

The New Mexico Real Estate Commission is authorized by statute and rule to enter into written license recognition agreements with other states and jurisdictions. These agreements provide that a licensee with a current license in a license recognition state can be licensed in New Mexico without the requirement for additional education or examination, provided that the other state or jurisdiction extends the same opportunity to New Mexico applicants seeking licensure in their jurisdiction.

New Mexico has such written licensure recognition agreements with Louisiana, Massachusetts, and Georgia. Those who qualify are eligible for licensure in New Mexico without having to take the licensure examination. The State of New Mexico accepts the prelicensing educational requirements from those states. Applicants must be current with all aspects of their current state’s licensure requirements and can be either active or inactive status. In other words, to be eligible the applicant’s license in the recognition agreement state must not have expired.

Applicants wishing to apply for a New Mexico real estate license under the license recognition program, must submit a completed copy of the enclosed application and:

* An original certified certificate of license history(s) from all the jurisdiction(s) in which the applicant is currently or has been previously licensed.
* A certificate of current errors and omissions (E&O) insurance coverage from Rice Insurance Services, New Mexico’s Contract insurance program manager, or another carrier. Rice can be contacted toll free at 1-800-637-7319, or on line at [http://www.risceo.com](http://www.risceo.com/). Applicants should please review Part 5 of the Commission Rules, Errors and Omissions Insurance, accessible at [www.rld.state.nm.us//boards/Real\_Estate\_Commission.aspx](http://www.rld.state.nm.us//boards/Real_Estate_Commission.aspx) , Law and Rules, for E&O coverage requirements.
* Fingerprinting Requirements
* A $270 fee for a three-year license.

By virtue of applying for a New Mexico real estate license under the license recognition program, the applicant is attesting that he/she has read and agrees to comply with the New Mexico Real Estate License Law and the Real Estate Commission Rules, and further agrees to cooperate with any investigation initiated against the applicant by the New Mexico Real Estate Commission.

All questions regarding the license recognition program or any aspect of the license application process, please call Thomas Baca, Education Administrator for the New Mexico Real Estate Commission, at (505) 222-9825 or Roxanne Romo, License Administrator, at (505) 222-9826.

Applicants must apply for licensure with the Commission by mailing this completed License Application Form, licensure fee, and all required documentation outlined in the application as attached. All questions about licensure information should be directed to:

New Mexico Real Estate Commission

5500 San Antonio Dr. NE, Suite B

Albuquerque, NM 87109

505.222.9820 • 800.801.7505

[www.rld.state.nm.us/boards/real\_estate\_commission.aspx](http://www.rld.state.nm.us/boards/real_estate_commission.aspx)

License applicants must:

* Submit fingerprints and must follow the live scan or hard copy fingerprint instructions listed on page 7 of this application and submit the completed Fingerprint Certification Form on page 8 of this application.
* Proof of errors and omissions insurance to the Commission with their license application packet if applying for Active licensure. All active real estate Brokers are required to have errors and omission insurance. Licensees may obtain insurance from the Real Estate Commission’s contract insurance carrier, Rice Insurance Services, or from another carrier provided the carrier certifies to the Commission that their coverage is equivalent to the contract program. Enrollment information may be obtained from the Commission office or from Rice Insurance Services by calling 800.637.7319.

License applicants who intend to work for a brokerage that has a group insurance policy with an insurance company other than Rice Insurance Service should ask their Qualifying Broker to provide them with a certificate of insurance verifying current coverage, and verifying that the coverage being provided is equivalent to the coverage being provided by the Commission’s contract insurance carrier as required under Part 5 of the Commission Rules.

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| **Candidate Information**Section A: |
| Last Name (include suffix: i.e., Jr., Sr., III) First Name Middle Name or Initial |
| Residential Mailing Address, City, State, ZIP Code |
| Location Address, City, State, ZIP Code (if different than residential mailing address – do not use P.O. Box; attach map if needed) |
| E-mail Address |
| Residential Phone (including area code) | Social Security Number | Date of Birth (MM/DD/YYYY) |
| **Section B. License Recognition Applicability**Check the boxes that apply:1. I am currently licensed in the State of:

