

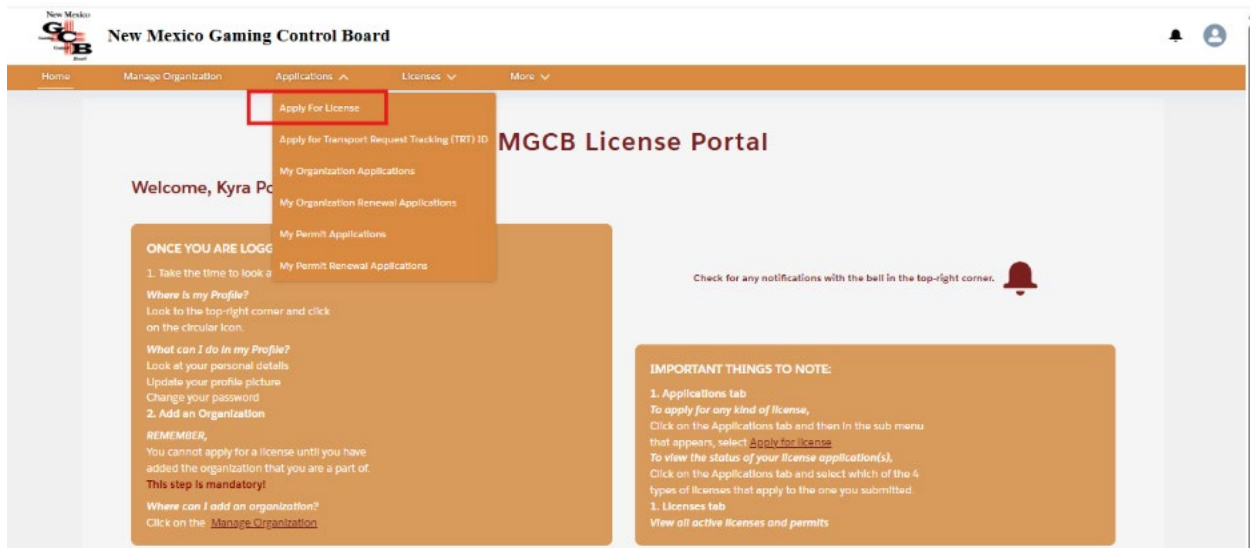
Key Affiliated Permit User Guide

This user guide will walk you through submitting a Key Affiliated Permit Application.

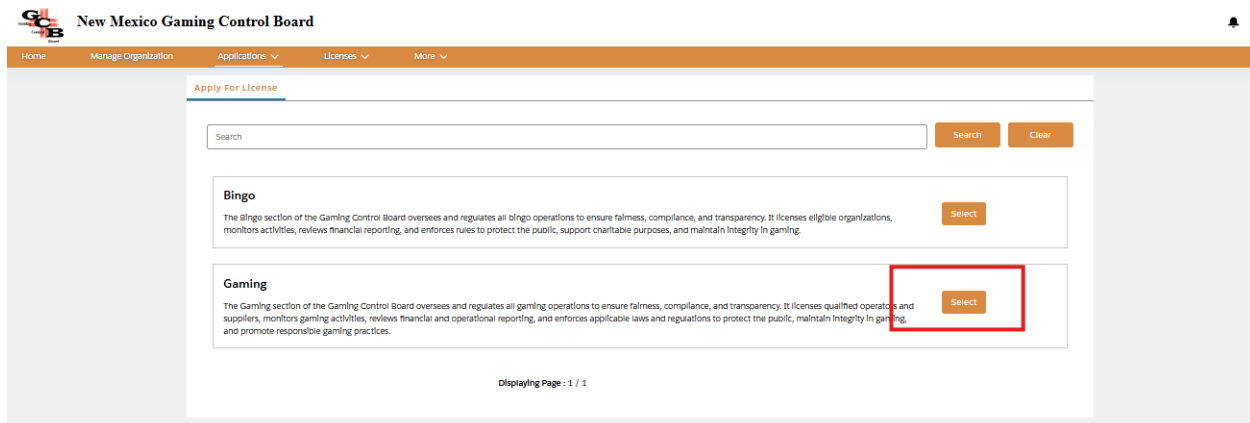
Step 1: Log in to the Portal / External Site via:

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

Step 2: Click on Applications -> Apply for License



Step 3: Click Select for 'Gaming' Board



Step 4: Click 'Apply' next to Key Affiliated Person to launch the application.

