

INFORMATION ON HOW TO GET A STATE POLICE CERTIFICATE OF GOOD STANDING

FROM THE NEW MEXICO DEPARTMENT OF PUBLIC SAFETY WEB SITE

<http://www.dps.nm.org/index.php/criminal-history-records/>

Many consulates will accept the "State Police Certificate of Good Standing" instead of the FBI Background check, you need to call the consulate for the country where you are applying (usually in Houston for New Mexico Residents) and find this out.

If they will, then go to <http://www.dps.nm.org/index.php/criminal-history-records/> and download the "Authorization for Release of Information" form at <http://www.dps.nm.org/wp-content/uploads/Authorization-for-Releaseof-Info-Frm.pdf> (or see the one in this document) and take that to a Notary Public, sign it before them, get them to stamp it, and then send that to Santa Fe to this address:

DEPARTMENT OF PUBLIC SAFETY
P.O. BOX 1628
SANTA FE, NM 87504-1628
ATTN: RECORDS

You must include a Money Order for \$36.00 which will pay for the following:

| | |
|--|----------------|
| Authorization for Release of Information | \$15.00 |
| Police Certificate of Good Standing | <u>\$18.00</u> |
| TOTAL | \$36.00 |

INSTRUCTIONS: You must attach a letter with your name, address, and phone number. You must clearly state that you are asking them to provide a "Police Certificate of Good Standing." Then, indicate in the letter that you want it all mailed to you at the address you listed for yourself. **You need to include a self-addressed stamped envelope with a \$1.00 stamp on it.**

Once you get it back (it should take about 2 weeks) then you must have what they send you notarized, and then you can either send that to the Secretary of State Office (see below) and send them a money order for \$3.00 and ask them to mail it to you, or if you are in a rush, it is best to drive it to Santa Fe and have them put the Apostile Seal on it while you wait.

The New Mexico State Central Repository for Criminal History maintains arrest record information on persons arrested in New Mexico for felony, misdemeanor (offenses punishable by 6 months or more imprisonment) and DWI offenses. This information is based on fingerprint cards taken at the time of arrest, which serve as the source document

for criminal history and are submitted to this State Repository by the arresting agency. The completeness and accuracy of this information is dependent on the contributing agencies.

Pursuant to 29-10-6(A) of the New Mexico Arrest Record Information Act, an individual may inspect, in person, through his counsel, **or through his authorized agent**, arrest record information concerning him/her. The DPS must receive the authorization form with the "original" signature. With the required release and proper payment, all adult arrest records are released. See <http://www.dps.nm.org/index.php/criminal-history-records/> for more information.

The turn around time is 7-15 working days from the date of receipt (depending on the current volumes and workload) and should only be requested by mail. If you have any further questions regarding this matter, please feel free to call (505) 827-9181.

IMPORTANT: See the forms at the end of this document to order your Police Certificate of Good Standing and read the information about Apostille Seals on the next page.

FROM THE SECRETARY OF STATE WEB-SITE

<http://www.sos.state.nm.us/sos-Apostille.html>

Apostille Information

The Secretary of State's office is the only office in New Mexico authorized to issue a certification or Apostille for a notarized document going to a foreign country. This office also issues certifications and Apostilles for other public documents issued by government agencies including those issued by County Clerks and the State Registrar of Vital Records. Apostilles are accepted by those countries that are members of the Hague Conference of October 1961 on Private International Law (Convention #12). A listing of the countries that are members of the Hague Conference (Convention #12) is available at the Hague Conference's website or by contacting our office.

An Apostille is attached to a notarized original document or a certified recorded instrument. **For documents that are notarized, the Apostille verifies that the person who notarized the document was appointed to a notary public commission in New Mexico at the time of the notarization.** For certified recorded instruments issued by government agencies, the Apostille verifies that the person who certified the document was an appointed or elected official in New Mexico at the time of the certification. Examples of public documents include birth certificates, death certificates, marriage licenses, divorce decrees, and school transcripts. Notarized documents going to foreign countries that are not party to the Hague Convention receive a certificate of appointment. A certificate of appointment also certifies that the individual who performed the notarization was appointed to a notary public commission at the time of the notarization.

