

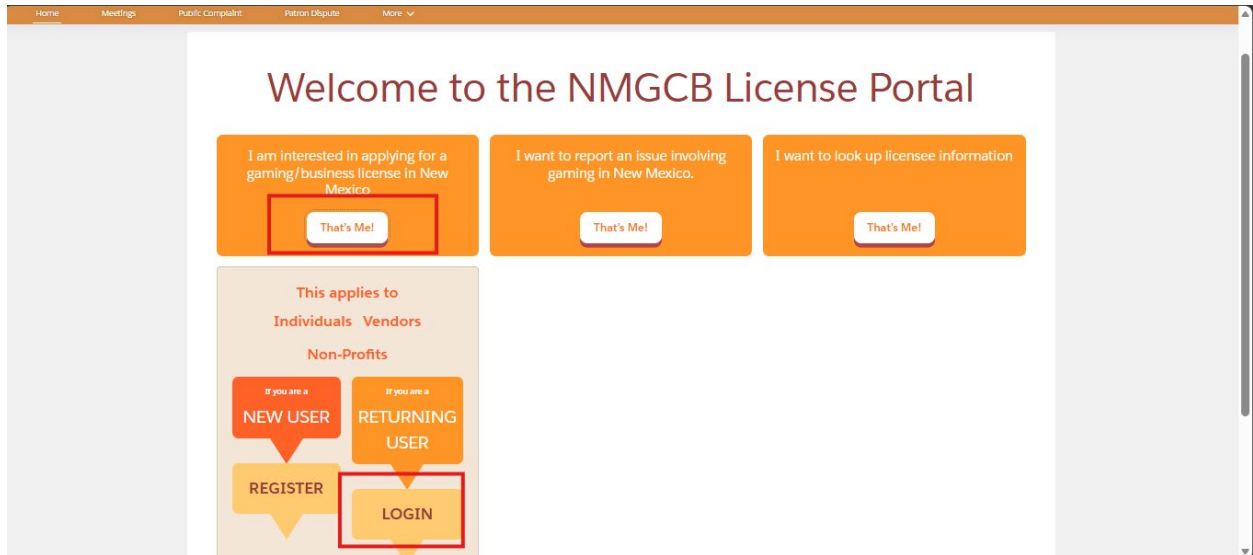
Bingo License Technical Document

This user guide will walk you through submitting an Intake Bingo License Application.

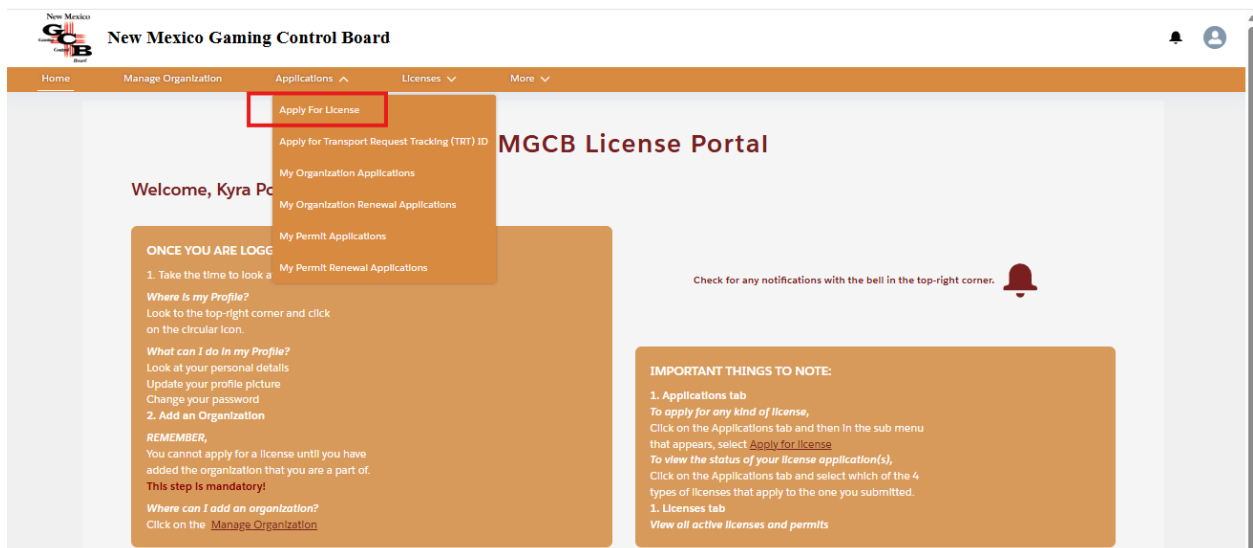
Step 1: Log in to the Portal / Experience Cloud Site via:

