

CERTIFICATION BY WAIVER OF PREVIOUS TRAINING – PART II APPLICATION PAPERWORK CHECKLIST

The following documents must be submitted for enrollment in the New Mexico Department of Public Safety Training Center’s Certification by Waiver of Previous Training Program, or New Mexico Regional CBW Program. **Incomplete applications will be returned.**

ITEMS REQUIRED BY ALL APPLICANTS

- Form No. LEA-1** – Application for Admission/Certification.
- Form No. LEA-2** – Employment Verification. Form must have original signatures.
- Form No. LEA-3** – Medical Examination Procedures, Medical History Statement and Medical Selection Guidelines. Examination must be dated within one year prior to admission to applicable program. Must have original signatures. (pages 1-17).
- Form No. LEA-4** – Current Psychological Examination. Form must have original signatures. Examination must include psychologist’s narrative and be dated within one year prior to admission to applicable programs.
- Form No. LEA-5** – Fingerprint Affidavit. Form must have original signatures. . *Submit only after FBI and DPS clearances have been received.*
- Form No. LEA-6** – Applicant Affidavit. Form must have original signatures.
- Form No. LEA-8** – Waiver of Liability. Form must have original signatures.
- Form No. LEA-9** – Release of Information. Form must have original signatures.
- Notarized** copy of high school diploma, G.E.D. certificate or college diploma.
- Form No. LEA-12** – Applicant Affidavit of United States Citizenship **or** proof of U.S. citizenship issued by an official government agency. **Hospital birth records and baptismal records are not acceptable. Photocopies of birth certificates and Naturalization papers are not legal under New Mexico Law.**
- Form No. LEA-14** – Physical Fitness Verification. Form must have original signatures.
- Form No. LEA-16** - Applicant Affidavit of proof of possession of a current valid driver’s license.
- Form No. LEA-82** - Agency Employment Action. Form must have been previously submitted by employing agency or attached to this application.
- Notarized** copy of DD214 form (if applicant has had military service) must have character of service.

Mail Entire Packet to:
 New Mexico Department of Public Safety
 Training Center, ATTN: Basic Training Bureau
 4491 Cerrillos Road, Santa Fe, NM 87507

DPS USE ONLY
CBW Location: _____
CBW Dates _____

DPS Use Only:

- Part I** Approved by Deputy Director: _____ Date: _____
- Basic Training Bureau Review by: _____ Date: _____
- Regional CBW Academy Review by: _____ Date : _____ (If Applicable)
- Incomplete - Returned to agency/academy Date returned: _____
- Part II** Approved by Deputy Director: _____ Date: _____
- Date Permanent file created: _____ File number _____ (If Applicable)

- Skills Manger profile created by _____ Date _____
- Out of State Certification entered into profile by: _____ Date: _____ (If Applicable)
- Profile creation pending. Reason: _____