 Louisiana Georgia Massachusetts1. **[Applicant Applying for an Associate Broker License]** – I am applying for an Associate Broker level license and can show by certified license history that I have been actively practicing as either a salesperson level or NM Associate Broker level equivalency in any of the three states which have reciprocity with New Mexico, and I intend to request that my NM license be transmitted to the Prospective Qualifying Broker noted in Section C of this Application or I intend to ask that my Associate Broker license be held with the Commission in “inactive” status. (See #5 of this section if you wish to have your NM license in “inactive” status)
2. **[Applicant to Establish Brokerage/ Trade Name]** I am applying for a Qualifying Broker License and can show by certified license history(s) that I have been actively practicing at the Qualifying Broker equivalency in the any of these three states which have reciprocity with New Mexico, and I intend to practice under my own brokerage [please fill out the Trade Name Registration Section D of this application and attach a certified license history from any of the applicable states.]
3. **[Applicant to Work as an Associate Broker for A license NM Brokerage]** I am applying for a Qualifying Broker License and can show by certified license history(s) that I have been actively practicing at the Qualifying Broker equivalency in any of these three states which have reciprocity with New Mexico, and I intend to practice real estate under the supervision of a New Mexico Qualifying Broker as an Associate Broker as an independent contractor detailed by written agreement. [Fill out Section C below.]
4. **[Inactive Licensure]** I am applying for inactive licensure and request that my Qualifying Broker license remain with the NMREC.
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| **Section C.** Statement by prospective Qualifying Broker (not the applicant):For Qualifying Broker Candidates who choose to work in the capacity of Associate Brokers under the Supervision of another NM Qualifying Broker, but retain QB Authority in reserve or inactive:  **If not applicable, leave blank.**  I, the undersigned, hereby request that the Applicant’s newly issued Qualifying Broker license be mailed to my real estate brokerage firm. Although the broker will have Qualifying Broker authority, the broker has chosen to work under my supervision operating as anAssociate Broker under a written independent contractor agreement. If the Broker chooses to leave my brokerage, they may establish their own Trade Name or Transfer to another brokerage by submitting the appropriate Trade Name application to the NMREC. Name of Company: ­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Company Telephone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State\_\_\_\_\_ Zip:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature of Qualifying Broker  *P*rinted Name of QB License Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Authorized Corporate Officer (if applicable) |
| **Section D: Trade Name Registration: For License Recognition Qualifying Broker Applicants who are establishing Trade Name for Brokerage. Leave blank if this does not apply.**1. QUALIFYING BROKER (Candidate) NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. CORPORATION NAME:\_(if applicable)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. TRADE NAME/DBA:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. BUSINESS LOCATION ADDRESS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 CITY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ STATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ZIP:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_1. VIRTUAL OFFICE ADDRESS – WEB URL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. MAILING ADDRESS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 CITY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ STATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ZIP:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_1. PHONE #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. SIGNATURE OF QUALIFYING BROKER (applicant)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. AUTHORIZED CORPORATE SIGNATURE:\_(if applicable)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. If applicable, PRINT NAME OF PARTNERS/OWNERS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| **Section E Character Affidavit**Complete this section of the application by answering “Yes” or “No” to all questions below. If you answer “Yes” to any of the first six questions, attach documentation as described in the Application Instructions Below. If you answer “No” to questions seven or eight, please see Section C for additional information. Yes No |
|  | 1. Have you ever had a complaint filed against you with a real estate licensing agency of this or any other state or jurisdiction? If you answered “Yes,” attach relevant documentation.
 |
|  | 1. Have you ever had a real estate license denied, suspended, limited, conditioned, or revoked? If you answered “Yes,” attach relevant documents.
 |
|  | 1. Have you been convicted in any court of competent jurisdiction in New Mexico or elsewhere of a felony or any offense involving moral turpitude?
 |
|  | 1. Are you now, or have you at any time during the past five years been named as a defendant in any lawsuits pertaining to any real estate transaction? If you answered “Yes,” attach relevant documentation.
 |
|  | 1. Does your license application include a Fingerprint Certification Form completed by a private fingerprinting services provider or a public or law enforcement agency?  Please see the fingerprinting instruction sheet and the Fingerprint Certification Form on pages 18 and 19.
 |
|  | 1. Are you currently licensed or have you ever been licensed as a real estate qualifying broker/associate broker in New Mexico or any other state or jurisdiction? If you answered “Yes,” indicate which type of license and list state(s) and attach license histories from the state(s).
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|  | 1. Do you have errors and omissions insurance coverage meeting the requirements of Part 5 of the Real Estate Commission Rules? If you answered “Yes,” please attach a Certificate of Insurance to this application. If you answered “NO,” please see the reverse side of this form for additional information.
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|  | 1. Are you a legal resident of the United States?

