

## NM Ignition Interlock Provider Application Process

A Service Center cannot be licensed or continue operation without an approved Owner/Operator. A installer cannot be certified and approved without a licensed Service Center. Service Technicians can ONLY perform monthly service/calibration.

**Please note: It is advised that you review and read the NMAC Rule 18.20.11.5 before completing and submitting your application**

Original applications can be submitted at any time during the year.

Renewal season opens on April 1<sup>st</sup> of each year, applications are due *no later than May 1<sup>st</sup>*. All manufacturers, licensed Service Centers and certified Installers, Service Technicians must renew your application yearly.

TSC must have the **original** application, Motor Vehicle Division (MVD) form and Department of Public Safety (DPS) form. All other information can be emailed to the TSC Program Specialist.

Please mail applications to:

UNM Transportation Safety Center  
4400 Alameda Blvd NE, Suite A  
Albuquerque, NM 87113

### **Qualifications for Applicants**

Be at least 18 years of age; have at least 1 year of experience, training or education with vehicle electrical systems; have a valid driver's license; have a clean driving record; has not had a driver's license or professional certification suspended, revoked or denied for violation of a motor vehicle safety equipment law; has not been sanctioned in any jurisdiction for circumventing or tampering with an ignition interlock device.

Applicant has not been convicted of:

- a crime involving moral turpitude;
- any alcohol or drug-related offense within the last 3 years;
- 2 or more alcohol or drug-related offenses in the last 5 years;
- probation violation; perjury, forgery, or sworn falsification; or
- any crime substantially related to the qualifications, functions, and duties required to install or remove devices.

In NM:

**Installer** holds the highest certification at Service Centers. They can install, service and remove IIL devices.

**Service Technician** is an employee of the Service Center and can only perform monthly service checks on IIL devices.

## Instructions for Application Packets

### Manufacturer Original/Renewal Application (NMAC 18.20.11.8 – 18.20.11.12)

- Application
    - When completing Section 4: Territory, you can choose one or more of the options. However, if you are going to choose ‘statewide’, that is all you have to indicate.
    - Please note that for every Service Center you propose to open, you must have at least one (1) certified installer that must be present during all operating hours
  - Certificate of Insurance
    - Minimum liability limit of one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in aggregate
    - When having the insurance company complete the ACCORD Certificate of Insurance form, please make sure that they understand the ‘30 day cancellation’ rule that was enacted by the NM Public Regulation Commission; Insurance Division Bulletin No. 2012-009. The statement is to be placed in the ‘Description of Operations’ box.
    - Additionally, in the ‘Certificate Holder’ box, that needs to be the following information:
      - NMDOT / TSD
      - PO Box 1149
      - Santa Fe, NM 87504
    - TSC understands that there are insurance companies that do not want to state the 30 day cancellation, or will say the company does not follow this rule – please note: this is a NM requirement and TSD will not accept any insurance ACCORD that does not include this statement. The bulletin is available on the website for you to share with your agent.
  - Surety Bond for the benefit of the state of NM in the amount of ten thousand dollars (\$10,000) issued by a surety company licensed to do business in NM to ensure replacement of the manufacturer's ignition interlock devices
  - Copy of interlock device settings that meet the requirements of NMAC sections 18.20.11.11-12
  - NM is the 5<sup>th</sup> largest state and covers a surface area of 121,589 square miles. Much of NM is rural areas and will require travel to areas that provide ignition interlock service, TSD has developed a Business Model. Manufacturers will need to follow the template and complete their Business Model as it will relate to NM.
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### Service Center (Original Application) (NMAC 18.20.11.13- 18.20.11.22)

- Application
  - References: you can use current employers, past employers, customers, co-workers and friends. Make sure your reference can speak on your behalf regarding your experience and character. Make sure their contact information is correct and let them know we will be calling. **Do not list anyone you are related to**
- MVD / DPS Forms
  - There are specific time frames attached to these forms, please make sure that you have **ALL** the information needed to complete the application packet ***BEFORE*** signing and notarizing. DPS charges \$15.00 per applicant, please double check your payment: make sure it is payable to **DPS**. The DPS background takes the longest and

many times holds up the application process, we cannot submit the request with an incorrect payment or incorrect form. On occasion, DPS will hold a background check if they get a 'hit' on any background for further investigation. Depending on how in-depth they look will depend on how long it takes to get the results, if this occurs the Licensing Specialist will inform you of the delay.

