



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

-INSTRUCTIONS ONLY – HOW TO FILL OUT THE:

Request for Copy of FBI Criminal History Report Form

Date: (today's date)

File # (if known if not leave blank)

I * (Applicant's Name) whose Social Security # is * (Applicant's SS#)
 (Please print name)

Formally request a copy of my FBI Criminal History Report.

I would like the copy mailed (or faxed) to the following:

Please make sure instructions are clear and legible. ** (New Mexico School District or Educational Agencies mailing or fax information should be listed in the area below). DO NOT HAVE A COPY SENT TO PED.

*_ (example) Santa Fe Public Schools
Attn: Human Resources
610 Alta Vista St.
Santa Fe, NM 87501

PLEASE NOTE – EFFECTIVE OCTOBER 5, 2009: An individual requesting a copy of his/her FBI Criminal History Report results must present a valid identification that bears a photo ID and the requestor's signature.

- **The photo ID must be one of the following: valid U.S. state vehicle operator's license, valid passport, valid U.S. military ID.**
- **If requesting by mail, include on a separate page a legible copy of the individual's photo ID.**

*

Applicant's Signature (required for processing).

Return Form to the:

Public Education Department
 Educator Ethics Bureau
 300 Don Gaspar Room # 106
 Santa Fe, NM 87501
OR Fax to: 827-6447

***Required Fields**

PLEASE DO NOT SUBMIT THIS INSTRUCTION SHEET IN LEIU OF COMPLETED FORM.