Home Manage Organization Applications Licenses More

Apply For License

Search Search Clear

Gaming Machine Manufacturer License
 Authorizes the licensee to design, manufacture, assemble, sell, distribute, or otherwise provide gaming machines and related gaming devices for use in the State of New Mexico in accordance with the New Mexico Gaming Control Act and applicable regulations, subject to the oversight and compliance requirements of the New Mexico Gaming Control Board. [Apply](#)

Key and Affiliated Person
 Authorizes the individual to act as a key or affiliated person of a licensed or authorized gaming entity, subject to suitability review, regulatory oversight, and ongoing compliance with applicable gaming laws, regulations, and requirements of the relevant gaming regulatory authority. [Apply](#)

Limited Use Distributor License
 Authorizes distribution activities with limited scope or volume under New Mexico Gaming Control Board regulations. [Apply](#)

Nonprofit Gaming Operator
 Authorizes the nonprofit organization to conduct and operate approved gaming activities in accordance with applicable gaming laws and regulations, subject to ongoing regulatory oversight and compliance requirements of the relevant gaming regulatory authority. [Apply](#)

Ownership Structure Change
 It allows users to report ownership structure changes for seed and intermediary outside renewal applications for a licensed racetrack in the State of New Mexico in accordance with the New Mexico Gaming Control Act and applicable regulations, subject to ongoing regulatory oversight and compliance requirements of the New Mexico Gaming Control Board. [Apply](#)

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Step 5: First is the ‘My Permits Screen’. Specify the appropriate choice to begin.

New Mexico Gaming Control Board

Home Manage Organization Applications Licenses More

Select Organization Key Affiliation

Select an option

- ☐ Additional Entity Information
- ☐ Title Change
- ☐ Criminal History Update
- ☐ Financial History Update
- ☐ Key Face Sheet

Based on selection, various tables will appear as shown below:

First-Time Work Permit / Update Contact Details

Search for the Gaming Organizations for which you want to apply for a Work Permit. You can search using the FEIN or the NM State Tax ID.

New Mexico Gaming Control Board

Home Manage Organization Applications Licenses More

Select Organization Key Affiliation

Select an option

☒ Additional Entity Information

☐ Title Change

☐ Criminal History Update

☐ Financial History Update

☐ Key Face Sheet

No active Key Affiliated licenses were found for your account. Please select an organization for which you would like to submit a Key and Affiliated Person Intake application.

Search an existing Organization by entering FEIN and/or NM State Tax ID Number.

FEIN (00x0000000) NM State Tax ID Number (00x0000000x00x0)

00x0000000 00x0000000x00x0

Search

New Mexico Gaming Control Board

Home Manage Organization Applications Licenses More

Select Organization Key Affiliation

Select an option

☒ Additional Entity Information

☐ Title Change

☐ Criminal History Update

☐ Financial History Update

☐ Key Face Sheet

No active Key Affiliated licenses were found for your account. Please select an organization for which you would like to submit a Key and Affiliated Person Intake application.

Search an existing Organization by entering FEIN and/or NM State Tax ID Number.

FEIN (00x0000000) NM State Tax ID Number (00x0000000x00x0)

88-8888888 00x0000000x00x0

Search

Organization Name	NM Tax ID Number	Organization Type	License Number	License Status	License Type	Expiration Date	Action
Kyra Profit		Profit	D027	Active	Gaming Machine Distributor License	07/30/2026	Select
Kyra Profit		Profit	R013	Active	Racetrack Gaming Operator License	07/30/2026	Select

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After the organization is searched and selected, the Work Permit application is initiated.

Changing Title within Same Organization

- The system displays all active Key affiliated Person licenses associated with the logged-in user within the selected organization.
- The user selects the appropriate license and proceeds with the title change application.

NOTE: If the logged-in user already has a Key Affiliated Person license and clicks on "Adding New Organization," a Key Affiliated Person Update Application will be initiated for the selected organization.

