

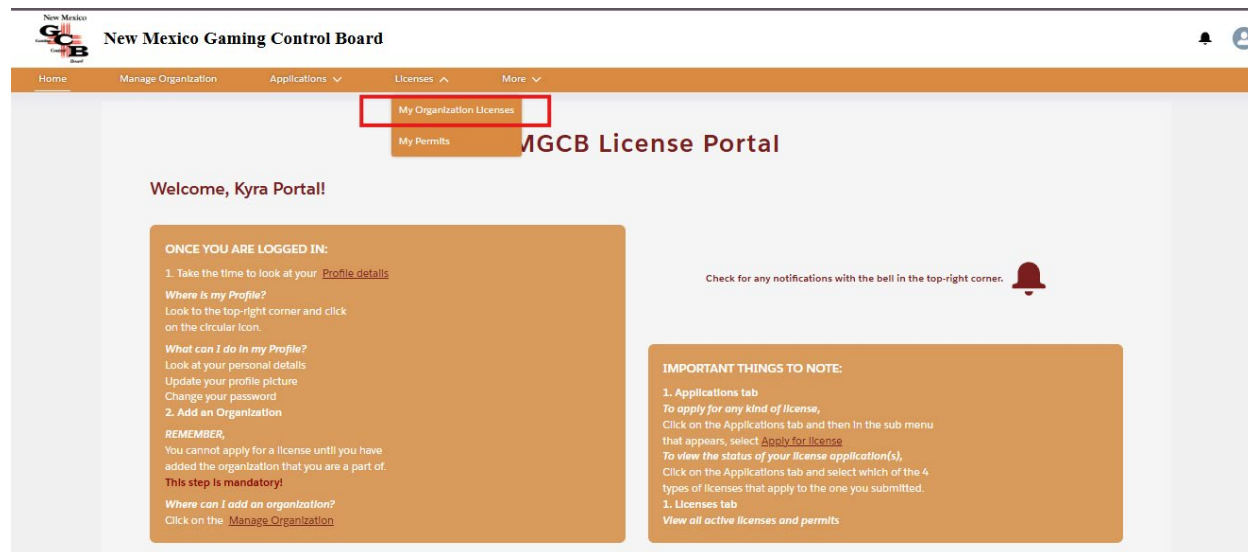
Bingo License Renewal Application Technical Document

This document will walk the portal / guest user through renewing their Bingo License .

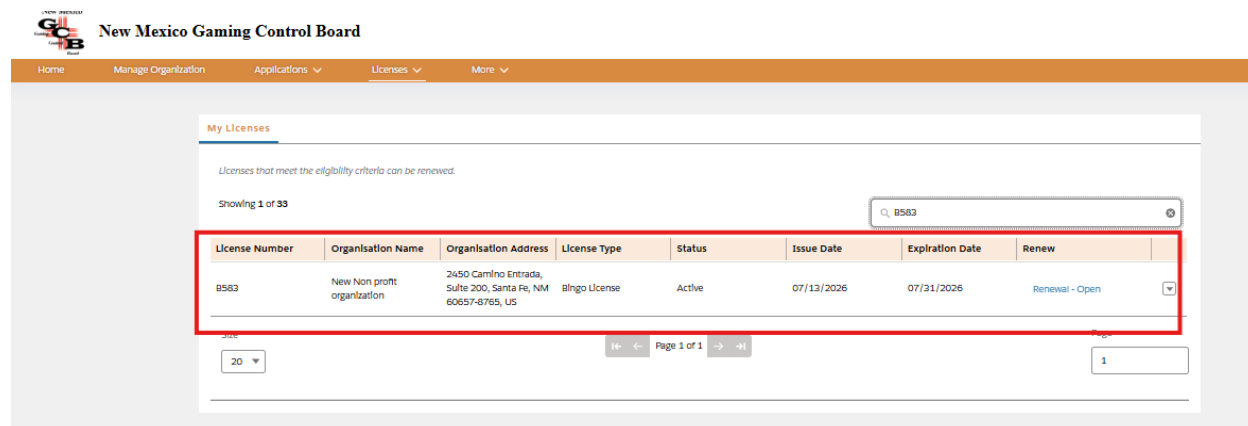
Step 1: Log in to the External Site / Portal via:

<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 'Renew Open' button present as shown below:



Click on the 'Renew' button to launch the Renewal Application for 'Bingo License'.