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

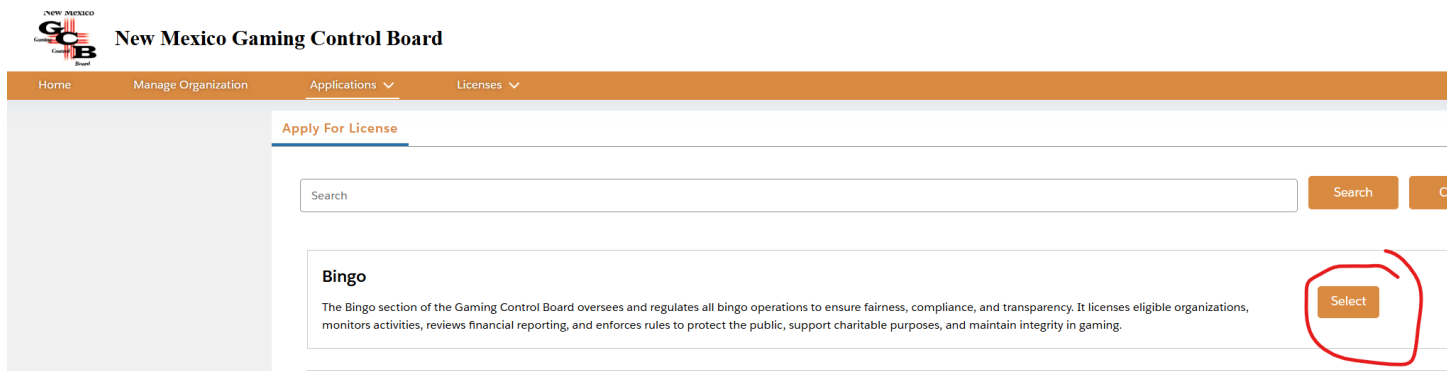
Step 2: Click the "That's Me!" button, then click "Login".



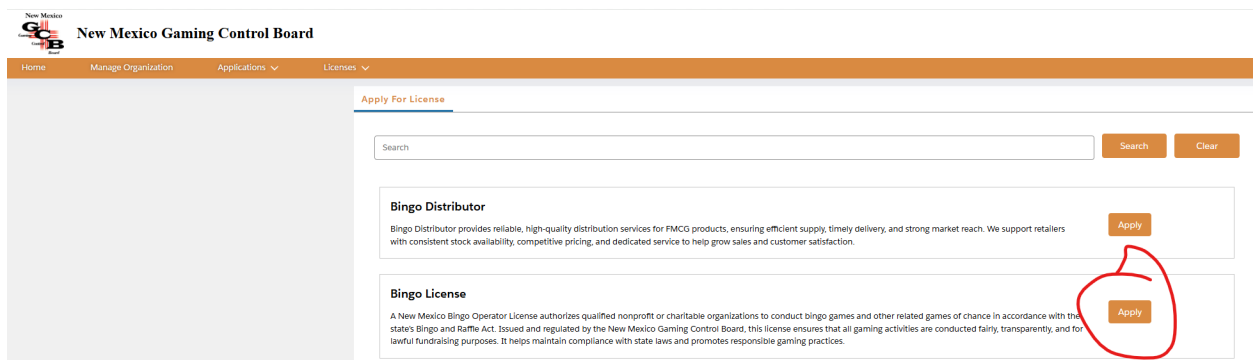
Step 3: Click on the Application dropdown and select 'Apply for License'