The statutory fee for a certificate of appointment or an apostille is \$3.00 per document. Checks and money orders should be made payable to the "Secretary of State". **You may request an Apostille Seal in person or by mail. Requests are processed daily by the Operations Division. Our office is located at 325 Don Gaspar - Suite 300, Santa Fe, New Mexico 87503 (driving directions). Our hours are 8:00 - 5:00, Monday-Friday.** Please mail the original document(s) and specify the country to which the document(s) will be sent and please provide a telephone number in the event that we need to contact you regarding your request. If delivery other than first class mail is needed, you must enclose a pre-addressed, pre-paid airbill with your request.

Please call our office at 1-800-477-3632 if you have further questions regarding authentications.

I, _____, am applying for a Student Visa
Name

to attend the _____ and I have
Name of University

been asked for a Police Certificate of Good Standing.

I am submitting an Authorization for Release of Information (<http://www.dps.nm.org/wp-content/uploads/Authorization-for-Releaseof-Info-Frm.pdf>) , **which has been notarized**, and am hereby requesting a Police Certificate of Good Standing, and ask that you please forward these two documents to the Secretary of State office so that they can attach an Apostile Seal to the Police Certificate of Good Standing. I am enclosing a self-addressed, stamped envelope, and ask that you return these documents to me in a timely manner.

My information is as follows:

Name: _____

Address: _____

Phone Number: _____

Thank you in advance for your assistance.

Sincerely yours,

Signature

DEPARTMENT OF PUBLIC SAFETY / P.O. BOX 1628 / SANTA FE, NM 87504-1628
ATTN: RECORDS \$15.00 PER RECORD CHECK

AUTHORIZATION FOR RELEASE OF INFORMATION

I, _____
NAME (MUST BE PRINTED-LEGIBLY) (SSN#) (DOB)

PURSUANT TO NMSA 1978, SECTION 29-10-6(A) (Repl. Pamp. 1990), OF THE NEW MEXICO ARREST RECORD INFORMATION ACT, HEREBY APPOINT:

NAME (MUST BE PRINTED) (IF NO AGENT, PRINT "SELF")
ADDRESS: _____

AS AN AUTHORIZED AGENT FOR ME FOR THE PURPOSE OF INSPECTING (AND /OR OBTAINING COPIES OF) ANY NEW MEXICO ARREST FINGERPRINT CARD SUPPORTED ARREST RECORD INFORMATION MAINTAINED BY THE DEPARTMENT OF PUBLIC SAFETY, INCLUDING INFORMATION CONCERNING FELONY OR MISDEMEANOR ARRESTS AND INFORMATION OBTAINED FROM RELEVANT FINGERPRINT DATABASES.

TO THE CUSTODIAN OF THE RECORDS IN QUESTION, I HEREBY DIRECT YOU TO RELEASE SUCH INFORMATION TO THE AUTHORIZED AGENT AS DESCRIBED ABOVE.

I HEREBY RELEASE THE CUSTODIAN OR CUSTODIANS OF SUCH RECORDS AND THE DEPARTMENT OF PUBLIC SAFETY, INCLUDING ANY OF THEIR AGENTS, EMPLOYEES, OR REPRESENTATIVES IN ANY CAPACITY, FROM ANY AND ALL CLAIMS OF LIABILITY OR DAMAGE OF WHATEVER KIND OR NATURE, WHICH AT ANY TIME COULD RESULT TO ME, MY HEIRS, ASSIGNS, ASSOCIATES, PERSONAL REPRESENTATIVE OR REPRESENTATIVES OF ANY NATURE BECAUSE OF COMPLIANCE BY SAID CUSTODIAN OR CUSTODIANS WITH THIS "AUTHORIZATION FOR RELEASE OF INFORMATION" AND MY REQUEST CONTAINED HEREIN FOR THIS RELEASE OR BECAUSE OF ANY USE OF THESE RECORDS. THIS RELEASE IS BINDING, NOW AND IN THE FUTURE AND IS VALID FOR A PERIOD OF UP TO 120 DAYS FROM THE DATE SIGNED, ON MY HEIRS, ASSIGNS, ASSOCIATES, PERSONAL REPRESENTATIVE OR REPRESENTATIVES OF ANY NATURE.

APPLICANT SIGNATURE: _____

DATE: _____

(*ATTN: NOTARY-ENSURE DOCUMENT IS SIGNED BY BOTH APPLICANT AND PARENT (GUARDIAN) IN YOUR PRESENCE AND NAME, DOB, SOC INFO IS VERIFIED WITH A VALID ID)

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____ 20____.

(SEAL) _____
(SIGNATURE OF NOTARY PUBLIC)

MY COMMISSION EXPIRES: _____.

For Department of Public Safety Use Only