**(You must be a legal resident of the United States to qualify for a real estate broker's license.)** |
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| **Application Instructions for Section E****If you answered “Yes”** to any one of the first five questions in Section E of this application, locate the number(s) you answered “Yes” to below and determine supporting documentation that should accompany your application for licensure. |
| 1. Prepare and send a written account explaining the details of the complaint and its resolution.
2. Provide a letter from the licensing agency detailing the events that caused action to be taken against your license, including dates and locations and any subsequent reinstatement of your license.
3. Provide the following documentation:
	1. A copy of the judgment and sentence.
	2. A written account of your part in the alleged offense and its current status.
	3. If applicable, a letter from your parole officer detailing your degree of rehabilitation.
4. Submit the following documentation:
	1. Copies of all relevant civil complaints in which you have been named as a defendant.
	2. Copies of the final dispositions of subject lawsuits (if available), or a written explanation of the current status of complaint(s) against you.
5. See the fingerprinting instruction sheet and Fingerprint Certification Form on pages 7 and 8.
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| **If you answered “No”** to questions seven or eight of this application, locate the number(s) you answered “No” to below for additional information. |
| 1. Request from the state(s)/jurisdiction(s) (other than New Mexico) in which you currently or previously practiced, a certified license history which is to be included with this information when you submit your New Mexico Real Estate Broker License Application packet
2. All active real estate Associate Brokers and Qualifying Brokers are required to have errors and omissions insurance meeting the requirements of part 5 of the Real Estate Commission Rules and Regulations. Insurance may be obtained through the Commission’s contract insurance carrier, Rice Insurance Services, or another insurance carrier. Enrollment forms and other information may be obtained from the Commission office, the Commission Web site at [www.rld.state.nm.us/boards/real\_estate\_commission.aspx](http://www.rld.state.nm.us/boards/real_estate_commission.aspx) or from Rice Insurance Services at 800.637.7319.
3. If you answered “No” to question 8, you are not eligible for licensure. You must be a legal resident of the United States to qualify for a real estate broker’s license.
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| **AFFIDAVIT OF CHARACTER**: You must have the Affidavit of Character section below completed by two individuals ***or*** include character reference letters from two individuals who own property in the county in which you reside or do business.**Affidavit of Character**In signing this application, I affirm to the best of my knowledge and belief that the individual named on this form is of good moral character and is honest and trustworthy. I further certify that I am a property owner in the county of residence or place of business of theindividual named herein |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Name (Print)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name (Signature)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Street Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City State Zip | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Name (Print)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name (Signature)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Street Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City State Zip |
|  |
| **Section C:****ADDITIONAL INFORMATION REQUIRED**1. An original certified certificate of license history from the jurisdiction(s) in which you are currently or were previously licensed.
2. A certificate of current errors and omissions (E&O) insurance coverage from Rice Insurance Services, New Mexico’s Contract insurance program manager, or another carrier. Rice can be contacted toll free at 1-800-637-7319, or on line at [http://www.risceo.com](http://www.risceo.com/). Please review Part 5 of the Commission Rules, Errors and Omissions Insurance, accessible at [www.rld.state.nm.us//boards/Real\_Estate\_Commission.aspx](http://www.rld.state.nm.us//boards/Real_Estate_Commission.aspx) , Law and Rules, for E&O coverage requirements.
3. Fingerprinting Requirements (See pages 9, and 10of this application)
4. A $270 fee for a three-year license.
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| **CONSENT TO LAWSUITS**If the address on this application is not within the State of New Mexico, by virtue of my signature below, I do hereby irrevocably consent that lawsuits and actions may be commenced against me in the proper courts of the State of New Mexico.x\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Signature of Applicant** Date  |
| **CONSENT TO EXAMINE AND AUDIT TRUST, TRUSTEE OR ESCROW ACCOUNTS**I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, being a licensed New Mexico real estate broker or broker applicant hereby authorize the New Mexico Real Estate Commission or its authorized representative to examine and audit the trust, trustee, or escrow account maintained by me, and further authorize any bank or recognized depository to permit such examination and audit. This consent and authorization is made personally and/or corporately.x\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Signature of Applicant** Date |
| **Final AFFIDAVIT: I hereby certify that all of the information contained in this completed form is true and correct to the best of my knowledge and belief. *Do not sign until you have completed this License Application Form in its entirety.*** **x****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Signature of Applicant Date** |

**New Mexico Real Estate Commission**

**Broker Fingerprinting Program**

Since November 5, 2013, the New Mexico Department of Public Safety (DPS) converted to an electronic Live Scan system of licensee fingerprinting and no longer accepts hardcopy fingerprint cards unless you are a broker who resides outside the State of New Mexico. New Mexico brokers use the Live Scan digital fingerprinting system. For out of state brokers and those who do not have access to live-scan, fingerprint cards are no longer supplied by the NMREC. Cards may be acquired from any local or state law enforcement jurisdiction.

