

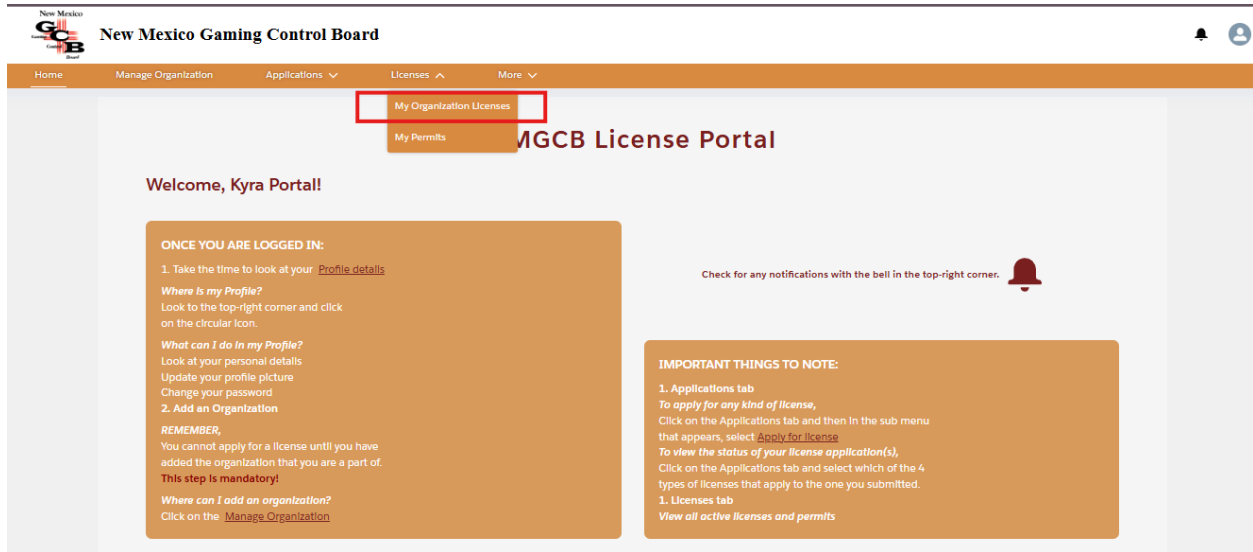
Associated Equipment Manufacturer Renewal Application Technical Document

This document will walk Applicant through submitting an Associated Equipment Manufacturer Renewal Application.

Step 1: Log in to the External Site / Portal via:

<https://nmgcb.my.site.com/gcb/s/login/>

Step 2: Click on 'Licenses', then select 'My Organization Licenses'



Step 3: This screen will show all Licenses for the logged in portal / guest user. The Licenses which fall within the Renewal Window will have a 'Renewal-Open' button present as shown below. Upon clicking 'Renew' the Renewal Application will launch.

New Mexico

Gaming Control Board

New Mexico Gaming Control Board

Home

Manage Organization

Applications

Licenses

More

My Licenses

Licenses that meet the eligibility criteria can be renewed.

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Search by any field...

License Number	Organisation Name	Organisation Address	License Type	Status	Issue Date	Expiration Date	Renew	
C225	Kyra Proffitt Organization	56 sandlacrest BLVD test, sanat fe, AZ 12345, US	Corporate Finding of Suitability	Active	07/28/2026	07/31/2026	Renewal - Submitted	☐
C224	Kyra Proffitt Organization	56 sandlacrest BLVD test, sanat fe, AZ 12345, US	Corporate Finding of Suitability	Draft				☐
D-LU005	Kyra Proffitt Organization	56 sandlacrest BLVD test, sanat fe, AZ 12345, US	Limited Use Distributor License	Active	07/21/2026	07/21/2027		☐
D-AE001	Kyra Proffitt Organization	56 sandlacrest BLVD test, sanat fe, AZ 12345, US	Associated Equipment Distributor	Active	07/17/2026	07/31/2026	Renewal - Open	☐
M-AE002	Kyra Proffitt Organization	56 sandlacrest BLVD test, sanat fe, AZ 12345, US	Associated Equipment Manufacturer	Active	07/17/2026	07/20/2026	Renewal - Draft	☐
M-AE001	Kyra Proffitt Organization	56 sandlacrest BLVD test, sanat fe, AZ 12345, US	Associated Equipment Manufacturer	Active	07/14/2026	07/17/2026	Renewal - Open	☐
BM019	Kyra Proffitt Organization	56 sandlacrest BLVD test, sanat fe, AZ 12345, US	Bingo Manufacturer	Active	07/14/2026	07/31/2026	Renewal - Open	☐

