

OFFICE OF SUPERINTENDENT OF INSURANCE  
PRODUCER LICENSING BUREAU  
Exam Application Instructions  
WWW.PSIEXAMS.COM

Effective January 1, 2014

All resident applicants for a license and anyone wishing to activate a cancelled resident license MUST be fingerprinted as part of the application process. In addition, all nonresident applicants who are not fingerprinted in their home state will be required to comply with this requirement. Applicant must attach a copy of the 3M Cogent Proof of Fingerprint Submission Receipt to their application. Your application will be considered incomplete and will not be processed if the 3M Cogent Proof of Fingerprint Submission Receipt is not submitted.

PLEASE NOTE THAT THE PRODUCER LICENSING BUREAU DOES NOT CONSIDER THE APPLICATION COMPLETE UNTIL THE BACKGROUND CHECK PROCESS IS COMPLETED.

All applicant fingerprint background checks will be processed electronically. The fee is \$44.00. Please register at [www.cogentid.com](http://www.cogentid.com). For information on how to register click [HERE](#).

If you are an out of state applicant or already have hardcopies that you prefer to process, click [HERE](#). For questions/inquiries/comments, please refer to the [Applicant Fingerprint Background Checks](#) contact information

Complete and submit the license application (form 210), along with any other documentation, Exam Registration Form, and all fees to the New Mexico PSI Processing Center:

New Mexico PSI Processing Center  
PO Box 28909  
Santa Fe, NM 87592

Email [examschedule@psionline.com](mailto:examschedule@psionline.com) \* Fax (702) 932-2666 \* (877) 663-9267 \* TTY (800) 735-2929 \* [www.psiexams.com](http://www.psiexams.com)

PLEASE NOTE: First time applicants must include the licensing fee. If appointment forms are enclosed, include the appointment fees of \$20.00 per line of business.

Once you have received approval, contact PSI to schedule an appointment to take your exam.

If you require ADA accommodation or ESL additional time, see Special Test Considerations on the Licensing Information Bulletin and Study Guide before registering.

IMPORTANT INFORMATION

- License fee for Agent, Solicitor, Broker, and Third Party Administrator is \$30. License fee for Insurance Consultants and Surplus Line Brokers is \$100. License fees are valid for six months. If you do not take your exam within six months of receiving notification of approval, you will need to reapply in order to take your exam. Fees are not refundable or transferable.
- Exam registration fee is \$75.00 and is valid for 90 days.
- Original application forms must be submitted. Copies and faxes will not be accepted.
- Agents must become appointed within 60 days from the date the license is issued.
- Fingerprint Cards and \$44.00 filing fee is required for Bail applicants. Money Orders must be made payable to DPS.

If you are moving to New Mexico and wish to be licensed in this state, you must obtain a letter of Clearance; only then will you be able to register to take the exam. For questions regarding the exam, please contact PSI at 1-800-733-9267.

Applicants applying for Variable Contracts must also apply for a Life license and must be registered with FINRA.

#### Definitions

- Agent An "agent" is a person appointed by an insurer authorized to transact insurance in this state, to solicit applications for insurance or annuity contracts on its behalf, to countersign insurance policies or contracts if expressly so authorized by the insurer, and to perform such other services relative to such transactions as the insurer may authorize.
- Solicitor A "solicitor" is an individual employed by a licensed agent to solicit insurance and perform such other duties in handling the agent's business as the agent may authorize.
- Broker A "broker" is a person generally who, not being an agent of the insurer, as an independent contractor and on behalf of the insured solicits, negotiates or procures insurance or annuity contracts or renewal or continuation thereof for insured's or prospective insured's other than himself;
- Bail Bondsman A "bail bondsman" means a limited surety agent or a property bondsman as hereafter defined.
  1. "limited surety agent" means any individual appointed by an insurer by power of attorney to execute or countersign bail bonds in connection with judicial proceedings and [who] receives or is promised money or other things of value therefor;

2. "property bondsman" means any person who pledges United States currency, United States postal money orders or cashier's checks or other property as security or surety for a bail bond in connection with a judicial proceeding and receives or is promised therefor money or other things of value;
3. "solicitor" means a person employed by a bail bondsman for the purpose of assisting the bail bondsman in presenting the defendant in court when required, or to assist in the apprehension and surrender of defendant to the court or keeping the defendant under necessary surveillance, and to solicit bail bond business, to sign property bonds and assist in other conduct of the business all as authorized by the employer bail bondsman. This does not affect the right of a bail bondsman to hire counsel or to ask assistance of law enforcement officers.