Step 4: First is the Introduction Screen

Bingo Operator Renewal Application

● Introduction

● Organization Information

● Premise Information

● Premise Ownership

● Schedule Of Games Of Chance

● Bingo and Pull Tab Suppliers

● Roster For Organization

● Officers List

● Financial Institution

● BRT Account Authorization

● Questions

● Attestation

● Upload Documents

● Payment

● Confirmation

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

Upon carefully reading this information, click ‘Next’ to proceed.

Step 5: Next is the Organization Information Screen. All of this information will be pre-populated from the Intake / Initial Application. However, you have the ability to edit some fields.

Bingo Operator Renewal Application

● Introduction

● Organization Information

● Premise Information

● Premise Ownership

● Schedule Of Games Of Chance

● Bingo and Pull Tab Suppliers

● Roster For Organization

● Officers List

● Financial Institution

● BRT Account Authorization

● Questions

● Attestation

● Upload Documents

● Payment

● Confirmation

Organization Information

Organization Information

Name of Qualified Organization

Type of Qualified Organization

Zia Community Education Fund

Educational Organization

501(c) 3

Bingo License Number (if previously licensed in NM)

501-CX88

Mailing Address

* Mailing Address

1234 Mesa Vista Rd NW

* Mailing City

Albuquerque

* Mailing State

New Mexico

* Mailing Zip

87120

* Mailing Country

United States

☒ Is physical address same as mailing address?

* Business Phone (XXXX) XXX-XXXX

(767) 477-4747

* Business Email

ac@email.com

FEIN (XX-XXXXXXX)

78-7387837

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

78-787287-38-7

New Mexico Liquor License Number

Contact Information

* Contact Name

Taylor

* Contact Phone

(998) 498-4989

* Contact Email

tb@gcb.com

Previous

Next

Step 6: Next is the Premise Information Screen. This information will be pre-populated from the Intake/Initial Application. However, applicant has ability to make necessary changes.

Bingo Operator Renewal Application

Introduction

Organization Information

Premise Information

Premise Ownership

Schedule Of Games Of Chance

Bingo and Pull Tab Suppliers

Roster For Organization

Officers List

Financial Institution

BRT Account Authorization

Questions

Attestation

Upload Documents

Payment

Confirmation

Premise Information

* Licensed Premise DBA

L0039

* Phone

☐ Is premise address same as physical address of organization?

Address Information

* Physical Address

5521 Sandia Ridge Ct NE

* Physical City

Albuquerque

* Physical State

New Mexico

* Physical Zip

87111

* Physical Country

United States

* Physical County

Harding

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

☐ Bingo

☐ Pull-Tab Video Dispenser

☐ Raffle

☐ Pull Tabs

☐ Pull-Tab Dispenser

* Total Bingo Occasions Per Year

* Was your organization granted a variance request last year?

☐ Yes ☐ No

* Are you requesting this variance to be renewed for the current year?

☐ Yes ☐ No

Save for later

Previous

Next

Step 7: Next is the Premise Ownership Screen.

Bingo Operator Renewal Application

Introduction

Organization Information

Premise Information

Premise Ownership

Schedule Of Games Of Chance

Bingo and Pull Tab Suppliers

Roster For Organization

Officers List

Financial Institution

BRT Account Authorization

Questions

Attestation

Upload Documents

Payment

Confirmation

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

Save for later

Previous

Next

Based on the selection to this question, additional fields will appear on the screen, as shown below.

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

* Specify name and address of lessor (person or entity leasing the premises).

* Provide brief description of the nature of lessor's business or activities.

* Provide brief description of the material terms of the lease. Include details such as duration, renewal terms, payment structure, and any special clauses.

* Does the applicant have any business relationships with the lessor other than the lease agreement?