Step 4: First is the Introduction Screen

Associated Equipment Manufacturer Renewal Application

- Introduction
- Organization Information
- Renewal Questions
- Certification
- Upload Documents
- Payment
- Confirmation

Introduction

Every Associated Equipment Distributor that intends to sell, offer to sell, or otherwise provide associated gaming equipment for use in this state must complete this application and obtain a license from the State of New Mexico pursuant to applicable provisions of the New Mexico Gaming Control Act and related regulations prior to engaging in any of these activities. An application fee and any required supplementary background investigation fees must be submitted with this application. Approved licenses are valid for the period established by the New Mexico Gaming Control Board.

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Step 5: Next is the Organization Information Screen. This screen will pre-populated based on the Applicant's information.

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Organization Information

Name of Qualified Organization

Control Number (Assigned by Gaming Control Board)

Desert Phoenix Gaming LLC

794845

Does the organization do business under different name? If yes, specify DBA and Trade Name.

Yes

No

Doing Business As (DBA)

Trade Names

Desert Phoenix Gaming LLC Corporate

Desert Phoenix Gaming LLC Corporate

Mailing Address

Mailing Address

456 Canyon Roads

Mailing City

Mailing State

Santa Fe

New Mexico

Mailing Zip

Mailing Country

87502

United States

Is physical address same as mailing address?

Business Phone (XXXX) XXX-XXXX

Business Email

(123) 456-7893

dp gaming@email.com

FEIN (XX-XXXXXXX)

NM State Tax ID Number (XX-XXXXXX-XXXX)

84-5894859

95-898958-49-8

Type of Business Structure

State of Creation of Business Entity

Limited Liability Company

Maryland

Step 6: Next is the Renewal Questions Screen

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Renewal Questions

* Since licensure or last renewal, has your organization had any changes in ownership interest, officers, directors, or partners?

Yes

No

* Since licensure or last renewal, has your organization or any owner, investor, shareholder, officer/director, manager or partner been served with a criminal summons, arrested, charged, or convicted of any misdemeanor or felony offense?

Yes

No

* Since licensure or last renewal, has your organization or any owner, investor, shareholder, officer/director, manager or partner been involved in any civil litigation (including bankruptcies), government administrative actions (including tax related matters, liens, or investigations by any regulatory body), or been delinquent in the filing of any tax return or the payment of any taxes, interest, or penalty due to any taxing agency?

Yes

No

* Since licensure or last renewal, has your organization entered into any leases, loans, deferred payment agreements, or any other financing that affects gaming operations?

Yes

No

* Since licensure or last renewal, has your organization been in good standing with the New Mexico Public Regulation Commission?

Yes

No

* Since licensure or last renewal, has your organization amended its Bylaws or Articles of Incorporation?

Yes

No

* Since licensure or last renewal, has your organization experienced any adverse events that affect financial position?

Yes

No

* Since licensure or last renewal, has a gaming regulatory agency in any other jurisdiction revoked or suspended your organization's gaming license, imposed a fine against your organization, or taken other disciplinary action against your organization or any of its key persons?

Yes

No

* Are any disciplinary or enforcement actions pending against your organization or its key persons in any jurisdiction?

