

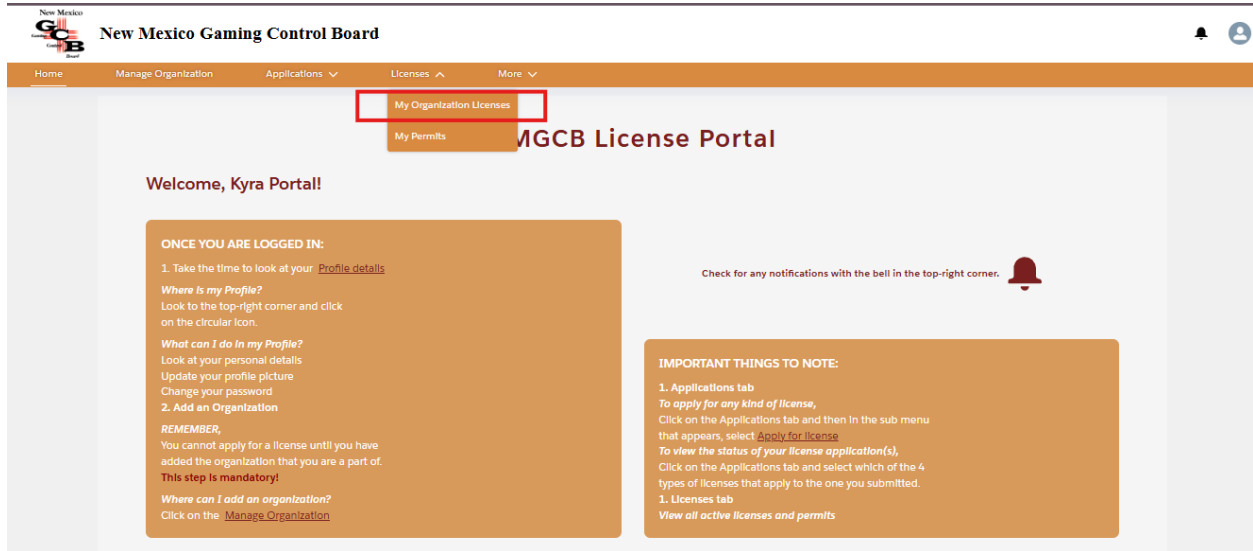
Gaming Machine License Renewal Application Technical Document

This document will walk Applicant through submitting a Gaming Machine License Renewal Application.

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

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

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' button present as shown below. Upon clicking 'Renew' the Renewal Application will launch.

My Licenses

Licenses that meet the eligibility criteria can be renewed.

Showing 5 of 39

Q nonprofit ga

License Number	Organisation Name	Organisation Address	License Type	Status	Issue Date	Expiration Date	Renew
N007	Apex Solutions LLC	4321 Palm Tree Blvd, Denver, Other 23234, AD	Nonprofit Gaming Operator	Active	03/24/2026	03/24/2027	
N006	Apex Solutions LLC	4321 Palm Tree Blvd, Denver, Other 23234, AD	Nonprofit Gaming Operator	Expired	03/16/2026	03/16/2026	
N005	Apex Solutions LLC	4321 Palm Tree Blvd, Denver, Other 23234, AD	Nonprofit Gaming Operator	Expired	03/16/2026	03/16/2026	
N003	XYZ BINGO	67 Church gate, Santa, Other 56789, DZ	Nonprofit Gaming Operator	Active	02/26/2026	04/26/2026	Renew
N002	XYZ BINGO	67 Church gate, Santa, Other 56789, DZ	Nonprofit Gaming Operator	Expired	02/26/2026	02/26/2026	

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Step 4: First is the Introduction Screen

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A regulatory authorization continued for nonprofit organizations that allows them to maintain approved gaming activities in accordance with applicable federal, state, and local gaming laws and regulations. This renewal is subject to ongoing regulatory oversight and requires continued compliance with all licensing conditions, operational controls, reporting obligations, and audit or inspection requirements imposed by the relevant regulatory authority.