☐ Yes ☐ No

Step 8: Next is the Schedule of Games of Chance Screen. This screen allows the ability to list the schedule of games. Click 'Add New' to add an entry to the table

Bingo Operator Renewal Application

Introduction

Organization Information

Premise Information

Premise Ownership

Schedule Of Games Of Chance

Bingo and Pull Tab Suppliers

Roster For Organization

Officers List

Financial Institution

BRT Account Authorization

Questions

Attestation

Upload Documents

Payment

Confirmation

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	
Bingo	Monday	12:00 AM	01:30 AM	  
Bingo	Wednesday	12:00 AM	03:00 AM	  
Raffle	Sunday	12:30 AM	07:00 AM	  
Bingo	Monday	12:00 AM	03:00 AM	  
Bingo	Monday	12:00 AM	04:00 AM	  
Raffle	Monday	12:00 AM	03:00 AM	  
Bingo	Tuesday	12:00 AM	03:00 AM	  
Bingo	Wednesday	12:00 AM	01:30 AM	  
Raffle	Friday	12:00 AM	04:00 AM	  

⏪

⏩

Page 1 of 1

⏪

⏩

Save for later

Previous

Next

- Introduction
- Organization Information
- Premise Information
- Premise Ownership
- Schedule Of Games Of Chance
- Bingo and Pull Tab Suppliers**
- Roster For Organization
- Officers List
- Financial Institution
- BRT Account Authorization
- Questions
- Attestation
- Upload Documents
- Payment
- Confirmation

Bingo and Pull Tab Suppliers

Supplier Information

Add New			
Supplier Name	Supplier License Number	Supplier Type	
Vital Distributor	BD001	Bingo Distributor	👁️ ✎️ 🗑️

Page 1 of 1

Previous

Next

Supplier Information

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

- ☐ License Number
☐ License Holder Name

Save

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 10: Next is the Roster for Organization Screen. Click 'Add New' to add an entry to the table.
Please Note: A Staff Permit Application is required to be submitted for each individual that

gets added to this table.

Bingo Operator Renewal Application

Introduction

Organization Information

Premise Information

Premise Ownership

Schedule Of Games Of Chance

Bingo and Pull Tab Suppliers

Roster For Organization

Officers List

Financial Institution

BRT Account Authorization

Questions

Attestation

Upload Documents

Payment

Confirmation

Roster For Organization

A Staff Permit Application is required to be submitted for each individual listed in this section. A Bingo & Raffle Operator applicant is required to have the following minimum applications submitted before this application will be processed: Bingo Manager, Bingo Accountant, and a minimum of two Caller/Cash Handler applicants. While these are the minimum requirements, you are encouraged to also file applications for an Alternate Bingo Manager and three or more Caller/Cash Handlers. A Bingo Manager or Alternate Bingo Manager, and two Caller/Cash Handlers are required to be present during each bingo occasion.

Staff Roster

Add New

First Name	Last Name	Title	Email	
John	Tale	Bingo Manager	John56@yopmail.com	  
William	Jones	Bingo Manager	rpahwa@kyrasolutions.com	  

Page 1 of 1

Save for later

Previous

Next

Click ‘Add New’ to add an entry to the table.

Staff Roster

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

Create new

Search existing

Next

Create New:

Staff Roster

* First Name

Middle Name

* Last Name

* Title

Date of Birth

* Email Address

Social Security Number

* Payment Type

* Employment Type

Per Hour

Per Occasion

Volunteer

Paid Staff

* Amount Paid

Previous

Save

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 11: Next is the Officers List. This section captures key details about the organization's current officers, including their information. Click 'Add New' to add an entry to the table.

Bingo Operator Renewal Application

- ✓ Introduction
- ✓ Organization Information
- ✓ Premise Information
- ✓ Premise Ownership
- ✓ Schedule Of Games Of Chance
- ✓ Bingo and Pull Tab Suppliers
- ✓ Roster For Organization
- Officers List**
- Financial Institution
- BRT Account Authorization
- Questions
- Attestation
- Upload Documents
- Payment
- Confirmation

Officers List

The **Officer List** section captures key details about the organization's current officers, including their title, name, email address, and phone number. It also records when officers were elected and when they officially assumed office. This information ensures an accurate record of the organization's leadership and supports compliance with regulatory requirements.

Officers List

Add New

First Name	Last Name	Title	Address	
No data available				

Save for later

Previous

Next

Step 12: Next is the Financial Institution Screen

Bingo Operator Renewal Application

Introduction

Organization Information

Premise Information

Premise Ownership

Schedule Of Games Of Chance

Bingo and Pull Tab Suppliers

Roster For Organization

Officers List

Financial Institution

BRT Account Authorization

Questions

Attestation

Upload Documents

Payment

Confirmation

Financial Institution

* Financial Institution / Bank Name

* Account Number

* Current Balance

Financial Institution / Bank Address

* Address

* City

* State

* Zip Code

* Country

United States

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 13: Next is the BRT Account Authorization Screen

