

POLICE OFFICER TRAINING PAPERWORK CHECKLIST

The following documents must be submitted for enrollment in the New Mexico Department of Public Safety Training Center’s Basic Police Officer Training Program, or New Mexico Regional Academy 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-82** - Agency Employment Action. Form must have been previously submitted by employing agency or attached to this application.
- Notarized** copy of current valid driver’s license.
- 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, DPS/TRD, ATTN: BASIC
 4491 Cerrillos Road, Santa Fe, NM 87507

Academy Location: _____
Academy Dates _____

DPS Use Only: DPS Use Only:

- Advance Bureau Review by: _____ Date _____ (For CBW)
- Basic Bureau Review by: _____ Date _____
- Regional Academy Review by: _____ Date _____
- Incomplete** - Date returned to agency: _____ (Do not forward until complete.)
 Contact Person Packet returned to: _____ Contact # _____
- Date Rejected Application Returned To DPS _____
- Date Rejected Application Forwarded to Deputy Director _____

Reviewed by Deputy Director _____ Date Approved: _____

Skills manger profile created by _____ Date _____

Profile creation pending. Reason: _____

Date Permanent file created: _____ File number _____