Step 7: Upon making a selection and specifying the Organization, you will be routed to the Introduction Screen. **This guide will focus on First Time selection. Only difference between the two are a few fields and screens.**

The screenshot shows the 'Key And Affiliated Person Intake Application' interface. At the top, the New Mexico Gaming Control Board logo and name are visible. Below the logo is a navigation bar with links: Home, Manage Organization, Applications (with a dropdown arrow), Licenses (with a dropdown arrow), and More (with a dropdown arrow). The main content area is titled 'Key And Affiliated Person Intake Application'. On the left, there is a vertical list of steps: Introduction (highlighted with a blue dot), Applicant Information, Address Information, Eligibility and Licensing Background, Military Information, Character References, Marital Status, Children Information, Education Information, Employment Information, Financial History (repeated four times), and License History. The 'Introduction' step is expanded, showing a text box with the title 'Introduction' and a paragraph: 'A regulatory designation applicable to individuals who hold positions of authority, control, influence, or significant financial interest in a licensed or authorized gaming entity. Key and Affiliated Persons are subject to suitability determinations and ongoing regulatory oversight to ensure compliance with applicable gaming laws and integrity standards.' A 'NEXT' button is located to the right of the text box.

Step 8: Next is the Application Information Screen

Key And Affiliated Person Intake Application

Applicant Information

Applicant First Name: Applicant Middle Name: Applicant Last Name:

Maiden (Married Name, First or Previous) Use:

Nicknames, aliases, or any name you have been known by:

Contact Number (XXX) XXX XXX: Email Address:

*Title: Organization Name:

Organization Phone (XXX) XXX XXX XXX: *Supervisor Name:

*Is this individual previously licensed in New Mexico? ☐ Yes ☒ No

Personal Identification

*Sex: ☐ Male ☒ Female Date of Birth:

*Place of Birth (City, State, Country):

Identification

*U.S. Citizen: ☐ Yes ☒ No

*Do you have an Alien Registration Number? ☐ Yes ☒ No

Physical Appearance

*Height (Feet/in or feet/inches): *Weight (In pounds):

*Eye Color: *Hair Color:

Mailing Address

Mailing Address:

Mailing City: Mailing State:

Step 9: Next is the Address Information Screen. Click Add new to add an entry to the table.

New Mexico
New Mexico Gaming Control Board

Home Manage Organization Applications Licenses More

Key And Affiliated Person Intake Application

Address Information

List all addresses where you have lived during the last 10 years, including present address.

Address Information Add New

Address	From	To	Current Address	
2450 Camino Entrada, Suite 200, Santa Fe, NM 87505-8765, US	07/16/2015	07/27/2026	false	

Page 1 of 1

Save for later Previous Next

Step 11: Next is the Eligibility and Licensing Background Screen.

Key And Affiliated Person Intake Application

✓ Introduction

✓ Applicant Information

✓ Address Information

● Eligibility and Licensing Background

○ Military Information

○ Character References

○ Marital Status

○ Children Information

○ Education Information

○ Employment Information

○ Financial History

○ Financial History

○ Financial History

○ Financial History

○ Financial History

○ License History

Eligibility and Licensing Background

* Do you currently possess a New Mexico Gaming Work Permit with the NonProfit you are currently applying for as a Key and Affiliated Person?

☐ Yes ☒ No

* Do you currently possess a work permit with Gaming Licensee or are you an affiliated person in any other type of New Mexico gaming license?

☐ Yes ☒ No

* Have you ever applied before for a gaming license in this or any other jurisdiction, domestic, tribal, or foreign, whether or not the license was ever issued?

☒ Yes ☐ No

* Are you living in the household of any person employed by the New Mexico Gaming Control Board?

☐ Yes ☒ No

* Are you related to anyone who is currently licensed by the NMGCB?

☐ Yes ☒ No

* Are you related to anyone who has applied for a license or permit from the NMGCB but has not yet been licensed?

☐ Yes ☒ No

* Are you related to any employees of the NMGCB?

☐ Yes ☒ No

* Have you held any offices, trusteeships, directorships, or fiduciary positions (including those with non-profit charitable entities or family trusts) with any firm, corporation, association, partnership, or other business entity during the last ten years?

