

**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-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, ATTN: Advanced Training Bureau  
 4491 Cerrillos Road, Santa Fe, NM 87507

<b>DPS USE ONLY</b> CBW Location: _____ CBW Dates _____
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**DPS Use Only:**

- Part I** Approved by Deputy Director: \_\_\_\_\_ Date: \_\_\_\_\_
- Advanced 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: \_\_\_\_\_