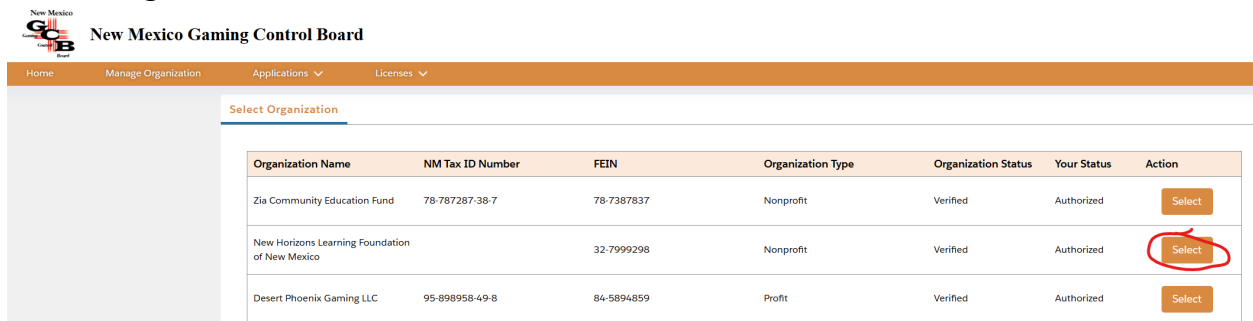
Step 4: Click 'Select' on the far-right side of Bingo. This is the Board where the Application sits under.



Step 5: Click 'Apply' on the far-right side of 'Bingo License' to launch the application.



Step 6: Please specify for which Organization you are applying for this License. Click 'Select' to specify the Organization, Non-Profit ONLY. **Please note, you cannot apply for a Bingo license for a Profit Organization.**



Step 7: This will launch the application, with the first screen being the Introduction Screen.

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Introduction

The New Mexico Bingo Operator License authorizes eligible nonprofit and charitable organizations to conduct bingo and related games of chance under the New Mexico Bingo and Raffle Act. Issued by the New Mexico Gaming Control Board, this license ensures that all gaming activities comply with state regulations and uphold the standards of fair and responsible operation.

To apply for this license, organizations must pay an **Application Fee of \$200** and a **Supplementary Background Fee of \$100**, as part of the mandatory regulatory requirements.

Next

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Step 8: Next is the Organization Information Screen

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Organization Information

Name of Qualified Organization

New Horizons Learning Foundation of New Mexico

Type of Qualified Organization

Educational Organization

501(c) #

501-(C)(8)

Bingo License Number (if previously licensed in NM)

Mailing Address

*Mailing Address

1890 Sunrise Canyon Dr

*Mailing City

Santa Fe

*Mailing State

New Mexico

*Mailing Zip

87507

*Mailing Country

United States

☐ Is physical address same as mailing address?

Physical Address

*Physical Address

4021 Turquoise Trail SE

*Physical City

Rio Rancho

*Physical State

New Mexico

*Physical Zip

87124

*Physical Country

United States

Organization Information

Type of Qualified Organization

Educational Organization

Bingo License Number (if previously licensed in NM)

▼ Mailing Address

1890 Sunrise Canyon Dr

* Mailing State

New Mexico

* Mailing Country

United States

☐ Is physical address same as mailing address?

Physical Address

4021 Turquoise Trail SE

- Physical State

New Mexico

- Physical Country

United States

* Business Phone ((XXX) XXX-XXXX)

(986) 986-9958

* Business Email

nh@mail.com

FEIN (XX-XXXXXXX)

32-7999298

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

New Mexico Liquor License Number

▼ Contact Information

* Contact Name

dfvbgm

* Contact Phone

(435) 678-9087

* Contact Email

dfs@yopmail.com

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Step 9: Next is the Premise Information Screen

New Mexico

CMB

New Mexico Gaming Control Board

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Premise Information

* Licensed Premise DBA

* Phone

☐ Is premise address same as physical address of organization?

