



TRAFFIC SAFETY BUREAU 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 after May 1st, include a check for a late fee made payable to the Traffic Safety Bureau 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:

**Traffic Safety Bureau
Ignition Interlock – Licensing Section
604 West San Mateo Road
Santa Fe, NM 87504-1149**

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

- Jolyn Sanchez by email at Jolyn.Sanchez@state.nm.us or by telephone at 827-1587 **or**
- Franklin Garcia by email at Franklin.Garcia@state.nm.us or by telephone at 827-3200 **or**
- the Licensing Section by fax at 827-0431

YOU MAY CHECK THE STATUS OF YOUR APPLICATION AT ANY TIME BY VISITING OUR WEBSITE AT <http://transportation.unm.edu/lic/status.htm> You will be asked to register by typing your name and a password provided by IPL. The status reports are updated in real time. To expedite the application process, we ask that you not call IPL for this type of information unless you are having an online problem.

WHAT HAPPENS ONCE YOU SUBMIT THIS APPLICATION:

The Traffic Safety Bureau will review your application within 15 days *if* it is complete. Applications will be reviewed in the order in which they are received. ***Applications will not be considered complete until the TSB receives all required documents, including the MVD and DPS reports.***

If the application is *not* complete the TSB will email you regarding the missing information or documents. If the TSB does not receive the missing information or documents within 20 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 TSB 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 TSB 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 BUREAU 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 (if different from Address of Service Center Where Employed, below)	
Installer Telephone Number	
Installer E-mail Address	
Do have Internet access?	<input type="checkbox"/> yes <input type="checkbox"/> no
Installer Date of Birth	
Name of Service Center Where Employed	
Address of Service Center Where Employed	
Name of Service Center Owner/Operator	

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://ipl.unm.edu/traf/certification/forms/MVD.doc> so that the TSB 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://ipl.unm.edu/traf/certification/forms/DPS.doc> **This form must be notarized and accompanied by a check for \$10.00 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:

_____ All certifications made in the original certificate 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 half of the leasing fee. The service center shall reimburse the bureau for any overpayments obtained from the bureau 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.*

_____ 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 Bureau.

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

Reviewed by _____ Date _____

Approved Denied

Reviewer's Comments

