or from this Site.

Installer/Instructor (if applicable)	Installers	Service Technicians

Section 5 – Mobile Service. Please list all cities in New Mexico you propose to service by Mobile Unit. **(City must have a population of over 5,000)**

City	City

Section 6 – Required Documents.

Please submit the following documents with your application:

- A copy of your *limited* driving history **for any and all states in which you resided in the last five years**, dated no earlier than 60 days before the date the application is filed. **For NM only**, complete the ‘Request for MVD Limited Driving History’ form and attach to your application and TSD will obtain your driving history for New Mexico.
- A certified copy of your state criminal background check, **for any and all states in which you were an adult resident**, dated no earlier than 60 days before the date the application is filed. You may submit a copy of the Authorization for Release of Information by DPS form for the State of New Mexico. ***This form must be notarized and accompanied by a check for \$15.00 made payable to the Department of Public Safety.***
- A copy of Business License issued by the jurisdiction in which the proposed service center is located;
- A copy of the business New Mexico gross receipts tax registration form;

- A copy of your resume or curriculum vitae;
- A schedule of fees that meets the requirements of 18.20.11.13B(8) NMAC (Fee Schedule should include: Effective date, Expiration date, Model of device (specific camera or non-camera), Installation of device, Monthly lease, Scheduled service visit, Violation service visit, Tampering or circumventing, Removal, Vehicle switch, and any other fees not covered within that a client will be charged)
- Service center days and hours of operation with address and phone number;
- A copy of the lease agreement between the service center and the sentenced driver;
- A copy of the signed contract between the service center and the manufacturer;
- Photographs of the service center, including office area and garage bay where installations, servicing and calibrations are to be performed.

All forms can be found at www.transportation.unm.edu under the Licensing tab / Ignition Interlock.

Section 7 - Sworn Statements.

By my handwritten initials beside each statement, I, _____,
d/b/a _____, certify that:

_____ I have received a copy of, have read, and agree to comply with the requirements of, 18.20.11 NMAC, Ignition Interlock Devices, the rule adopted by the TSD regarding the ignition interlock program.

_____ I understand that failure to comply with the requirements of the rule; any false statement; omission of application or business operation shall be grounds for denial; suspension or revocation of any license issued to me by the TSD.

_____ I shall indemnify and hold harmless the state of New Mexico, the Division and its officers, employees and agents from all claims, demands and actions resulting from damage, death, or injury to persons or property which may arise, directly or indirectly, out of any act or omission by me or any installer working for me relating to the installation, servicing, or removal of an ignition interlock device.

_____ I will provide expert or other required testimony in civil or criminal proceedings regarding the installation, servicing, and removal of ignition interlock devices or the interpretation of recorded data;

_____ I will reimburse the Division for any costs incurred if the service center operator requests the division to provide testimony in a civil or criminal proceeding involving the installation, servicing, and removal of an ignition interlock device;

_____ I will not reveal any personal and medical information provided by drivers to any person other than the appropriate authorities or employees of the manufacturer or service center operator on an as-needed basis;

_____ I will impose the same fees on all drivers for installing, servicing, leasing and removing ignition interlock devices, but shall collect from indigent drivers only the amount not reimbursed by TSD. The service center shall reimburse the division for any overpayments obtained from the division in violation of this section.

_____ I will verify claims against the manufacturers report prior to submission for reimbursement from the Indigent Fund. Claims will be submitted on a monthly basis.

_____ I understand that as the service center operator I am the person responsible for complying with all the obligations and responsibilities under New Mexico statutes and regulations;

_____ I understand that the service center license cannot be sold or transferred;

_____ I have not been sanctioned in any jurisdiction for circumventing or tampering with an ignition interlock device. *(If you have been so sanctioned, please provide detailed information regarding the jurisdiction, the year, and the circumstances.)*

_____ I am in compliance with the Parental Responsibility Act, NMSA 1978, Section 40-5A-1 et seq. regarding paternity or child support proceedings and understand that failure to comply with this Act will result in denial of my application or revocation or suspension of my license.

_____ I will not operate a service center in New Mexico until I have received a license from the TSD.

_____ I am in compliance and will continue to be in compliance with all relevant and applicable New Mexico and Federal laws

Section 8 – Signature and Date.

By my signature below, I certify, under penalty of perjury, that the information given in this application and all accompanying documents is true to the best of my knowledge and ability.

Applicant's signature _____
Date

Please note that TSD requires an original application for processing. Copies will not be accepted.

1st Review: _____ Final Review by _____ Date _____

Approved _____ Denied _____ Reviewer's Comments: