



**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](http://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.**

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**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.**