

Corporate Finding of Suitability Renewal Application Technical Document

This document will walk Applicant through submitting an Corporate Finding of Suitability 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'

New Mexico Gaming Control Board

Home Manage Organization Applications Licenses More

My Organization Licenses

My Permits

MGCB License Portal

Welcome, Kyra Portal!

ONCE YOU ARE LOGGED IN:

1. Take the time to look at your [Profile details](#)

Where is my Profile?
Look to the top-right corner and click on the circular icon.

What can I do in my Profile?
Look at your personal details
Update your profile picture
Change your password

2. Add an Organization

REMEMBER,
You cannot apply for a license until you have added the organization that you are a part of.
This step is mandatory!

Where can I add an organization?
Click on the [Manage Organization](#)

Check for any notifications with the bell in the top-right corner.

IMPORTANT THINGS TO NOTE:

1. Applications tab
To apply for any kind of license, Click on the Applications tab and then in the sub menu that appears, select [Apply for license](#)
To view the status of your license application(s), Click on the Applications tab and select which of the 4 types of licenses that apply to the one you submitted.
1. Licenses tab
View all active licenses and permits

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.

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My Licenses

Licenses that meet the eligibility criteria can be renewed.

Showing 1 of 33

Search: C039

License Number	Organization Name	Organization Address	License Type	Status	Issue Date	Expiration Date	Renew
C039	Kyra Pratt Organization	56 sandiacrest BLVD test, sanat fe, AZ 12345, US	Corporate Finding of Suitability	Active	06/29/2026	07/16/2026	Renewal - Open

Size: 20

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Step 4: First is the Introduction Screen

New Mexico
GCB
Gaming Control Board

New Mexico Gaming Control Board



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Introduction

Any corporate entity seeking to renew a Finding of Suitability In New Mexico must submit this application In accordance with the New Mexico Gaming Control Act and applicable regulations. Renewal approval Is required to continue engaging In regulated gaming activities and Is subject to applicable fees, timely submission requirements, and ongoing compliance with New Mexico Gaming Control Board standards.

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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

Desert Phoenix Gaming LLC

Control Number (Assigned by Gaming Control Board)

784848

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

☒ Yes ☐ No

* Doing Business As (DBA)

Desert Phoenix Gaming LLC Corporate

* Trade Names

Desert Phoenix Gaming LLC Corporate

Mailing Address

* Mailing Address

456 Canyon Roads

* Mailing City

Santa Fe

* Mailing State

New Mexico

* Mailing Zip

87502

* Mailing Country

United States

☒ Is physical address same as mailing address?

* Business Phone ((XXX) XXX-XXXX)

(123) 456-7893

* Business Email

dpgaming@email.com

FEIN (XX-XXXXXX)

84-5894859

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

95-898958-49-8

Type of Business Structure

Limited Liability Company

State of Creation of Business Entity

Maryland

Step 6: Next is the Organization Address Screen. Applicant has ability to Add, Edit, or Remove any Principal Place from the table.

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Organization Address

List all principal places of business for the past 10 years, if different from the address provided on the previous screen.

Principal Places

Add New		
Organization Name	Address	
Enchantment Gaming Group	456 Canyon Road, Santa Fe, NM 87501, US	👁️ ✎️ 🗑️
Gaming Group	1890 Sunrise Canyon Dr, Santa fe, NM 87507, US	👁️ ✎️ 🗑️
Desert Canyon	123 street, santa fe, NM 87001, US	👁️ ✎️ 🗑️

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Principal Places

* Organization Name

* Address

* City

* State

* Zip

* Country

[Save](#)

Step 7 : Next screen is the Ownership structure to add Ownership details Click on Owneship structure button.

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Ownership Structure

*Disclose your ownership structure

1. List all persons and/or entities with ownership interest, and all officers and directors, whether they have ownership interest or not. If an entity (corporation, partnership, LLC, etc.) has interest, list all persons affiliated with such entity; their ownership in the entity, and their effective ownership in the license. List all parent, holding or other intermediary business interests. A Key & Affiliated Person Application form must be submitted for each person with a direct or indirect interest in the company, including officers, directors, equity security holders of 5% or more, partners, general partners, limited partners, trustees, beneficiaries, key executives and any other individuals who exert significant influence in the company.

2. Ownership Structure will open in a new browser tab. Once you make necessary changes, please navigate back to this tab to complete the application.