Yes

No

Save for later

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Step 7: Next is the Certification Screen. Applicant MUST click Save Signature upon signing in the Signature Box to apply the signature.

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Certification

I acknowledge, understand and agree that by applying for and accepting any license, certification, registration, renewal, finding of suitability, or other approval (each a "License") from the New Mexico Gaming Control Board ("Board"), I am certifying to the Board that:

1. I have read the Gaming Control Act, Sections 60-2E-1 through 60-2E-61 NMSA 1978 ("Act") and administrative rules, plans and policies adopted or approved by the Board (collectively "Rules"), and I understand the requirements of the Act and Rules.
2. I have read the minimum internal controls established or approved by the Board for use by the gaming operator licensee ("Licensee") for which I am a key person, and I understand the requirements of the minimum internal controls, OR, I certify that the minimum internal control requirements do not apply to my job duties.
3. I have read the compulsive gambling assistance plan required by the Act and Board rules and approved by the Board for use by the Licensee, and I understand the requirements of the compulsive gambling assistance plan, OR, I certify that the compulsive gambling assistance plan requirements do not apply to my job duties.
4. I understand and agree that, as a key person, I am responsible for the Licensee's compliance with the Act and Rules including, where applicable to my job duties, the minimum internal controls and compulsive gambling assistance plan.
5. I am signing this Certification with the knowledge that the Licensee and I will be subject to disciplinary action, including fines and/or revocation or suspension of the License, for failure to comply with the Act or Board rules including, where applicable to my job duties, requirements of the minimum internal controls and compulsive gambling assistance plan.

* Full Legal Name

* Date

Signature

Save Signature

Clear

[Save for later](#)

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Step 8: Next is the Upload Documents Screen. Applicant has ability to add multiple documents per document line item. Click the blue Upload button to upload documents.

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Upload Documents

☐ Show only notary documents
☐ Show only downloadable documents

Document Name	Document Description	Uploaded Files
* Affirmation & Consent	A statement confirming that the information provided is true and granting consent for its use and verification.	
*Financing & Lease Disclosure	Attach a listing showing the amount and source of the financing and copies of any lease agreements, loans, deferred payment agreements, or financing documents	
*Current Organizational Chart And Ownership Interest List	The ownership interest list identifies all owners and stakeholders, specifying names, roles, and respective percentage ownership in the organization.	
*Certificate of Good Standing issued by the Public Regulation Commission.	Attach Certificate of Good Standing issued by the Public Regulation Commission.	
*Variances Document	Attach all current variances that licensee wishes to continue. Acceptable proof of variance is a copy of the original d&o issued upon approval of variance by the NMGC.	
*Copy of Final Disposition	Attach an explanation and copy of the final disposition.	
* Applicant's Request to Release Information	This authorization allows the release of information concerning the applicant to the appropriate regulatory and law enforcement agencies for the purpose of evaluating and processing the application.	
Other Supporting Documents	Additional documents provided to support the application, including any supplemental information not covered in other sections.	

Step 9: Next is the Payment Screen. Applicant will be able to see the breakdown of the price. Click 'Pay & Submit' to proceed.

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Payment

Select your mode of payment and click "Pay and Submit" to input your payment information.
Payments made with a Visa or Mastercard will be charged a 2.5% transaction fee. This is a fee imposed directly by the bank, and no portion of the fee is paid to or collected by the NMGC. Payments made by e-check will not result in any transaction fee.

The amount to be paid is \$ ((**Snul(Renewal Fee)**)+ **Snul(Snul(Fixed Fee) + Snul(Late Fee Per Day) * 82(Number Of Days)**)

Please click the **Pay & Submit** button to proceed with the payment.

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Pay and Submit

Step 10: Upon successful payment, applicant will see the Confirmation Screen.

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Confirmation

Your application has been submitted successfully.
Application Number : PAR-0000000427

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