



**FOLLOW THE CHECKLIST BELOW FOR YOUR APPROPRIATE CATEGORY BEFORE
SUBMITTING YOUR APPLICATION TO THE DEPARTMENT**

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Documents needed for **Civilian**

(New/ Initial Application)

- 2-Page Application
- Authorization to Obtain Health Information complete with WITNESS SIGNATURE (anyone over the age of 18)
- Authorization for Release of Information complete with NOTARY
- Copy of valid New Mexico Driver's License or Identification Card
- Copy of Birth Certificate or other required legal documents (not required if NMDL is a Real ID)
- Training Certificate w/ DPS-Approved Instructor
- Gemalto Fingerprint Receipt (ORI NM920200Z \$44)
- \$56 fee made payable to **NMDPS CCU**

(Renewal Application)

- 2-Page Application
- Copy of valid New Mexico Driver's License or Identification Card
- Training Certificate w/ DPS-Approved Instructor
- \$75 fee made payable to **NMDPS CCU**

Documents needed for **Active Military**

(New/ Initial Application)

- 2-Page Application
- Authorization to Obtain Health Information complete with WITNESS SIGNATURE (anyone over the age of 18)
- Authorization for Release of Information complete with NOTARY
- Photocopy of valid Driver's License or Identification Card
- One (1) passport photo if your Driver's License is not issued in New Mexico
- Copy of Birth Certificate or other required legal documents (not required if NMDL is a Real ID)
- Copy of Military ID or PCS (Permanent Change of Station) Orders
- Gemalto Fingerprint Receipt (ORI NM920272Z \$8.30)

(Renewal Application)

- 2-Page Application
- Photocopy of valid Driver's License or Identification Card
- Copy of Military ID or PCS (Permanent Change of Station) Orders

Documents needed for **Retired Military/ Military Veteran**

(New/ Initial Application)

- 2-Page Application
- Authorization to Obtain Health Information complete with WITNESS SIGNATURE (anyone over the age of 18)
- Authorization for Release of Information complete with NOTARY
- Copy of valid Driver's License or Identification Card
- Copy of Birth Certificate or other required legal documents (not required if NMDL is a Real ID)
- DD-214 with character of discharge (must have Honorable Discharge)
Other acceptable forms: Letter from the VA stating honorable discharge or retirement card
- Training Certificate w/ DPS-Approved Instructor *if outside of 20 years of separation
- Gemalto Fingerprint Receipt (ORI NM920272Z \$8.30)

(Renewal Application)

- 2-Page Application
- Copy of valid Driver's License or Identification Card
- DD-214 with character of discharge (must have Honorable Discharge)
- Training Certificate w/ DPS-Approved Instructor *if outside of 20 years of separation

Documents needed for **Active Law Enforcement Officer**

(New/ Initial Application)

- 2-Page Application
- Authorization to Obtain Health Information complete with WITNESS SIGNATURE (anyone over the age of 18)
- Authorization for Release of Information complete with NOTARY
- Photocopy of valid Driver's License or Identification Card (not required if NMDL is a Real ID)
- Photocopy of Birth Certificate or other required legal documents
- Agency ID
- Certification Number
- Letter of Good Standing
- Copy of last qualification
- Gemalto Fingerprint Receipt (ORI NM920272Z \$8.30)

(Renewal Application)

- 2-Page Application
- Photocopy of valid Driver's License or Identification Card
- Agency ID
- Certification Number
- Letter of Good Standing
- Copy of last qualification

Documents needed for **Retired Law Enforcement Officer**

(New/ Initial Application) (must have completed a minimum of 15 years as LEO or retired due to job related disability)

- 2-Page Application
- Authorization to Obtain Health Information complete with WITNESS SIGNATURE (anyone over the age of 18)
- Authorization for Release of Information complete with NOTARY
- Copy of valid Driver's License or Identification Card (not required if NMDL is a Real ID)
- Copy of Birth Certificate or other required legal documents
- Letter of Good Standing with Agency ID and Certification Number
- Copy of last qualification or Training Certificate w/ DPS-Approved Instructor *if outside of 10 years of retirement
- Gemalto Fingerprint Receipt (ORI NM920272Z \$8.30)