▼ Address Information

* Physical Address

* Physical City

* Physical State

New Mexico ▼

* Physical Zip

* Physical Country

United States ▼

* Physical County

▼

* Specify types of games which will be played under the New Mexico Bingo and Raffle Act.

☐ Bingo

☐ Raffle

☐ Pull Tabs

☐ Pull-Tab Dispenser

* Total Bingo Occasions Per Year

Save for later

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Step 10: Next is the Premise Ownership Screen. Based on selection on this screen, additional fields will appear.

- ✓ Introduction
- ✓ Organization Information
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Premise Ownership

* Specify the current ownership status of the proposed licensed premises?

☒ Fully owned by the applicant ☐ Fully leased by the applicant ☐ Partially owned and partially leased ☐ Other

* Does any individual or entity other than the applicant hold an interest in the premises (e.g., through a mortgage, deed of trust, co-ownership, or other instrument)?

☐ Yes ☐ No

[Save for later](#)

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Step 11: Next is the Schedule of Games of Chance Screen. Click 'Add New' to add an entry to the Schedule Information table.



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Schedule Of Games Of Chance

Note: 60-2F-18 provides that a bingo licensee may hold, operate, or conduct no more than 260 occasions in any twelve-month period. Occasions shall not be conducted more than six times in any one calendar week, with no occasion lasting more than four hours, and not more than three occasions conducted in one calendar day.

Schedule Information

[Add New](#)

Type Of Game	Day	Start Time	End Time
No data available			

[Save for later](#)

[Previous](#)

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Schedule Information

* Type of Game

* Day

* Start Time

* End Time

Save

Step 12: Next is the Bingo and Pull-Tab Suppliers Screen. Click 'Add New' to add an entry.

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Bingo and Pull Tab Suppliers

Supplier Information

Add New

Supplier Name	Supplier License Number	Supplier Type	
No data available			

Previous

Next

Supplier Information

Search New Mexico Licensed Supplier (Bingo Distributor or Manufacturer) by

- ☒ License Number
☐ License Holder Name

* Search New Mexico Licensed Supplier (Bingo Distributor or Manufacturer)

Supplier Name

Supplier License Number

Supplier License Type

Save

Step 13: Next is the Roster for Organization Screen. Click 'Add New' to add an entry to the table.

The screenshot shows the 'New Mexico Gaming Control Board' website. The navigation bar includes 'Home', 'Manage Organization', 'Applications', and 'Licenses'. The main content area is titled 'Bingo License Intake Application' and features a sidebar with a progress list of steps: Introduction, Organization Information, Premise Information, Premise Ownership, Schedule Of Games Of Chance, Bingo and Pull Tab Suppliers, **Roster For Organization** (current step), Management Structure, Financial Institution, BRT Account Authorization, Questions, Upload Documents, Attestation, Payment, and Confirmation. The 'Roster For Organization' section contains a text block explaining the requirement for a Staff Permit Application, a table header for 'Staff Roster' with columns for First Name, Last Name, Title, and Email, and an 'Add New' button. Below the table, it says 'No data available'. At the bottom of the section are 'Save for later', 'Previous', and 'Next' buttons.

You will have two options:

- Create New

Staff Roster

The form for adding a new staff member includes the following fields and options:

- * First Name: Text input field
- Middle Name: Text input field
- * Last Name: Text input field
- * Title: Dropdown menu
- * Date of Birth: Text input field with a calendar icon
- * Email Address: Text input field
- Social Security Number: Text input field
- * Payment Type: Radio buttons for 'Per Hour' and 'Per Occasion'
- * Employment Type: Radio buttons for 'Volunteer' and 'Paid Staff'
- * Amount Paid: Text input field

At the bottom right of the form are 'Previous' and 'Save' buttons.

- Search Existing

Staff Roster

* Please select the appropriate option to add a staff roster.

- ☐ Create new
☒ Search existing

Please click the Search button before proceeding to the next step.

* First Name

* Last Name

* Date of Birth

Search

Next

Step 14: Next is the Management Structure Screen. Click 'Add New' to add an entry to the table.