Prior to being fingerprinted at one of the approved Live Scan sites (statewide site list attached), licensees are required to register on the vendor web site at  [**www.cogentid.com**](http://www.cogentid.com/)**.**  Licensees need the New Mexico Real Estate Commission identifier number, which is **NM920263Z**, to register. Licensees may also register by phone at 1-877-996-6277.

Licensees may pay the $44.00 fingerprint processing fee on line on the [**www.cogentid.com**](http://www.cogentid.com/) website using a credit or debit card at the time of registration, or pay the fee by money order or cashier’s check at the Live Scan site at the time of fingerprinting. No cash or personal checks are accepted.

Because the fingerprints are being transmitted electronically, licensees using the Live Scan system no longer have to mail hardcopy fingerprint cards to DPS.  However, licensees should ask the Live Scan vendor to complete the Fingerprint Certification Form that is enclosed in the application and renewal packets as licensees will need to submit that form to the Commission along with their application or renewal form. The registration receipt provided by Cogent at the time of online registration is also an acceptable form of documentation to submit with licensure paperwork.

Licensees outside New Mexico who do not have access to an approved Live Scan vendor may submit hardcopy fingerprint cards and payment to 3M Cogent at the following address:

***3M Cogent, New Mexico CardScan***

***639 N Rosemead Blvd.***

***Pasadena, CA 91107***

***Please feel free to contact a Real Estate Commission Investigator at (505) 222-9881 if you have any questions.***

[**Livescan**](https://www.cogentid.com/nm/index_NM.htm) Cogent Fingerprint Locations (Click on **Fingerprint Location Map** on the Cogent website for details).  [**Click here also for locations**](http://www.rld.state.nm.us/uploads/files/Fingerprint%20locations.docx).

**Fingerprint Certification Form**

**New Mexico Real Estate Commission**

**5500 San Antonio Drive NE**

**Albuquerque, NM 87109**

**Telephone (505) 222-9820**

This form must be completed by the private company or law enforcement agency taking the applicant’s fingerprints.

NMREC uses live scan fingerprints provided by its contractor Cogent 3M at their live scan outlets in New Mexico. The Cogent Live Scan Center would keep a copy and provide the applicant with a copy to include in the License Application for submission. (See above information sheet, application page 6)

*Non Live Scan Fingerprints: Applicants who are not near live scan centers must (1) acquire 2 FBI rated fingerprint cards; and, (2) take them to the nearest law enforcement office which would do the imprinting. The law enforcement agency or private company official who administers the fingerprinting would fill out and sign this certification. Two (2) copies should be provided to the applicant, one of which will be mailed by the applicant to: 3M Cogent, New Mexico CardScan, 639 N Rosemead Blvd., Pasadena, CA 91107. The second copy should be submitted as a part of the application.*

The undersigned certifies that they are a representative of:

\_\_\_\_ law enforcement agency \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Agency Name

\_\_\_\_ private company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Company Name

I certify that I took the fingerprints of (applicant) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Full Legal Name Clearly Printed

Applicant Social Security Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I further certify that the applicant presented appropriate documentation of their identity at the time of fingerprinting.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Fingerprinting Official

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name of Fingerprinting Official

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number of Fingerprinting Official

Phone Number of Fingerprinting Official \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Check List of ADDITIONAL INFORMATION REQUIRED**

 I have completed all the applicable sections of the application

 Certified License History: I have attached an original certified certificate of license history(s) from the jurisdiction(s) in which you are currently or were previously licensed.

 I have attached a certificate of current errors and omissions (E&O) insurance coverage from Rice Insurance Services, New Mexico’s Contract insurance program manager, or another carrier. Rice can be contacted toll free at 1-800-637-7319, or on line at [http://www.risceo.com](http://www.risceo.com/). Please review Part 5 of the Commission Rules, Errors and Omissions Insurance, accessible at [www.rld.state.nm.us//boards/Real\_Estate\_Commission.aspx](http://www.rld.state.nm.us/boards/Real_Estate_Commission.aspx) , Law and Rules, for E&O coverage requirements.

 I have attached the completed Fingerprint Certification Form on page 7 of this application.

 I have enclosed the $270 fee for a three-year license. The NM Real Estate Commission no longer accepts credit cards and does not accept cash. Please submit a cashier’s or personal check made out to New Mexico Real Estate Commission