



## **STEPS FOR REQUESTING CLEARANCE CHECKS**

(Criminal/Police Clearance, Traffic Clearance, Traffic Record History)

(Requestor)

1. Complete the following form:
  - a. Court Clearance Request Form
2. Submit a scanned copy of an approved form of ID.
3. Email all required documents, including the scanned copy of ID to [Superior.Court@NMIJudiciary.gov](mailto:Superior.Court@NMIJudiciary.gov) and/or [Novelyn.WaniaTenorio@NMIJudiciary.gov](mailto:Novelyn.WaniaTenorio@NMIJudiciary.gov)

(Clerk of Court)

1. The request will be received via email. The Clerk will review the submission to ensure all required documents are complete.
2. The Clerk will prepare a payment slip for the cashier and instruct the requestor to contact the cashier at 670-236-9790 to make payment over the phone.
3. Conduct research for the clearance/history.
4. Once the research is complete, email a copy of the clearance and receipt to the requestor and place the original document in the pickup box.



## COURT CLEARANCE REQUEST FORM

Requestor's Name: \_\_\_\_\_  
Requestor's Agency: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

Send documents to me by:

Email \_\_\_\_\_

U.S. Postal Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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### DOCUMENTS NEEDED FROM CLERK OF COURT:

- ☐ Criminal/Police Clearance (\$25.00)      ☐ Traffic Clearance (\$5.00)  
☐ Traffic Record History (\$25.00)

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Payment must be processed via credit card purchase over the phone. Once payment is made, the clearance will be processed and sent out via email. Arrangements for pickup of the original clearance will be provided at a later time.

**NOTE:** CLEARANCE REQUESTS WILL NOT BE PROCESSED OR ISSUED IF THE SEARCH YIELDS ANY ACTIVE BENCH WARRANT OR SHOWS ANY PENDING UNMET OBLIGATION TO THE JUDICIARY.

For more information, you may contact 670-236-9766, 670-236-9700, or 670-236-9790.