

## COMPLETING YOUR OWN BACKGROUND CHECK

### 1. INCARCERATION RECORDS: (<http://corrections.state.nm.us/offenders/search.php>) Cost: \$0

New Mexico Corrections Department  
Central Records Unit  
PO Box 27116 Santa Fe, NM, 87502  
Phone (505) 827-8674 Fax (505) 827-8821

To look up incarceration records, go to <http://corrections.state.nm.us/offenders/search.php> and search by name or NMCD number. You will be provided with a first and last name, date of birth, location, NMCD number, supervision status, offense, and picture (if available).

### 2. CRIMINAL RECORDS: (<http://www.dps.nm.org/lawEnforcement/records.php>) Cost: \$10-\$20 + notary

The New Mexico Department of Public Safety  
Criminal Records Bureau  
PO Box 1628 Santa Fe, NM, 87504-1628  
Phone (505) 827-9181 Fax (505) 827-3388

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 six 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.

To obtain arrest record information, a Department of Public Safety (DPS) authorization for release of information form must be completely filled out (legibly) and submitted to this agency for processing. The form must be notarized and the fee is \$10.00 per record check, which should be a money order or cashiers check made payable to the Department of Public Safety. The DPS must receive the authorization form with the "original" signature. With the required release and proper payment, all adult arrest records are released.

If a "Police Certificate of Good Standing" is needed (usually for immigration purposes), the cost of the certification with the background check is \$20.00. The turn around time is seven to 15 working days from the date of receipt (depending on the current volumes and workload) and should only be requested by mail. Attached is the required release form, which may be duplicated. If you have any further questions regarding this matter, please call (505) 827-9181.

### 3. NEW MEXICO COURT CASE LOOKUP: (<http://www.nmcourts.gov/dwi.html>) Cost: \$0

Administrative Office of the Courts  
Judicial Information Division  
2905 Rodeo Park Dr East, Bldg #5 Santa Fe, NM, 87505  
Phone (505) 476-6900 Fax (505) 476-6952

To search court case information go to <http://www.nmcourts.gov/dwi.html> and search by either name, drivers license number and state, and or date of birth. You will be provided with a name, case number, date of birth, party #, case title, case judge, court, and filing date. If you drill down into one of the cases, you will be provided with criminal charge details such as the charge, class, charge date, and plea and much more.

**4. Sex Offender Registry:** (<http://www.nmsexoffender.dps.state.nm.us/>) Cost: \$0

Department of Public Safety  
Records Bureau  
PO Box 1628 Santa Fe, NM, 87504-1628  
Phone (505) 827-9297  
Fax (505) 827-3399

Records can be accessed by name, zip code, city, county, and street. Information provided for each record includes date of birth, sex, age, height, race, hair color, weight, eye color, photo, registration date, home address, employer information and address, sex offense conviction, aliases, scars, marks, and tattoos.

There is a notice posted on most of the pages of this registry and explicitly states the following: "The information provided is intended for community safety purposes only and should not be used to threaten, intimidate, or harass. Without a fingerprint comparison, there is no guarantee an individual identified in the response is in fact the individual in question."

**5. Credit Report:** (<https://www.annualcreditreport.com/cra/index.jsp>) Cost: \$0 (Once a year)

This website gives you a free credit report once a year. You may either access it online or mail in a form to obtain your credit report.

**6. Driving Records:** ([http://www.tax.state.nm.us/mvd/mvd\\_home.htm](http://www.tax.state.nm.us/mvd/mvd_home.htm)) Cost: \$0 + cost of notary

To receive your driving records you may download a "Confidential Records Release Form" #MVD-11260 from this website and mail it to:

New Mexico Taxation & Revenue Department  
Motor Vehicle Division  
P.O. Box 1028  
Santa Fe, NM 87504-1028

A driving record, which is also referred to as a motor vehicle record, contains two types of information: personal and public. Personal information refers to things like your Social Security number, license number, date of birth, and address. Public information is essentially a count of wrongdoings collected on your driving history. This is usually where traffic tickets and arrests stand.

**7. FBI Background Checks:** (<http://www.fbi.gov/hq/cjisd/fprequest.htm>) Cost: \$18+ fingerprint fee

FBI CJIS Division-Record Request  
1000 Custer Hollow Road  
Clarksburg, West Virginia 26306

A FBI Identification Record, often referred to as a Criminal History or Rap Sheet, is a listing of certain information taken from fingerprint submissions retained by the FBI or military. If the fingerprint is related to an arrest, the record will include the name of the agency that submitted the fingerprints to the FBI, the date of arrest, the arrest charge and the disposition, if known.

Only the subject of the identification record can request a copy of his/her own FBI Identifications Record. Mail a cover letter, fingerprint card, and payment to the address above. Please refer to the website for needed forms and other information.