☐ Yes ☒ No

* Have you held any government positions or offices, whether salaried or unsalaried, during the last ten years?

☐ Yes ☒ No

Save for later

Previous

Next

Step 12: Next is the Military Information Screen.

Key And Affiliated Person Intake Application

✓ Introduction

✓ Applicant Information

✓ Address Information

✓ Eligibility and Licensing Background

● Military Information

○ Character References

○ Marital Status

○ Children Information

○ Education Information

○ Employment Information

○ Financial History

○ Financial History

○ Financial History

○ Financial History

Military Information

* Have you ever served in any armed forces?

☒ Yes ☐ No

* Service Status

☒ Active ☐ Reserve

Service Details

* Branch

* Service Number

* Service Start Date

* Service End Date

* Type of Discharge

* Grade/Rank

* While in military service, were you ever arrested for an offense in violation of Uniform Code of Military Justice or its foreign equivalent?

☐ Yes ☒ No

Save for later

Previous

Next

Step 13: Next is the Character References Screen here user can fill, *List three character references who have known you five or more years. Do not include relatives, present employer, or employees.*

The screenshot shows the 'Character References' section of a web application. On the left is a vertical sidebar with a list of steps: Introduction, Applicant Information, Address Information, Eligibility and Licensing Background, Military Information, Character References (highlighted with a blue dot), Marital Status, Children Information, Education Information, Employment Information, Financial History, and Fingerprint Instructions. The main content area is titled 'Character References' and includes a sub-header 'Character Reference 1'. It contains several form fields: Name (James), Years Known (5), Address (2450 Camino Entrada, Suite 200), City (Santa Fe), State (New Mexico), Zip (60657-8765), Country (United States), Residence Phone ((000) XXX-XXXX) (065) 789-0876, and Employer (Jhgn). Below these is a section for 'Business Address' with fields for Address (2450 Camino Entrada, Suite 200), City (Santa Fe), and State (New Mexico).

Step 14: Next is the Marital Status Screen

The screenshot shows the 'Marital Status' section of the same web application. The sidebar on the left is identical to the previous screen, with 'Marital Status' now highlighted with a blue dot. The main content area is titled 'Marital Status' and contains a 'Current Marital Status' section with radio buttons for Single, Married (selected), Common-Law, Divorced, Separated, and Widowed. Below this are form fields for Spouse's Full Name (James), Spouse's Date of Birth (07/26/2006), Spouse's Place of Birth (New Mexico), Spouse's Social Security Number (456-78-6564), Spouse's Phone Number (454) 675-6456, and Spouse's Occupation (Teacher). At the bottom, there is a 'Save for later' link and two buttons: 'Previous' and 'Next'.

Step 14: Next is the Children Information Screen.

The screenshot shows the 'Children Information' screen within the 'Key And Affiliated Person Intake Application'. The left sidebar contains a list of steps: Introduction, Applicant Information, Address Information, Eligibility and Licensing Background, Military Information, Character References, Marital Status, **Children Information** (highlighted), Education Information, Employment Information, Financial History, Financial History, Financial History, Financial History, Financial History, and License History. The main content area is titled 'Children Information' and includes the instruction 'Include all natural, step, and adopted children.' Below this is a table with columns 'First Name', 'Last Name', and 'Date of Birth'. The first row contains the values 'John', 'km', and '07/26/2026'. An 'Add New' button is located at the top right of the table. At the bottom of the table, there are navigation controls: 'Page 1 of 1' and 'Previous' and 'Next' buttons. A 'Save for later' link is also present.

First Name	Last Name	Date of Birth
John	km	07/26/2026

Step 15: Next is the Education Information Screen.

The screenshot shows the 'Education Information' screen within the 'Key And Affiliated Person Intake Application'. The left sidebar contains a list of steps: Introduction, Applicant Information, Address Information, Eligibility and Licensing Background, Military Information, Character References, Marital Status, Children Information, **Education Information** (highlighted), Employment Information, Financial History, Financial History, Financial History, Financial History, Financial History, License History, and Fingerprint Instructions. The main content area is titled 'Education Information' and includes the instruction 'Please indicate all post-secondary education or certification experience.' Below this is a table with columns 'Degree/ Certificate Name', 'Institution Name', and 'Start Date'. The first row contains the values 'test', 'Data Representativeness', and '07/26/2026'. An 'Add New' button is located at the top right of the table. At the bottom of the table, there are navigation controls: 'Page 1 of 1' and 'Previous' and 'Next' buttons. A 'Save for later' link is also present.