- Title Agent The superintendent shall not issue or permit to remain in force an agent license as to title insurance except as to an applicant who, in addition to other applicable qualifications and requirements, owns, operates or controls an abstract plant consisting of a set of records in which an entry has been made of all documents or matters which under law impart constructive notice of matters affecting title to real property or any interest therein or encumbrance thereon, which have been filed or recorded in the county for which such title plant is maintained for a period of not less than twenty (20) years immediately prior to date of application for license
- Insurance Consultant For a fee received or to be received, offer to examine, examine or aid in examining any policy of insurance or any annuity or pure endowment contract for the purpose of giving or offering to give any advice, counsel, recommendation or information in respect to the terms, conditions, benefits, coverage or premium of any such policy or contract or in respect to the expediency or advisability of altering, changing, exchanging, converting, replacing, surrendering, continuing, renewing or rejecting any such policy or contract or of accepting or procuring any such policy or contract from any company;
- Surplus Line Broker Means an individual, firm or corporation licensed under Chapter 59A, Article 14 NMSA 1978 to place insurance with eligible surplus lines insurers;
- Third Party Administrator An "administrator" or "third party administrator" or "TPA" means a person who receives any form of administrative or service fee, consideration, payment, premium, reimbursement or compensation for performing or providing any service, function or duty, or activity respecting insurance or alternatives to insurance in any administrative or management

capacity, including but not limited to claims or expense review, underwriting, administration and management under a contract or other agreement to be performed in this state or with respect to risks located or partially located in this state or on behalf of persons in this state for any:

- (1) plan;
  - (2) insurance carrier; or
  - (3) person that self insures;
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All questions answered "YES" must attach appropriate documentation to the application. All licenses shall have the Business Mailing Address printed on the license.

## Registering and scheduling exams

### Scheduling

Once PSI has received and processed your application and exam registration, you will need to schedule an appointment to take your exam. You are encouraged to schedule your exam using the PSI Internet scheduling system. Scheduling is also available by phone.

### TEST CENTERS

Below is the list of the current New Mexico test center locations. Test site locations and hours of operation are subject to change. Be sure to verify the address and directions to your destination before you leave for your exam.

#### Albuquerque

2301 Yale Blvd, SE  
Building C, Suite 4

Albuquerque, NM 87106

*From Interstate 25, take the Gibson Blvd exit and travel East on Gibson Blvd until you reach Yale Blvd Southeast. Turn right on Yale Blvd S.E. (heading South), just past Renard Place and then turn right into the Commerce Center. The site is across the street from the Waffle House and Comfort Inn.*

#### FARMINGTON

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1307 E. 20th St.

Farmington, NM 87401

*From E Main St, turn right on Sullivan and turn left on 20<sup>th</sup> St.*

#### LAS CRUCES

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1001 N. Solano, Suite # D

Las Cruces, NM 88001

*Take Highway 70 West to Solano. Turn South on Solano and go one block past Spruce to Pinon. The test center is on the Northwest corner of Solano and Pinon.*

#### ROSWELL

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105 E. Fifth St.

Roswell, NM 88201

*From US-285 S / US-70 W, turn LEFT onto E 5TH ST.*

Santa Fe  
4001 Office Court Drive, Suite 301  
Santa Fe, NM 87507

*From Albuquerque International Sunport Airport: Head East on Sunport Blvd SE. Merge onto I-25 N via the ramp to I-40/Downtown and Santa Fe. Take exit 278 and merge onto Cerrillos Road/NM-14 N. Approximately 2.5 miles north on Cerrillos Road, turn right on Wagon Road. Turn right on Office Court Drive into the office park.*

*From Espanola, NM and North Cities: Head Southeast on East Paseo De Oate/US-285S/US-84S (toward Calle Espinosa). Continue on Sandia Drive. Slight right at South Riverside Drive/US-285S/US-84S. Turn right on Cerrillos Road. Approximately 5 miles on Cerrillos Road, turn left on Wagon Road. Turn right on Office Court Drive into the office park.*

Additionally, PSI has examination centers in many other regions across the United States. You may take this examination at any of these locations by filling out the special accommodation form found at the end of this Candidate Information Bulletin.