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Management Structure

The President or Commander and key executives of a nonprofit organization that has applied for a license must be certified individually. Key executives are those officers, employees, volunteers and other persons who are designated by the nonprofit organization as key executives. Typically, this includes chief officers, anyone with check-writing responsibilities, and the gaming committee. The Board may require additional officers, employees, volunteers and other persons to become certified if the board determines the public interest is served by the additional certifications.

Management Structure

Add New

First Name	Last Name	Title	Address	
No data available				

Save for later

PreviousNext

Officer Information

* Please select the appropriate option to add an officer

☐ Create new
☐ Search existing

Next

Create New

Officer Information

* First Name	Middle Name	* Last Name
* Title	Social Security Number	
* Date of Birth	* Email	
* Phone	* Organization Affiliated With	
* Application Submitted ☐ Yes ☐ No		
✓ Mailing Address		
* Street		
* City	* State	
	New Mexico	
* Zip Code	* Country	
	United States	
* County		

[Previous](#)[Save](#)

Search Existing

Officer Information

* Please select the appropriate option to add an officer

- ☐ Create new
☒ Search existing

Please click the Search button before proceeding to the next step.

* First Name	* Last Name	* Date of Birth
Search		

[Next](#)

Step 15: Next is the Financial Institution Screen

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Financial Institution

* Financial Institution/Bank Name

* Account Number

* Current Balance

Financial Institution/Bank Address

* Address

* City

* State

* Zip Code

* Country

List the members whose names appear on the signature card. Please include each member's title and full name.

Save for later

Previous

Next

Step 16: Next is the BRT Account Authorization Screen

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SGCB

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BRT Account Authorization

Business Name

New Horizons Learning Foundation of New Mexico

FEIN

32-7999298

New Mexico BRT Number

Telephone Number (XXXX XXX-XXXX)

(986) 986-9958

Address

4021 Turquoise Trail SE, Santa Fe, NM 87507, US

* Authorized Individual Name

* Applicable Item

☐ Open Bingo & Raffle Tax Program

☐ Close Bingo & Raffle Tax Program

Hereby authorizes **New Mexico Gaming Control Board** Telephone Number: (505) 841-9700 Address: 4900 Alameda Blvd NE Albuquerque, NM 87113 to conduct activity below pertaining to CRS account administered by the New Mexico Taxation and Revenue Department.

I certify that I have the authority to execute this tax information authorization.

Authorized Person Signature

Save SignatureClear

* Name

* Title

Date

03-19-2026

Save for later

PreviousNext

Step 17: Next is the Questions Screen. If you answer Yes to any question, an explanation box will be required.

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SGCB

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Questions

* Has the applicant ever applied for a gaming license or any other regulated license in this or any other jurisdiction, foreign or domestic, whether or not the license was issued? If yes, provide details including jurisdiction, type of license, license number, and dates license held or applied for. You can also upload any associated documents as 'Other Supporting Documents' on the document screen later in the application.

☒ Yes ☐ No

Provide Details

* Has the applicant ever been denied a gaming license, withdrawn a gaming license, or had any disciplinary action taken against any gaming license that they have held in this or any other jurisdiction? If yes, provide details, including jurisdiction, type of action, and date of action. You can also upload any associated documents as 'Other Supporting Documents' on the document screen later in the application.

☐ Yes ☒ No

* Has the applicant ever been charged with, or convicted of, any illegal gaming activity in New Mexico or any other jurisdiction? If yes, provide details, including jurisdiction, type of action, and date of action. You can also upload any associated documents as 'Other Supporting Documents' on the document screen later in the application.

☐ Yes ☒ No

* Has the applicant ever been cited by the New Mexico Alcohol & Gaming Division? If yes, you can upload any associated documents on the document screen later in the application.

☐ Yes ☒ No

* Has the applicant ever been cited by the New Mexico Gaming Control Board? If yes, you can upload any associated documents on the document screen later in the application.

