



TRAFFIC SAFETY BUREAU APPLICATION FOR

IGNITION INTERLOCK SERVICE CENTER RENEWAL LICENSE

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 4 of the application form
- include copies of all the required documents listed in Section 5 of the application form
- initial each statement in Section 6 of the application form
- sign and date the application in Section 7 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 Service Center license.

NO PERSON MAY CONTINUE TO OPERATE AN IGNITION INTERLOCK SERVICE CENTER 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 SERVICE CENTER LICENSE FOR THE FISCAL YEAR COMMENCING JULY 1st.

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

APPLICATION FOR SERVICE CENTER LICENSE RENEWAL

Section 1 – Service Center Information.

Service Center Name (as it appears on business license)		
Service Center Physical Address		
Service Center Mailing Address (if different from physical address)		
Toll-Free Telephone Number		
Local Telephone Number		
Fax Number		
E-mail Address		
Do have Internet access?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Web Address (if applicable)		
Name of Service Center Owner/Operator		
I am also filing a separate application to renew my installer and/or service technician certificate	<input type="checkbox"/> yes	<input type="checkbox"/> no

Section 2 – Ignition Interlock Devices Being 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		
Number of devices currently installed in NM		

Section 3 –Installers and Service Technicians Working at or from this Site.

Installers (check box if also certified as an instructor)	Service Technicians
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Section 4 – Mobile Service. Please list all cities in New Mexico you propose to service by mobile unit from this service center location.

City	City

Section 5 – 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 30 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.
- 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.**
- proof of public liability insurance written on an occurrence form from 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 it will notify the Traffic Safety Bureau - Licensing Section thirty (30) days before canceling the insurance.
- A copy of your current fee schedule
- If it has changed**, a copy of the lease agreement between the service center and the sentenced driver;
- If it has changed**, a copy of the contract between the service center and the manufacturer;

