



**TRAFFIC SAFETY BUREAU APPLICATION FOR  
IGNITION INTERLOCK SERVICE TECHNICIAN  
ORIGINAL  
CERTIFICATE**

**INSTRUCTIONS FOR COMPLETING THIS APPLICATION**

Before you begin working on this application, please go to <http://ipl.unm.edu/traf/rules/interlockrules.doc> 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:

**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](mailto:Jolyn.Sanchez@state.nm.us) or by telephone at 827-1587 **or**
- Franklin Garcia by email at [Franklin.Garcia@state.nm.us](mailto: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 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 TSB approves your application, you will be issued your Ignition Interlock Service Technician certificate.

**NO PERSON MAY SERVICE IGNITION INTERLOCK DEVICES IN NEW MEXICO UNLESS AND UNTIL THE TRAFFIC SAFETY BUREAU HAS GRANTED WRITTEN APPROVAL BY ISSUING AN IGNITION INTERLOCK SERVICE TECHNICIAN CERTIFICATE.**

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

# APPLICATION FOR ORIGINAL SERVICE TECHNICIAN CERTIFICATE

## Section 1 – Technician Information.

Service Technician Name (as you would like it to appear on certificate)	
Service Technician Mailing Address (if different from Address of Service Center Where Employed, below)	
Service Technician Telephone Number	
Service Technician E-mail Address	
Do have Internet access?	<input type="checkbox"/> yes <input type="checkbox"/> no
Service Technician Date of Birth	
Name of Service Center Where Employed	
Address of Service Center Where Employed	
Name of Service Center Owner/Operator	

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

<b>1</b>	Name	
	Address	
	Telephone Number	
	Relationship	
<b>2</b>	Name	
	Address	
	Telephone Number	
	Relationship	
<b>3</b>	Name	
	Address	
	Telephone Number	
	Relationship	

### Section 3 – Devices You Are Trained to Service.

Describe all ignition interlock devices you are currently trained to service		
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 **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 technician certificate 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 an installer certificate application, you do not need to submit it with this application.)
- A copy of your resume or curriculum vitae.
- A copy of a certificate of satisfactory completion of a service technician 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 Bureau 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 the 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 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 Bureau.

\_\_\_\_\_ 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 will not service any ignition interlock device in New Mexico until I have received a certificate as an Ignition Interlock Service Technician from the Traffic Safety Bureau.

## **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

\_\_\_\_\_  
Reviewed by

\_\_\_\_\_  
Date

Approved

Denied

Reviewer's Comments