Degree/ Certificate Name	Institution Name	Start Date
test	Data Representativeness	07/26/2026

Step 16: Next is the Employment Information Screen. Click Add New to add an entry. 1 entry minimum.

The screenshot shows the 'Key And Affiliated Person Intake Application' form for the New Mexico Gaming Control Board. The left sidebar contains a list of sections: Introduction, Applicant Information, Address Information, Eligibility and Licensing Background, Military Information, Character References, Marital Status, Children Information, Education Information, Employment Information (selected), Financial History, Financial History, Financial History, Financial History, Financial History, and License History. The main content area is titled 'Employment Information' and includes the instruction 'List all places where you have worked during the last 20 years, including present one.' Below this is a table with columns: Organization Name, Job Title, Start Date, End Date, and an empty column for additional information. An 'Add New' button is located at the top right of the table. The table contains one entry: 'Kyra test Gaming' as the Organization Name, 'officer' as the Job Title, '07/13/2006' as the Start Date, and '07/27/2026' as the End Date. At the bottom of the table are navigation buttons: 'Previous' and 'Next'.

Organization Name	Job Title	Start Date	End Date	
Kyra test Gaming	officer	07/13/2006	07/27/2026	

Step 17: Next is the Financial History Screen (For this application we have 4 Financial History Screen)

Key And Affiliated Person Intake Application

- ☒ Introduction
- ☒ Applicant Information
- ☒ Address Information
- ☒ Eligibility and Licensing Background
- ☒ Military Information
- ☒ Character References
- ☒ Marital Status
- ☒ Children Information
- ☒ Education Information
- ☒ Employment Information
- ☒ **Financial History**
- ☐ Financial History
- ☐ Financial History
- ☐ Financial History
- ☐ Financial History
- ☐ License History
- ☐ Fingerprint Instructions
- ☐ Instructions of Criminal And Investigatory

Financial History

Help Text: If you answered yes to any of the questions, give details in the textbox and include any items currently under formal dispute or legal appeal. Attach copies of any documents to prove your settlement on this issue. Documents should be uploaded on the document screen later in the application.

*Are you or have you been delinquent in the filing of any tax return with any taxing agency?

☐ Yes ☒ No

*Are you or have you been delinquent in the payment of any taxes, interest, or penalties due to any taxing agency?

☒ Yes ☐ No

Provide Details

*Are you or have you been delinquent in the payment of any judgments due to any governmental agency?

☒ Yes ☐ No

Provide Details

*Are you or have you been delinquent in the repayment of any government-insured student loans?

☒ Yes ☐ No

*Provide Details

*Are you or have you been delinquent in the payment of any child support?

☐ Yes ☒ No

Add the following privileged or professional licenses you currently hold or have held individually or as part of an ownership group in this state or any other domestic or foreign country:

Character References

Marital Status

Children Information

Education Information

Employment Information

Financial History

Financial History

Financial History

Financial History

Financial History

License History

Fingerprint Instructions

Instructions of Criminal And Investigatory Proceedings

Notice To Applicant

Proceeding Questions

Proceeding Explanations

Assets and Liabilities

Attestation

Upload Documents

Payment

*Are you or have you been delinquent In the payment of any judgments due to any governmental agency?

☒ Yes ☐ No

Provide Details

*Are you or have you been delinquent In the repayment of any government-insured student loans?

☒ Yes ☐ No

*Provide Details

Add New

License Number	License Type	Status
License11	Accountant	Active

Page 1 of 1

[Save for later](#)

[Previous](#) [Next](#)

Step 18: Next is the Licensing History Screen.