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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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☐ Confirmation

Organization Information

Organization Information

Name of Qualified Organization

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

☒ Yes ☐ No

* Doing Business As (DBA) *Trade Names

Mailing Address

* Mailing Address

* Mailing City *Mailing State

* Mailing Zip *Mailing Country

☒ Is physical address same as mailing address?

* Business Phone (+XX-XXXXXXXXX) *Business Email

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

Nonprofit Designation

☒ 501-(C)(8)
 ☐ 501-(C)(10)
 ☐ 501-(C)(19)
 ☐ 501-(C)(23)
 ☐ 501-(C)(3)

* Date Established

* Do you anticipate using a Distributor?

☐ Yes ☒ No

Step 6: Next is the Licensee Information Screen

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Licensee Information

* Licensee's Name

XYZ BINGO

* Current License Number

N003

* Address

67 Church gate

* City

Santa

State

Other

* Zip

56789

* Country

Algeria

* Business Phone (+XX-XXXXXXXXXX)

+05-7890987656

* Email Address

b@gmail.com

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Step 7: Next is the Premise Information Screen

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Premise Information

* Licensed Premise DBA

IICESNE

* Phone

(567) 890-8976

* Total Square Footage of the Building (Gross Building Area)

78

* Total Square Footage to Be Licensed for Gaming

3

* Anticipated Number of Gaming Devices

78

☐ Is premise address same as physical address of organization?

Address Information

* Physical Address

67 Church gate

* Physical City

Santa

* Physical State

New Mexico

* Physical Zip

56789

* Physical Country

United States

* Physical County

Colfax

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Step 8: Next is the Premise Ownership Screen

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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

* Specify Other

HGJK

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Step 9: Next is the Organization Address Screen. Applicant has ability to Add New, edit, or remove any entries from the table.

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Organization Address

List all principal places of business for the past 10 years if different from the current address.

Principal Places

Add New

Organization Name	Address	
Sunshine Enterprises	67 Church gate, silver, NM 56799, US	  
ABC	67 Church gate, silver, Other 34567, DZ	  
Test	67 Church gate, silver, NM 45678, US	  
oRGA	67 Church gate, silver, NM 56789, US	  

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Step 10: Next is the Management Structure Screen. Applicant has ability to Add, Edit or Remove any entries to this 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				

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Step 11: Next is the Licensing History Screen. Based on certain responses, a text box will appear requesting additional information.

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Licensing History

* Has the applicant ever applied for a gaming license, liquor license, or any other regulated 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 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

* Is the applicant in good standing in New Mexico? 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 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, provide details. You can upload any associated documents on the document screen later in the application.

☐ Yes ☐ No

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Step 12: Next is the Financial History Screen

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Financial History

* Is the 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 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, provide details. You can upload any associated 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 upload any associated documents on the document screen later in the application.

☐ Yes ☐ No

* Has the applicant ever been a party to a lawsuit, either as a plaintiff or defendant, complainant or respondent, or in any other fashion, in this or any other country? If Yes, provide details. You can upload any associated documents on the document screen later in the application.

☐ Yes ☐ No

* Has the 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

* Is the organization a party to a lease ? 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

* Has any interest or share in the revenues from gaming been pledged or hypothecated as security for a debt or deposited as a security for the performance of an act or to secure the performance of a contract including repayment of a loan? 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

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Step 13: Next is the Renewal Questions Screen

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Renewal Questions

* Since licensure or last renewal, has your organization had any changes in officers or key executives? If Yes, provide details. You must submit a nonprofit Key Person Application for each of these individuals. You can upload any associated documents on the document screen later in the application.

☐ Yes ☐ No

* Since licensure or last renewal, has your organization or any key executive been served with a criminal summons, arrested, charged, or convicted of any misdemeanor or felony offense? If Yes, provide details. You can upload any associated documents on the document screen later in the application.