☐ Yes ☒ No

* Is the applicant delinquent in the payment of any judgments or tax liabilities due to any governmental agency anywhere? If yes, you can upload any associated documents on the document screen later in the application to prove settlement or resolution of the delinquency.

☐ Yes ☒ No

* Has the applicant ever held a financial interest in or conducted a gambling venture, including but not limited to, card room, bingo parlor or pull tabs, whether or not a license to hold such interest was applied for or received? If yes, provide details. You can also upload any associated documents as 'Other Supporting Documents' on the document screen later in the application.

☐ Yes ☒ No

* Has the applicant ever filed a bankruptcy petition, had such a petition filed against it, or had a receiver, fiscal agent, trustee, reorganization trustee, or similar person appointed for it? If yes, you can upload any bankruptcy court documents on the document screen later in the application.

☐ Yes ☒ No

* Has a complaint judgment, consent decree, settlement, or other disposition related to a violation of federal, state, or similar foreign antitrust, trade, or security law or regulation ever been filed or entered against the applicant? If yes, provide details. You can also upload any documents to prove the settlement of any of these issues on the Documents screen later in the application and include any items currently under formal dispute or legal appeal.

Step 18: Next is the Upload Documents Screen. Click the blue button to upload the mandatory file(s).

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Upload Documents

Show only notary documents

Show only downloadable documents

Document Name	Document Description	Uploaded Files
* IRS FEIN Letter	Letter from IRS establishing the Federal Employer Identification Number	
IRS 8868 Extension Form	Provide this form if a filing extension for IRS Form 990 was requested.	
Equipment Rental Agreement	Include a copy of the rental contract if the organization rents gaming or other equipment.	
Lease and Ownership Info	Copy of lease and owner details if premises are leased	
Mortgage Balance Statement	Provide a statement showing the current balance if the organization has a mortgage.	
Charter	Attach a copy of the charter, including any amendments	
* Board Resolution	Signed resolution by the Board of Directors authorizing the application	
Articles of Incorporation	Attach a copy of the articles of incorporation, including any amendments	
* IRS Tax Forms	Affix copy of the most recently filed 990 Form	

Step 19: Next is the Attestation Screen

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CERTIFICATION: We certify under the penalties of perjury that all of the information submitted in this form and any attachment is true and understand that providing false information may lead to the revocation or denial of charitable gaming license(s), termination of qualification status, a civil penalty, or other sanction as determined by the Commission through an administrative process.

* Name

* Date

03-19-2026

Save for later

Previous

Next

Step 20: Next is the Payment Screen. Specify the Mode of Payment and click Pay & Submit

The screenshot shows the New Mexico Gaming Control Board website. The header includes the logo and navigation links: Home, Manage Organization, Applications, and Licenses. The main content area is titled "Bingo License Intake Application". On the left, a vertical list of steps is shown, with "Payment" highlighted in blue. The right side of the screen displays the "Payment" section. It contains a text box with instructions: "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 NMGCB. Payments made by e-check will not result in any transaction fee." Below this is a dropdown menu labeled "Mode Of Payment". The total amount to be paid is displayed as \$300, broken down into an Application Fee of \$200 and a Supplementary Background Fee of \$100. At the bottom right, there are two buttons: "Previous" and "Pay and Submit".

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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 NMGCB. Payments made by e-check will not result in any transaction fee.

* Mode Of Payment

The amount to be paid is \$300 (Application Fee \$200 + Supplementary Background Fee \$100)

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

Previous Pay and Submit

Step 20: Last is the Confirmation Screen.

The screenshot shows the New Mexico Gaming Control Board website. The header includes the logo and navigation links: Home, Manage Organization, Applications, and Licenses. The main content area is titled "Bingo License Intake Application". On the left, a vertical list of steps is shown, with "Confirmation" highlighted in blue. The right side of the screen displays the "Confirmation" section. It contains a message: "Your application has been submitted successfully. Application Number : PAR-0000000322". Below this message is a button labeled "Back to Home".

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Confirmation

Your application has been submitted successfully.
Application Number : PAR-0000000322

Back to Home