(Renewal Application) (must have completed a minimum of 15 years as LEO or retired due to job related disability)

- 2-Page Application
- Copy of valid Driver's License or Identification Card
- Agency ID
- Certification Number
- Letter of Good Standing
- Copy of last qualification or Training Certificate w/ DPS-Approved Instructor *if outside of 10 years of retirement

Documents needed for **Instructor**

- 2-Page Application
- Authorization to Obtain Health Information complete with WITNESS SIGNATURE (anyone over the age of 18)
- Authorization for Release of Information complete with NOTARY
- Copy of valid New Mexico Driver's License or Identification Card (not required if NMDL is a Real ID)
- Copy of Birth Certificate or other required legal documents
- Gemalto Fingerprint Receipt (ORI NM920200Z \$44 civilian; NM920272Z \$8.30 military/LEO)
- Current Instructor Liability Insurance
- Current Instructor Credentials (NRA, USCCA, DPS LEA, etc...)
- Resume of firearms instructing experience
- Curriculum and all course materials - Must include:

Fee Schedule NMAC 10.8.2.24(A)(6)

- Fees
- Incidental Costs
- Charges for Course
- Policies for passing and failing
- Refund policy
- Reschedule policy
- Attendance requirements

Application Qualification and Process

- Cost
- Forms needed
- Fingerprinting
- Qualifications and Disqualifiers
- Appeals
- 2year refresher
- Renewal timelines

[NMSA 1978 29-19-7 § (2003)]

- Safe handling of single- and double-action revolvers and semi-automatic handguns
- Safe storage of handguns and child safety;
- Safe handgun shooting fundamentals;
- Identification of ways to develop and maintain handgun shooting skills;
- Federal, state and local criminal and civil laws pertaining to the purchase, ownership, transportation, use and possession of handguns;
- Techniques for avoiding a criminal attack and how to control a violent confrontation;
- Techniques for non-violent dispute resolution

Terms and conditions of License NMAC 10.8.2.16

Explanations of hands on demonstrations, if any.

Reciprocity NMAC 10.8.2.29

Application Instructions

For a complete outline of eligibility requirements, refer to the New Mexico Concealed Handgun Carry Act of 2003 (as amended in 2005, 2010, 2015, and 2016) Section 29-1-1 through 14, NMSA 1978 and NMAC 10.8.2 included in this packet. Personal check, cashier's check, or money order should be made payable to New Mexico Department of Public Safety (NMDPS CCU). Credit/Debit cards are also accepted in person at our office in Albuquerque.

Applications may be mailed to:
NMDPS Concealed Carry Unit
6301 Indian School Rd NE Suite 310
Albuquerque, NM 87110

Incomplete applications **will not** be processed.
Be sure to sign and date all appropriate locations
and provide a witness and notary signature where required.

Your fee will be deposited, and you must meet the guidelines set forth in NMAC 10.8.2.11(C)
Fees are non-refundable NMSA 29-19-5(B)(2)

Fingerprinting Procedures for Concealed Carry License

- Register at www.aps.gemalto.com/nm/index_NM.htm
- Click on **Register Online for Background Check**
- Enter all information in highlighted areas
- ORI information is as follows:
 - NM920200Z** for civilian \$44.00
 - NM920272Z** for military or law enforcement \$8.30
- Pay either by credit card or money order
- Print** out receipt (as you will need to turn this into the department)
- Take receipt with you when you get digitally fingerprinted
(locations available at www.aps.gemalto.com/nm/Maps/MapFrame.htm)

If the fingerprints are not accepted by the FBI for comparison purposes, processing of your applications may be significantly delayed, and you may be required to submit another set. You may request to have original documents returned to you by submitting this request along with a self-addressed, stamped envelope.

Additional information and updates pertaining to NM Concealed Carry are available on the NMDPS website: <http://www.dps.nm.gov>.

Check this website periodically for new and updated forms and information on recognition and reciprocity.