☐ Yes ☐ No

* Since licensure or last renewal, has the organization been involved in any civil litigation (including bankruptcies), government administrative actions (including tax related matters, liens, or investigations by any regulatory body including the Alcohol and Gaming Division), or been delinquent in the filing of any tax return or the payment of any taxes, interest, or penalty due to any taxing agency? If Yes, provide details. You can upload any associated documents on the document screen later in the application.

☐ Yes ☐ No

* Since licensure or last renewal, has the organization entered into any leases, loans, deferred payment agreements, any other financing that affects gaming operations, or received gifts or donations in excess of \$100? If Yes, attach a listing showing the amount and source of the financing, gifts or donations. You can upload any associated documents on the document screen later in the application.

☐ Yes ☐ No

* Since licensure or last renewal, has your organization maintained good standing with the New Mexico Public Regulations Commission? If Yes, attach Certificate of Good Standing issued by the PRC. 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

* Since licensure or last renewal, has your organization maintained good standing with your parent organization? 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

* Since licensure or last renewal, has your organization amended its bylaws or Articles of Incorporation? If Yes, provide details. You can upload any associated documents on the document screen later in the application.

☐ Yes ☐ No

* Since licensure or last renewal, has your organization experienced any adverse events that effect financial position? If Yes, provide details. You can upload any associated documents on the document screen later in the application.

☐ Yes ☐ No

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

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Step 14: Next is the Key Personnel Screen

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Key Personnel

✓ Person who maintains applicant's business records

* Name

* Title

* Street

* City

* State

* Zip

* Country

* 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

* Zip

* Country

* Phone Number ((xxx) xxx-xxxx)

Step 15: Next is the Certification Screen. **Applicant MUST click 'Save Signature' upon signing to store the Signature on the Application.**

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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 16: Next is the Tax Information Authorization Screen. This screen will be pre-populated based on Applicant's Organization. There will be some fields which will require manual entry.

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Business Name

XYZ BINGO

* New Mexico ID Number

* Trade Name (DBA)

* Name

FEIN (XX-XXXXXXX)

56-8987689

Street

67 Church gate

City

Santa

State

Other

Zip

56789

Country

Algeria

Telephone Number (+XX-XXXXXXXXXX)

+05-7890967656

Hereby authorizes New Mexico Gaming Control Board Address: 4900 Alameda Blvd NE Telephone Number: (505) 841-9700 Albuquerque, NM 87113-1736 to represent me and/or my business pertaining to taxes administered by the New Mexico Taxation and Revenue Department.

Type of taxes that apply

All state taxes

CRS taxes

Income taxes

Others

Year

Any year

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

* Signature

* Title

* Date

☐ Is this a joint return?

Step 17: Next is the Upload Document Screen. Click the blue Upload button to upload documents. Applicant can upload multiple files per Document line item.

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Upload Documents

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☐ Show only notary documents

☐ Show only downloadable documents

Document Name	Document Description	Uploaded Files
* Compulsive Gambling and Authorization to Release Information	Compulsive Gambling and Authorization to Release Information	
* Approved Variances	Copies of current NMOCB-approved variances, including original DBO documents.	
* Club Roster	Attach here a list of all current club members.	
* Certificate of Good Standing	Certificate of Good Standing issued by the PRC	
* Officers Club	Attach here a list of all current club officers that are not licensed by the NMOCB. Include full name address and birthdate.	
Other Supporting Documents	Additional documents provided to support the application, including any supplemental information not covered in other sections.	
* Applicant's Investigation Authorization and 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.	
* Affirmation	A statement confirming that the information provided is true and granting consent for its use and verification.	

Step 18: Next is the Payment Screen. The breakdown of the Amount to be paid will be visible here. Click on 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 \$ $((\text{Snull}(\text{Renewal Fee}) + \text{Snull}(\text{Fixed Fee}) + \text{Snull}(\text{Late Fee Per Day}) * 79(\text{Number Of Days}))$

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

PreviousPay and Submit

Step 19: Upon successful payment, applicant will see Confirmation Screen.

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Confirmation

Your application has been submitted successfully.
Application Number : PAR-0000000430

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