



STATE OF NEW MEXICO
 PUBLIC EDUCATION DEPARTMENT — JERRY APODACA EDUCATION BUILDING
 EDUCATOR ETHICS BUREAU
 300 DON GASPAR
 SANTA FE, NEW MEXICO 87501-2786
www.ped.state.nm.us

HANNA SKANDERA
 SECRETARY OF EDUCATION

SUSANA MARTINEZ
 GOVERNOR

Authorization to Release Copy of FBI Background Check Report

****REQUIRED FIELDS****

Date ** _____

File# _____

** Social Security# _____

I ** _____ would like to formally request a copy of my FBI Background Check Report.
 (Please print name)

I would like the copy sent to my mailing address or employing New Mexico school district:
Please make sure instructions are clear and legible.

** C/O Cooperative Educational Services
4216 Balloon Park Road NE
Albuquerque, NM 87109
 Email: _____

**

Applicant's Signature (Copy will NOT be released without a Signature)

Return Completed Form to the:
 NM Public Education Department
 Licensure Background Check Unit
 300 Don Gaspar Rm. # 105
 Santa Fe, NM 87501
OR Fax completed form to: 505-827-6447

PLEASE NOTE – EFFECTIVE OCTOBER 5, 2009: A copy of an FBI Criminal History Report will not be released to an individual without a valid, legible, photo ID that bears the requestor's signature.

- *The photo ID must be one of the following: valid US state vehicle operator's license, valid passport, valid US military ID.*
- *If requesting by mail, include on a separate page a legible copy of the individual's photo ID.*
- *ID copy is not required if the copy is being sent to a NM school district.*
- *Background check report will not be released to an out of state agency*