New Mexico Gaming Control Board

[Home](#)[Manage Organization](#)[Applications](#)[Licenses](#)[More](#)

Key And Affiliated Person Intake Application

Introduction

Applicant Information

Address Information

Eligibility and Licensing Background

Military Information

Character References

Marital Status

Children Information

Education Information

Employment Information

Financial History

Financial History

Financial History

Financial History

Financial History

Financial History

License History

License History

Help Text: If you answered yes to any of the questions, give details in the textbox and include any items currently under formal dispute or legal appeal. Attach copies of any documents to prove your settlement on this issue. Documents should be uploaded on the document screen later in the application.

* Have you ever been denied a privileged or professional license?

☐ Yes ☒ No

* Have you ever withdrawn an application for a privileged or professional license, whether voluntarily or in lieu of possible denial or disciplinary action?

☐ Yes ☒ No

* Have you ever had any disciplinary action taken against a privileged or professional license that you held, including but not limited to suspension, revocation, probation, restriction, reprimand, or fine?

☐ Yes ☒ No

* Have you ever had any disciplinary action taken against a privileged or professional license held as part of an ownership group or business entity in which you had an ownership interest or managerial control?

☐ Yes ☒ No

* Have you ever received any administrative citation, notice of violation, warning letter, or similar regulatory notice related to a privileged or professional license or licensed activity?

☐ Yes ☒ No

* Have you ever entered into any settlement agreement, consent decree, stipulation, or similar agreement with a regulatory or licensing authority related to a privileged or professional license or licensed activity?

☐ Yes ☒ No

* Have you ever been the subject of any investigation, whether open or closed, by a regulatory or licensing authority concerning a privileged or professional license or licensed activity?

☐ Yes ☒ No

* Are there any pending complaints, investigations, or disciplinary proceedings against you or any entity in which you have held an ownership or controlling interest related to a privileged or professional license?

Step 20: Next is the Fingerprint Instructions Screen

Key And Affiliated Person Intake Application

Introduction

Applicant Information

Address Information

Eligibility and Licensing Background

Military Information

Character References

Marital Status

Children Information

Education Information

Employment Information

Financial History

Financial History

Financial History

Financial History

Financial History

License History

Fingerprint Instructions

Instructions of Criminal And Investigatory

Fingerprint Instructions

Email address for authorization

Phone Number ((XXX) XXX-XXXX)

kyraportaluser@yopmail.com

(243) 564-3546

Save for later

Previous

Next

Step 21: Next is the instructions of Criminal and Investigatory Proceedings Screen

Key And Affiliated Person Intake Application

Introduction

Applicant Information

Address Information

Eligibility and Licensing Background

Military Information

Character References

Marital Status

Children Information

Education Information

Employment Information

Financial History

Financial History

Financial History

Financial History

Financial History

Financial History

Financial History

License History

Fingerprint Instructions

Instructions of Criminal And Investigatory Proceedings

Instructions of Criminal And Investigatory Proceedings

DEFINITIONS AND INSTRUCTIONS FOR QUESTIONS AND EXPLANATIONS

The questions in this section are about any arrests, charges, or offenses you may have committed or been accused of. Before answering the questions in the Criminal and Investigatory Proceedings section, carefully review the definitions and instructions.

DEFINITIONS:

For purposes of this section:

A. "Arrest" Includes any detaining, holding, or taking into custody by any police or other law enforcement authorities to answer for the alleged performance of any "offense."

B. "Charge" Includes any indictment, complaint, information, summons, or other notice of the alleged commission of any "offense."

C. "Offense" Includes all felonies, crimes, high misdemeanors, misdemeanors, disorderly person offenses, and petty disorderly.

INSTRUCTIONS:

1. Answer "YES" and provide all information to the best of your ability EVEN IF:

A. You did not commit the offense charged;

B. The charges were dismissed or subsequently downgraded to a lesser charge;

C. You completed a Pretrial Intervention (PTI) or equivalent diversionary program in other jurisdictions;

D. You were not convicted;

E. You did not serve any time in prison or jail or

F. The charges or offenses happened a long time ago.

2. Answer "NO" IF any records relating to a charge, an arrest, or conviction have been expunged or otherwise officially sealed by a court or government agency

I have read and understand this Definitions and Instructions for Questions and Explanations page.

