

**This is an amendment to 16.48.7 NMAC, Section 8, effective 1/13/2026.**

**16.48.7.8 LICENSE AND REGISTRATION RENEWAL:** To align with three-year initial terms and transition current licenses and registrations to a three-year renewal cycle, until December 31, 2023, each expiring license and registration ending in an even number (2, 4, 6, 8, 0) will renew for a final two-year term and pay a pro-rated renewal fee, and each expiring license and registration ending in an odd number (1, 3, 5, 7, 9) will renew for a three-year term. Beginning January 1, 2024, all expiring licenses and registrations will renew for three year terms. Licensees and registrants shall renew their licenses issued pursuant to the Private Investigations Act by submitting the renewal application and all forms required by the department as described in the application.

A. The completed application shall include applicant's:

- (1) full name;
- (2) current mailing address;
- (3) current electronic mail address, if any;
- (4) current license or registration number, and any expired license or registration numbers

issued to the applicant by the department;

~~[5] two, 2X2 inch recent photographs or an upload of a recent electronic headshot photograph;~~

~~[6] (5) proof of the required continuing education required for each type of licensure pursuant to 16.48.6.8 NMAC;~~

~~[7] (6) firearms qualification, if required;~~

~~[8] (7) documentation showing submission of background check form to the department of public safety no less than 30 days prior to the expiration of the renewal term (documentation may include certified mail return receipt, mailing or delivery confirmation) required to be submitted only by individuals who currently hold and wish to maintain a firearm certification as a private investigator, private patrol operator, private investigations employee, a private patrol operations employee or level three security guard pursuant to 16.48.4 NMAC;~~

~~[9] (8) any required fees;~~

~~[10] (9) general liability insurance, if required; and~~

~~[11] (10) surety bond, if required.~~

B. Renewal applications must be postmarked or submitted online no later than the expiration date of the license or registration or a late fee will be assessed without exception. Continuing education credits shall be documented as described in 16.48.6 NMAC.

C. The department may require renewal applications be submitted electronically.

The board does not maintain a list of continuing education providers. The licensee must determine where to obtain the required continuing education.

D. As a condition for license renewal, each applicant must complete the required hours of continuing education for each license type;

(1) continuing education must be completed within the renewal date

(2) excess hours cannot be carried over to future renewals;

(3) continuing education taken prior to the renewal period will not be accepted;

(4) each licensee will maintain documentation of all completed continuing education, including contact information for the provider of each course.

(5) if all continuing education requirements are not met by the expiration date of the license or granted extensions date, the license shall be subject to disciplinary action.

E. Audit process: The board will audit continuing education to verify compliance, pursuant to the board's rules or act.

(1) renewing licensees will be randomly selected for audit; the board may audit continuing education records at any time before the next scheduled license renewal or when deemed appropriate by the board;

(2) The licensee will be notified by email when selected for audit and will be given a deadline to submit the continuing education proof of completion;

(3) Failure to respond to request by the Board may be subject to a fines and other penalties determined appropriate by the board;

(4) The board may, at its discretion, accept a sworn affidavit as evidence of certificate/license holder compliance with continuing education requirements in support of renewal applications in lieu of documented evidence of such. Reciprocity and reinstatement applications shall require documented evidence of compliance with continuing education provisions.

(5) An individual who submits records or a sworn affidavit on their renewal application to demonstrate compliance with continuing education requirements but is found to be non-compliant during a random audit will be subject to fines and other penalties determined appropriate by the board.

(6) Failure to comply with Continuing Education Audit as defined in Section 61-27B-5, NMSA 1978.

[16.48.7.8 NMAC - N, 9/24/2008; A, 1/15/2019; A, 10/26/2021; A, 2/8/2022; A, 1/13/2026]