



TRAFFIC SAFETY DIVISION APPLICATION FOR

IGNITION INTERLOCK INSTALLER RENEWAL CERTIFICATE

INSTRUCTIONS FOR COMPLETING THIS APPLICATION

PLEASE:

- complete this application on your computer using the TAB key or mouse to advance between fields and then print it out, **or** by typing, **or** printing legibly in black ink
- provide all information requested in Sections 1 to 2 of the application form
- include copies of all the required documents listed in Section 3 of the application form
- initial each statement in Section 4 of the application form
- sign and date the application in Section 5 of the application form
- if the application is postmarked on or after May 1st, include a check for a late fee made payable to the Traffic Safety Division in the amount of \$25.00
- make a copy of the completed application and required documents for your records
- mail everything but these instructions to:

**Transportation Safety Center – Licensing Section
UNM Continuing Education
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 renewal requirements please contact:

- Judith Madrid by email at jmadrid13@unm.edu or by telephone at 505-277-8770 or by fax at 505-277-8975

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 Transportation Safety Center – Licensing Section (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, the TSC will contact you regarding the missing information or documents. If the TSC does not receive the missing information or documents within 10 days of the date of the email, your application will be returned to you. You may resubmit a complete application at any time.

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 approves your application you will be issued an Ignition Interlock Installer Certificate.

NO PERSON MAY CONTINUE TO INSTALL, SERVICE, OR REMOVE IGNITION INTERLOCK DEVICES IN NEW MEXICO AFTER JUNE 30th OF THIS YEAR UNLESS AND UNTIL THE TRAFFIC SAFETY DIVISION HAS GRANTED WRITTEN APPROVAL BY ISSUING AN IGNITION INTERLOCK INSTALLER'S CERTIFICATE FOR THE FISCAL YEAR COMMENCING JULY 1st.

➤ ***PLEASE KEEP THESE INSTRUCTIONS FOR FUTURE REFERENCE.***

APPLICATION FOR INSTALLER RENEWAL CERTIFICATE

Section 1 – Installer Information.

Installer Name (as you would like it to appear on certificate)		
Installer Mailing Address (include city, state, and zip code)		
Installer Telephone Number		
Installer E-mail Address		
Do have Internet access?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Installer Date of Birth		Social Security #
Name of Service Center Where Employed		
Address of Service Center Where Employed		
Name of Service Center Owner/Operator		
Are you currently an installer instructor (If selecting "yes" provide certificate as a document)	<input type="checkbox"/> yes	<input type="checkbox"/> no Device Model(s)

Section 2 – Devices You Are Trained to Install, Service, and Remove.

Describe all ignition interlock devices you are currently trained to install, service and remove		
Manufacturer:	Model or class of device	Name of person who trained you

Section 3 – Required Documents.

Please submit the following documents with your application:

- A certified copy of your **limited** driving history from MVD, **for any all states in which you held a drivers license in the last five years**, dated no earlier than 60 days before the date the application is filed **or** a copy of the Request for MVD Limited Driving History form available at <http://transportation.unm.edu/licensing/forms/> so that the TSD can obtain it directly. Please do not submit any other type of driving history. (If you have submitted an MVD report or request form with a service center license application, you do not need to submit it with this application.)
- 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 **or** a copy of the Authorization for Release of Information by DPS form available at <http://transportation.unm.edu/licensing/forms/>. **This form must be notarized and accompanied by a check for \$15.00 made payable to the Department of Public Safety.** (If you have submitted a DPS report or request form with a service center license application, you do not need to submit it with this application.)

Section 4 – Sworn Statements.

By my initials beside each statement, I, _____, certify that:

_____ I have obtained a copy of, have read, and agree to comply with the requirements of, 18.20.11 NMAC, Ignition Interlock, the rule adopted by the Traffic Safety Division regarding Ignition Interlock.

_____ All statements sworn to in the original application are still in full force and effect.

_____ 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 have never had my professional certification suspended, revoked, or denied for any reason. *If you have had your professional certification suspended, revoked, or denied, please provide detailed information regarding the jurisdiction, the year, and the circumstances.*

_____ 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.

_____ If I have not received my renewal certificate before July 1st, I will not install, service, or remove ignition interlock devices until I have received a renewal certificate from the Traffic Safety Division.

Section 5 – 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. Please make a copy of this application for your records and submit an original.

Reviewed by _____ Date _____
Approved Denied Reviewer's Comments: