



TRAFFIC SAFETY DIVISION APPLICATION FOR

IGNITION INTERLOCK INSTALLER ORIGINAL CERTIFICATE

INSTRUCTIONS FOR COMPLETING THIS APPLICATION

Before you begin working on this application, please go to: <http://transportation.unm.edu/licensing/rules/> for a copy of the rule regarding the Ignition Interlock Program (18.20.11 NMAC). Please print out a copy of this rule and keep it in a handy place for future reference. You will need it.

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 3 of the application form
- include copies of all the required documents listed in Section 4 of the application form
- initial each statement in Section 5 of the application form
- sign and date the application in Section 6 of the application form
- 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 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 INSTALL, SERVICE, OR REMOVE IGNITION INTERLOCK DEVICES UNLESS AND UNTIL THE TRAFFIC SAFETY DIVISION HAS GRANTED WRITTEN APPROVAL BY ISSUING AN IGNITION INTERLOCK INSTALLER CERTIFICATE.

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

APPLICATION FOR ORIGINAL INSTALLER 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 <i>(If selecting "yes" provide certificate as a document)</i>	<input type="checkbox"/> yes	<input type="checkbox"/> no Device Model(s)

Section 2 – References. Please provide three (3) character and employment or school references. **At least one of the references must be an employment and school reference.** Family members may not be used as references.

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

	Telephone Number	
	Relationship	

Section 3 – Devices You Are Trained to Install.

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 4 – Required Documents.

Please submit the following documents with your application:

- A certified copy of your **limited** driving history from MVD, **for any and 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. You may submit a copy of the Request for MVD Limited Driving History form for the state of New Mexico available at <http://transportation.unm.edu/assets/MVD-school.pdf> so that the TSC 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. You may submit a copy of the Authorization for Release of Information by DPS form for the State of New Mexico available at <http://transportation.unm.edu/assets/DPS.doc>. **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.)
- A copy of your resume or curriculum vitae.
- A certificate of satisfactory completion from an automotive electronics training program or at least one year’s verifiable experience with motor vehicle electrical systems.
- A copy of a certificate of satisfactory completion from an ignition interlock installer training program.

Section 5 – Sworn Statements.

By my initials beside each statement, I, _____, 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 Traffic Safety Division regarding the ignition interlock program.

_____ 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 the Indigent Fund. The service center shall reimburse the division for any overpayments obtained from the division in violation of this section.

_____ I understand that failure to comply with the requirements of the rule shall be grounds for suspension or revocation of any certificate issued to me by the Traffic Safety Division.

_____ 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 install, service, or remove any ignition interlock device in New Mexico until I have received a certificate as an Ignition Interlock Installer from the Traffic Safety Division.

Section 6 – 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