Signature

Kyra Portal User

* Date

07/29/2026

Save for later

Previous

Next

Step 22: Next is the Notice to Applicant Screen

Key And Affiliated Person Intake Application

Introduction
Applicant Information
Address Information
Eligibility and Licensing Background
Military Information
Character References
Marital Status
Children Information
Education Information
Employment Information
Financial History
Financial History
Financial History
Financial History
Financial History
Financial History
Financial History
Financial History
License History
Fingerprint Instructions
Instructions of Criminal And Investigatory

Notice To Applicant



READ THIS CAREFULLY!
Your license may depend on it.



The application requires you to disclose and explain all arrests or charges, regardless of the final outcome. The excuses gaming regulators sometimes hear from applicants who failed to disclose an arrest or other required information in this section include:

- My attorney told me I didn't have to disclose.
- I didn't think I was arrested because I only got a ticket.
- The case or charges were dismissed.
- I didn't think that was still on my record.

However, neither these nor any other excuses will justify a failure to disclose your criminal record. The New Mexico Gaming Control Board (NMGCB) will conduct a complete background investigation. **Your fingerprints will be used to check the FBI's criminal history record information (CHRI).** In addition, the NMGCB will check and verify open-source, law enforcement, and judicial records. The records search includes, but is not limited to, municipal, county, state, provincial, tribal, and federal sources.

The application is an official document. If you provide false information on your application or do not disclose all applicable information, your request for licensure is subject to denial or revocation, and you may be subject to criminal prosecution subject to 60-2E-54 NMSA 1978. **You are advised that disclosing all information is better than facing denial, revocation, or criminal prosecution.**

You have been informed to disclose all arrests and charges, even if the case was dismissed or you were found not guilty. **You will not necessarily be denied a license if you have ever been arrested, but you will be denied if you fail to disclose the arrest or charge.** Contact the Enforcement Division for assistance if you are unclear about what to disclose.

Traffic Offenses: You must disclose all serious traffic offenses including DUI, reckless driving, driving under denial, suspension, or revocation, or any other offense which resulted in your being taken into custody. Non-serious traffic offenses should not be listed.

I have read and I understand this Notice to Applicant page. I understand that my application will be denied if I fail to disclose any arrest or charge.

Signature

* Date

Kyra Portal User

07/29/2026

Save for later

Previous

Next

Step 23: Next is the Proceeding Questions Screen

Key And Affiliated Person Intake Application

Introduction
Applicant Information
Address Information
Eligibility and Licensing Background
Military Information
Character References
Marital Status
Children Information
Education Information
Employment Information
Financial History
Financial History
Financial History
Financial History
Financial History
Financial History
Financial History
Financial History
License History
Fingerprint Instructions
Instructions of Criminal And Investigatory

Proceeding Questions

* Since age 18, have you ever been arrested or detained?

☐ Yes ☐ No

* Since age 18, have you ever been the subject of any investigation by any law enforcement agency?

☐ Yes ☐ No

* Since age 18, have you ever been served a criminal summons?

☐ Yes ☐ No

* Since age 18, have you ever been charged with any crime or offense in any manner?

☐ Yes ☐ No

* Since age 18, have you ever been convicted of any crime or offense in any manner?

☐ Yes ☐ No

* Since age 18, have you ever been convicted of any gambling-related felony, misdemeanor, or petty-offense?

☐ Yes ☐ No

* Are you currently facing any pending criminal charges in any jurisdiction for any offense?

☐ Yes ☐ No

* Are you currently under investigation by any law enforcement agency or governmental entity?

☐ Yes ☐ No

* Are you currently on any deferred prosecution program(s) for any offense?

☐ Yes ☐ No

* Are you currently on any deferred judgment(s) and sentence(s) for any offense?

☐ Yes ☐ No

* Since age 18, have you ever received a pardon, or has any government agency/organization agreed to dismiss, suspend, or defer any criminal investigation or prosecution against you for any criminal offense?

☐ Yes ☐ No

* Since age 18, have you ever been arrested or charged with any crime or offense that has been expunged or otherwise officially sealed by a court or government?

Step 24: Next is the Proceeding Explanations Screen . have one Criminal & Investigatory Proceedings Information table.