- If you have lived outside the state of NM in the past 5 years (or currently live out of state), you will need to submit the MVD and the DPS from the state you lived. This will be your responsibility to obtain. Background checks will only be accepted from the state Department of Public Safety or the FBI. Independent online background checks or manufacturer background checks **will not** be acceptable.
- Resume of Owner/Operator
  - experience in operating a business
  - experience and knowledge of 12 volt electrical systems
  - general mechanics
  - experience in administrative areas
  - list dates and company information from past employers
  - list all training and certifications you may have
- Current Business License
  - Make sure your license is current and displayed in your business. If there is an instance where a business license is not issued by your city, town or village; please retain a letter from them stating your business is legally operating.
- NM CRS (Gross Receipts) Tax Identification Number
  - Anyone who engages in business in the State of New Mexico are required to register and obtain a New Mexico state tax identification or CRS identification number.
  - If you do not have a CRS number, you can complete the NM Taxation and Revenue form ACD31015 in the link section.
- Certificate of Insurance
  - Minimum liability limit covering injury, death or property damage resulting from the installation, servicing, or removal of ignition interlock devices in an aggregate amount of not less than one million dollars (\$1,000,000).
  - When having the insurance company complete the ACCORD Certificate of Insurance form, please make sure that they understand the '30 day cancellation' rule that was enacted by the NM Public Regulation Commission; Insurance Division Bulletin No. 2012-009. The statement is to be placed in the 'Description of Operations' box.
  - Additionally, in the 'Certificate Holder' box, that needs to be the following information:
    - NMDOT / TSD
    - PO Box 1149
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  - TSC understands that there are insurance companies that do not want to state the 30 day cancellation, or will say the company does not follow this rule – please note: this is a NM requirement and TSD will not accept any insurance ACCORD that does not include this statement. The bulletin is available on the website for you to share with your agent.
- Fee Schedule
- Hours of Operation
  - Hours will need to be posted and once you are approved as an Ignition Interlock Service Center, a certified installer must be present during ALL hours of operation

- TSD/TSC understands that not all Service Centers are standalone Ignition Interlock businesses, you can choose the hours that you will perform installations and monthly services – but these hours will need to be clearly posted and in agreement with your contracted manufacturer.
- Client Agreement
  - This will be provided by your contracted manufacturer as they are supplying the device. You need to read the agreement provided so that you understand once you enter into the contract with the manufacturer, you will be able to abide by the client agreement. This includes the installation, removals, servicing, emergency lockouts, replacement of damaged equipment, the training that you will provide the customer, etc.
- Manufacturer Contract
- Photographs are required of all new Service Center applications. The photos must show (but are not limited to):
  - Outside of business
  - All vehicle bays or where Ignition Interlock device will be installed
  - Office interior
  - Customer waiting area (must be away and out of view of installation area)
  - Customer training area
- Mobile Sites
  - You will need to provide a plan on how you will provide service to the area
    - Staffing, where mobile site will be located, designated days and times
    - What services you will be providing

### **Service Center (Renewal Application)**

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- Current Business License
  - Make sure your license is current and displayed in your business. If there is an instance where a business license is not issued by your city, town or village; please retain a letter from them stating your business is legally operating
- NM CRS Tax Identification Number
- Certificate of Insurance
  - Minimum liability limit covering injury, death or property damage resulting from the installation, servicing, or removal of ignition interlock devices in an aggregate amount of not less than one million dollars (\$1,000,000).
  - When having the insurance company complete the ACCORD Certificate of Insurance form, please make sure that they understand the ‘30 day cancellation’ rule that was enacted by the NM Public

Regulation Commission; Insurance Division Bulletin No. 2012-009. The statement is to be placed in the 'Description of Operations' box.

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- Schedule of Fees
- Hours of Operation
- Client Agreement
- Manufacturer Contract

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### **Installer or Service Technician (Original Application) (NMAC 18.20.11.15 – 18.20.11.22)**

#### Application

- References: you can use current employers, past employers, customers, co-workers and friends. Make sure your reference can speak on your behalf regarding your experience and character. Make sure their contact information is correct and let them know we will be calling. **Do not list anyone you are related to**
- MVD / DPS Forms
  - There are specific time frames attached to these forms, please make sure that you have **ALL** the information needed to complete the application packet ***BEFORE*** signing and notarizing. DPS charges \$15.00 per applicant, please double check your payment: make sure it is payable to **DPS**. The DPS background takes the longest and many times holds up the application process, we cannot submit the request with an incorrect payment or incorrect form. On occasion, DPS will hold a background check if they get a 'hit' on any background for further investigation. Depending on how in-depth they look will depend on how long it takes to get the results, if this occurs the Licensing Specialist will inform you of the delay.
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- Resume
  - experience and knowledge of 12 volt electrical systems
  - general mechanics
  - experience in administrative areas
  - list dates and company information from past employers
  - list all training and certifications you may have
- Training Certificate

### **Installer or Service Technician (Renewal Application)**

- Application
- MVD / DPS Forms

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