Ownership Structure

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Step 8: Next is the Licensing History Screen. Based on responses, additional text box will appear requesting additional information.

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Licensing History

* Has the applicant, the applicant's parent company or any other intermediary affiliate of applicant ever applied for a gaming license in this or any other jurisdiction, foreign or domestic, whether or not the license was ever 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, the applicant's parent company or any other intermediary affiliate of 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, foreign or domestic? 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

* Is the applicant, the applicant's parent company or any other intermediary affiliate of applicant in good corporate standing in New Mexico, as certified by the New Mexico State Corporation Commission or its successor agency, the Public Regulation Commission, and in all other states where it is authorized to transact business? If No, 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, the applicant's parent company or any other intermediary affiliate of 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

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Step 9: Next is the Financial History Screen. Based on certain responses, additional text boxes will appear to collect more information.

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* Is the applicant, the applicant's parent company or any other intermediary affiliate of applicant delinquent in the payment of any judgments or tax liabilities due to any governmental agency anywhere? If Yes, provide details. You can upload any associated documents on the document screen later in the application.

☒ Yes ☐ No

Provide Details

* Has the applicant, the applicant's parent company or any other intermediary affiliate of applicant ever held a financial interest in a gambling venture, including but not limited to, a race track, dog track, race horse or dog, lottery, casino, bookmaking operation, internet casino, 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, the applicant's parent company or any other intermediary affiliate of 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, provide details. You can also upload any associated documents on the document screen later in the application.

☐ Yes ☐ No

* Is the applicant, the applicant's parent company or any other intermediary affiliate of applicant currently a party to, or has it ever been a party to, in any capacity, any business trust instrument? 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 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, the applicant's parent company or any other intermediary affiliate of applicant? If Yes, provide details. You can upload any associated documents on the document screen later in the application.

☐ Yes ☐ No

* Has the applicant, the applicant's parent company or any other intermediary affiliate of applicant filed a business tax return in the past three years? If Yes, provide details. You can upload any associated documents on the document screen later in the application.

☐ Yes ☐ No

* Does the applicant have a compliance committee or compliance officer? If Yes, provide details. You can upload any associated documents on the document screen later in the application.

☐ Yes ☐ No

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Step 10: Next is the Key Personnel Screen

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Key Personnel

Person who maintains applicant's business records

* Name	* Title
* Street	
* City	* State
	New Mexico
* Zip	* Country
	United States
* Phone Number (xxx) xxx-xxxx	

Person who prepares applicant's tax returns, government forms & reports same as Person who maintains applicant's business records.

Person who prepares applicant's tax returns, government forms & reports

* Name	* Title
* Street	
* City	* State
	New Mexico
* Zip	* Country
	United States
* Phone Number (xxx) xxx-xxxx	

Step 11: Next is the Upload Documents Screen. Click the blue Upload button to upload document(s). Ability to upload multiple documents per Document Line Item.

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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.	
★Organizational Formation Documents	Attach copies of all articles of incorporation, bylaws, articles of organization, partnership agreements, trust agreements, and any amendments to such documents.	
★Audited Financial Statements (Last 3 Years)	Attach balance sheets and profit and loss statements, certified by independent certified public accountant(s) covering the last three years for the applicant, the applicant's parent company and any intermediary affiliates of applicant.	
★Securities Structure and Ownership Disclosure	The extent of the securities holdings or other interest in the holding company or intermediary company	
★Outstanding Loans and Financial Obligations	Attach a list detailing each outstanding loan and financial obligation obtained for use in this business, including creditor name, address, phone number, loan number, loan amount, loan terms, date acquired, and date due.	
★Investigation Authorization	A form granting permission to release and obtain necessary information for the purpose of conducting an investigation.	
★Outstanding Securities Terms and Issuance History	The terms on which the company's securities were issued during the three years preceding the date	

Step 12: Next is the Payment Screen. This will show the breakdown of the total Amount to be paid. 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 NMGCB. Payments made by e-check will not result in any transaction fee.

The amount to be paid is \$ (Renewal Fee Snull)
Please click the Pay & Submit button to proceed with the payment.

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Pay and Submit

Step 13: Upon successful payment, applicant will see the Confirmation Screen

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Confirmation

Your application has been submitted successfully.
Application Number : PAR-0000000428