Bingo Operator Renewal Application

Introduction

Organization Information

Premise Information

Premise Ownership

Schedule Of Games Of Chance

Bingo and Pull Tab Suppliers

Roster For Organization

Officers List

Financial Institution

BRT Account Authorization

Questions

Attestation

Upload Documents

Payment

Confirmation

BRT Account Authorization

Business Name

FEIN

Zia Community Education Fund

78-7387837

New Mexico BRT Number

Telephone Number ((XXX) XXX-XXXX)

(747) 477-4747

Address

1234 Mesa Vista Rd NW, Albuquerque, NM 87120, 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 Signature

Clear

* Name

* Title

Date

04-15-2026

Save for later

Previous

Next

Step 14: Next is the Questions Screen. Based on responses, text boxes will appear to collect more information

Step 15: Next is the Attestation Screen. Applicant MUST check the checkbox to attest and sign their name to proceed.

Bingo Operator Renewal Application

Introduction

Organization Information

Premise Information

Premise Ownership

Schedule Of Games Of Chance

Bingo and Pull Tab Suppliers

Roster For Organization

Officers List

Financial Institution

BRT Account Authorization

Questions

Attestation

Upload Documents

Payment

Confirmation

Attestation

☐ 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

[Save for later](#)

Previous

Next

Step 16: Next is the Upload Document Screen. Click the Blue 'Upload' Button to upload documents. Ability to attach multiple documents per document line item. Once all documents have been uploaded, click 'Next' to proceed.

Bingo Operator Renewal Application

Introduction

Organization Information

Premise Information

Premise Ownership

Schedule Of Games Of Chance

Bingo and Pull Tab Suppliers

Roster For Organization

Officers List

Financial Institution

BRT Account Authorization

Questions

Attestation

Upload Documents

Payment

Confirmation

Upload Documents

☐ Show only notary documents
☐ Show only downloadable documents

Document Name	Document Description	Uploaded Files
* IRS FEIN Letter	Letter from IRS confirming Federal Employer Identification Number	Upload
Lease and Ownership Info	Copy of lease and owner/director details if leasing	Upload
Mortgage Balance Statement	If there is a mortgage on the property	Upload
* House Rules	Copy of house rules for bingo operations	Upload
* Board Resolution	Signed resolution from Board of Directors authorizing license renewal	Upload
* Variance Approval Record (Previous Year)	This document provides official details of any variance request submitted by the organization and confirms whether approval was granted during the previous calendar or fiscal year.	Upload
* IRS Tax Forms	Affix copy of the most recently filed 990 Form	Upload
* Building Floor Plan	Floor plan showing gaming activity areas	Upload
* Articles of Organization	Copy of Articles of Organization including amendments	Upload
* Charitable Purpose Statement	Statement describing the charitable purpose of the organization	Upload

Size

Select an Option

Page 1 of 3

Page

1

[Save for later](#)

Previous

Next

Step 17: Next is the Payment Screen. This will show the total breakdown of the total amount. Click Pay & Submit to proceed.

Bingo Operator Renewal Application

✓ Introduction

✓ Organization Information

✓ Premise Information

✓ Premise Ownership

✓ Schedule Of Games Of Chance

✓ Bingo and Pull Tab Suppliers

✓ Roster For Organization

✓ Officers List

✓ Financial Institution

✓ BRT Account Authorization

✓ Questions

✓ Attestation

✓ Upload Documents

Payment

Confirmation

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 \$ $(\$200(\text{Renewal Fee}) + \text{Sum}(\text{Renewal Supplementary Fee}) + \text{Sum}(\text{Fixed Fee}) + \text{Sum}(\text{Late Fee Per Day}) * 86(\text{Number Of Days}))$
Please click the **Pay & Submit** button to proceed with the payment.

Previous

Pay and Submit

Step 18: Upon successful payment, applicant will see the Confirmation Screen with the Application Number.

Bingo Operator Renewal Application

✓ Introduction

✓ Organization Information

✓ Premise Information

✓ Premise Ownership

✓ Schedule Of Games Of Chance

✓ Bingo and Pull Tab Suppliers

✓ Roster For Organization

✓ Officers List

✓ Financial Institution

✓ BRT Account Authorization

✓ Questions

✓ Attestation

✓ Upload Documents

✓ Payment

Confirmation

Confirmation

Your application has been submitted successfully.
Application Number : PAR-0000000420

Back to Home