



**TRAFFIC SAFETY BUREAU APPLICATION FOR
IGNITION INTERLOCK MANUFACTURER
RENEWAL
AGREEMENT**

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 6 of the application form
- include copies of all the required documents listed in Section 7 of the application form
- initial each statement in Section 8 of the application form
- sign and date the application in Section 9 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 your Ignition Interlock Manufacturer Agreement on behalf of the Traffic Safety Bureau.

NO PERSON MAY CONTINUE TO MAKE IGNITION INTERLOCK DEVICES AVAILABLE 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 MANUFACTURER'S AGREEMENT FOR THE FISCAL YEAR COMMENCING JULY 1st.

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

APPLICATION FOR MANUFACTURER RENEWAL AGREEMENT

Section 1 – Manufacturer Information.

Manufacturer Name	
Manufacturer Physical Address	
Manufacturer Mailing Address (if different from physical address)	
Manufacturer Toll-Free Telephone Number	
Manufacturer Fax Number	
Web Address (if applicable)	
Name of Contact Person 1	
Title of Contact Person	
Telephone Number of Contact Person 1	
E-mail Address of Contact Person 1	
Name of Contact Person 2	
Title of Contact Person	
Telephone Number of Contact Person 2	
E-mail Address of Contact Person 2	
Web Address (if applicable)	

Section 2 – Ignition Interlock Device Information

	Device #1	Device #2
Model or class of device being used in New Mexico		
Number of devices currently installed in NM		

Section 3 – States in which device has been approved for use since being approved in NM

STATE	DEVICE # (from Sec.2)	AUTHORIZING AGENCY	AGENCY ADDRESS	TELEPHONE
<i>Example</i>	<i>1, 2</i>	<i>Motor Vehicles Dept</i>	<i>123 Main Street City, Zip Code</i>	<i>800-456-7890</i>

Section 4 – States in which device is no longer being used

STATE	DEVICE # (from Sec. 2)
<i>Example</i>	<i>1, 2</i>

Section 5 – Territory

We are currently operating in the following territory.

- New Mexico State Highway District 1
- New Mexico State Highway District 2
- New Mexico State Highway District 4
- New Mexico State Highway District 6
- New Mexico State Highway Districts 3 and 4
- New Mexico State Highway Districts 5 and 6
- Statewide

Section 6 – Location of Service Centers

We are currently operating the following service centers in New Mexico.

Service Center Name	Service Center Address

Section 7 – Required Documents.

Please submit the following documents with your application:

- Proof of product liability insurance written on an occurrence form covering defects in product design, materials, and manufacturing of ignition interlock devices. The insurance must be issued or delivered by a company licensed to do business in, or placed in accordance with the surplus lines laws of, the state in which the insured’s principal place of business is located. The policy shall have a minimum liability limit of one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate. The products liability coverage must either be issued as a separate policy or the \$3 million aggregate limit must apply separately to the products liability coverage. The proof of insurance shall include a statement from the insurance company that it will notify the Transportation Safety Center – Licensing Section thirty (30) days before canceling the insurance.

- A surety bond that meets the requirements of paragraph 18.20.11.8D(2) of the rule.

Section 8 - Sworn Statements

By my initials beside each statement, I, _____, certify on behalf of the manufacturer that:

_____ All certifications made in the original agreement application are still in full force and effect.

_____ I have not made any modification in design or operational concept of a device approved for use in New Mexico that materially affects the way the device measures alcohol or records data without the prior written approval of the bureau. (Modification does not include repair or replacement of parts to maintain the device in working order or software changes that do not modify the functionality of the device).

_____ If I have not received my renewal manufacturer’s agreement by July 1st, I will cease to operate in New Mexico until I have received a renewal manufacturer’s agreement from the Traffic Safety Bureau.

_____ The same fees will be imposed on all drivers for installing, servicing, leasing and removing ignition interlock devices, but the service centers / manufacturer 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.

Section 9 – 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.

Printed name of officer authorized to bind the manufacturer	
Title of officer authorized to bind the manufacturer	

Applicant's signature Date

Reviewed by _____ Date _____

Approved Denied

Reviewer's Comments