Key And Affiliated Person Intake Application

✓ Introduction

✓ Applicant Information

✓ Address Information

✓ Eligibility and Licensing Background

✓ Military Information

✓ Character References

✓ Marital Status

✓ Children Information

✓ Education Information

✓ Employment Information

✓ Financial History

✓ Financial History

✓ Financial History

✓ Financial History

✓ Financial History

✓ License History

✓ Fingerprint Instructions

Instructions of Criminal And Investigatory

Proceeding Explanations

The following questions were answered "Yes" on the Proceeding Questions screen:
Complete this section for EACH charge and/or arrest. You must disclose ALL arrests, charges, and offenses.
Attach documents if necessary in the Document section. Include the following information for EACH charge and/or arrest:

Criminal & Investigatory Proceedings Information

Add New

Date of Offense	City And State	Law Enforcement Agency Involved	
12/12/2027	snaat fe	Law Enforcement	   
12/11/2026	snaatfe		   
12/11/2028	santa fe	law	   

⏪ ⏩

Page 1 of 1

⏪ ⏩

Save for later

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Step 25: Next is the Assets and Liabilities

Key And Affiliated Person Intake Application

Introduction

Applicant Information

Address Information

Eligibility and Licensing Background

Military Information

Character References

Marital Status

Children Information

Education Information

Employment Information

Financial History

Financial History

Financial History

Financial History

Financial History

Financial History

License History

Fingerprint Instructions

Instructions of Criminal And Investigatory

Assets and Liabilities

Complete the Assets and Liabilities you hold currently.

Assets

Add New

Asset Type	Current Market Value
Current Assets - Cash In Hand	2

←

→

Page 1 of 1

Total Assets: 2

Liabilities

Add New

Liability Type	Amount Outstanding
Loans and Other Payables (Schedule J)	23

←

→

Page 1 of 1

Total Liabilities: 23

Save for later

Previous

Next

Step 26: Next is the Attestation Screen.

The screenshot shows a web application interface for the 'Key And Affiliated Person Intake Application'. The top navigation bar includes links for Home, Manage Organization, Applications, Licenses, and More. A sidebar on the left lists various sections of the application, each preceded by a green checkmark: Introduction, Applicant Information, Address Information, Eligibility and Licensing Background, Military Information, Character References, Marital Status, Children Information, Education Information, Employment Information, and seven instances of Financial History, followed by License History. The main content area is titled 'Attestation' and contains a certification statement: 'CERTIFICATION: I 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.' Below this statement are two input fields: 'Name' with the value 'Kyra Portal User' and 'Date' with the value '07/29/2026'. A 'Save for later' link is positioned below the Name field. At the bottom right of the form are two orange buttons labeled 'Previous' and 'Next'.

Step 27: Next is the Upload Documents Screen

Key And Affiliated Person Intake Application

- Introduction
- Applicant Information
- Address Information
- Eligibility and Licensing Background
- Military Information
- Character References
- Marital Status
- Children Information
- Education Information
- Employment Information
- Financial History
- Financial History
- Financial History
- Financial History
- Financial History
- Financial History
- License History
- Fingerprint Instructions
- Instructions of Criminal And Investigatory Proceedings

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.	
* Credit Report	This document contains a complete consumer credit report for the applicant, dated within ninety (90) days of application submission, used for financial suitability review.	
* Military Service Documentation	This document is used to disclose prior or current military service. If applicable, supporting documentation such as a DD-214 or equivalent military discharge record must be provided.	
* Government-Issued Photo ID	Upload a color copy of your valid driver's license or state ID.	
* Professional License Disclosure	This document includes information and supporting evidence for any professional, occupational, or business licenses held by the applicant, including license type, issuing authority, and current status.	

Step 28: Next is the Payment Screen. Specify the Mode of Payment and click '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 by e-check will not result In any transaction fee.

Money Order payments are allowed only when the "Money Order Visible" checkbox is selected on the Account record. If this option is not enabled, Money Order cannot be used as a payment method.

* Mode Of Payment

-- No Value --

E-Check

Money Order

Step 29: Last is the Confirmation Screen

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Confirmation

Your application has been submitted successfully.
Application Number : PAR-0000000087

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