

PUBLIC SAFETY TELECOMMUNICATOR TRAINING PAPERWORK CHECKLIST

The following documents must be submitted for enrollment in the New Mexico Department of Public Safety Training Center's Basic Public Safety Telecommunicator Training Program, OR New Mexico Regional Academy Public Safety Telecommunicator Graduate Program. **Incomplete applications will be returned.**

ITEMS REQUIRED BY ALL APPLICANTS

- Form No. LEA-1** - Application for Admission/Certification.
- Form No. LEA-3A** - PST Audiology Compliance Form.
- 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-7** - Mental, Physical, Emotional Certification by department head. 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.
- Form No. LEA-10** - Employment Verification. Form must have original signatures.
- Form No. LEA -12-** Applicant Affidavit of United States citizenship or legal residency or proof 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-82** - Agency Employment Action. Form must have been previously submitted or attached to this application.
- Notarized** copy of high school diploma, G.E.D. certificate or college diploma, or official/certified transcripts.
- Notarized** copy of DD214 form (**if applicant has had military service**) must have character of service.

- Purchase Order** for tuition.
- Notarized** copy of Handicap Statement.

Mail Entire Packet to:
 New Mexico Department of Public Safety
 Training Center, DPS/TRD, ATTN: CIRT
 4491 Cerrillos Road, Santa Fe, NM 87507

Academy Location: _____
Academy Dates _____

DPS Use Only: DPS Use Only:

- CIRT 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 _____