

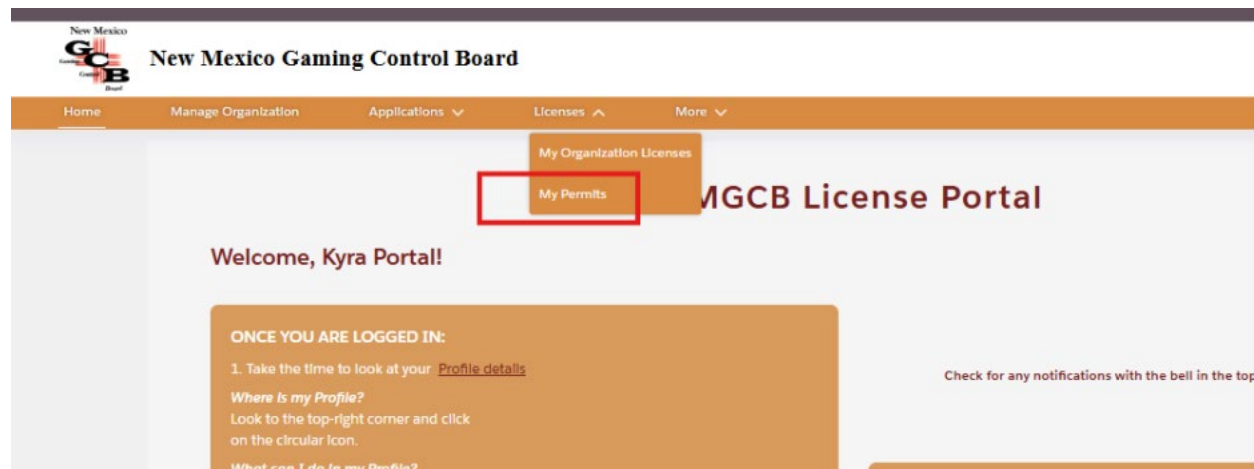
Key Affiliated Person Renewal Application User Guide

This document will walk Applicant through submitting a Key Affiliated Person Renewal Application.

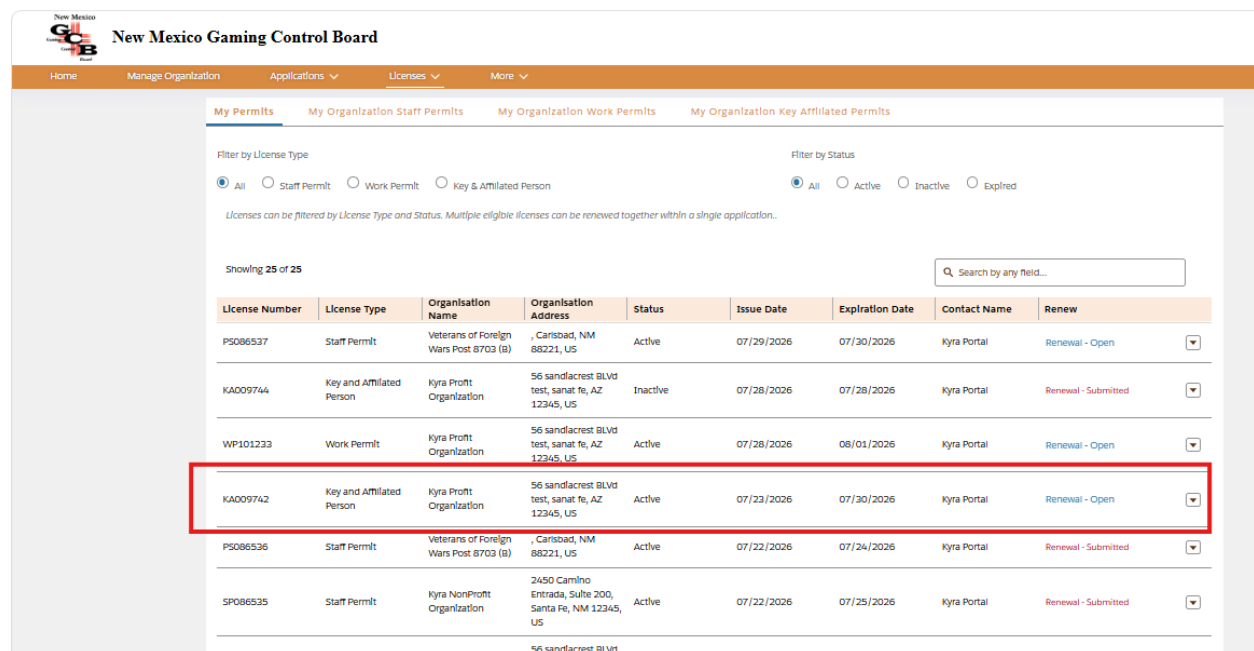
Step 1: Log in to the External Site / Portal via:

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

Step 2: Click on 'Licenses', then select 'My Permits'



Step 3: This is where all the Permits will be stored for the logged in User. Applicant can review all Permits in all statuses and renew from here. Click 'Renewal-Open' to start the Key Affiliated Renewal Application.



Step 4: Once Click on Renewal Open to start the key affiliated application, First screen is introduction screen

The screenshot shows the 'Key Affiliated Renewal Application' interface. At the top, the New Mexico Gaming Control Board logo and name are visible, along with a navigation bar containing 'Home', 'Manage Organization', 'Applications', 'Licenses', and 'More'. The main content area is titled 'Key Affiliated Renewal Application' and features a vertical list of steps on the left. The first step, 'Introduction', is highlighted with a blue dot. The other steps are: 'Applicant Information', 'Select Licenses to be Renewed', 'Address Information', 'Eligibility and Licensing Background', 'Military Information', 'Character References', 'Marital Status', 'Children Information', 'Education Information', 'Employment Information', and four instances of 'Financial History'. The 'Introduction' section on the right contains a definition of a Key and Affiliated Person and a 'Next' button.

New Mexico
Gaming Control Board

Home Manage Organization Applications Licenses More

Key Affiliated Renewal Application

Introduction

- Applicant Information
- Select Licenses to be Renewed
- Address Information
- Eligibility and Licensing Background
- Military Information
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- Financial History
- Financial History
- Financial History

Introduction

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.

Next

Step 5: Next is the Application Information Screen

Key Affiliated Renewal Application

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Select Licenses to be Renewed

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Notice To Applicant

Proceeding Questions

Proceeding Explanations

Attestation

Upload Documents

Payment

Applicant Information

Applicant First Name

Applicant Middle Name

Applicant Last Name

Maiden/Married Names Past or Presently Use

Nicknames, Aliases, or any name you have been known by

Contact Number ((XXX) XXX XXXX)

Email Address

* Title

Organization Name

Organization Phone ((XXX) XXX XXXX)

* Supervisor Name

Personal Identification

* Sex

Date of Birth

* Place of Birth (City, State, Country)

Identification

* U.S. Citizen

* Do you have an Alien Registration Number?

* Alien Registration Number

* Alien Expiration Date

Step 6: Next is the Select Licenses to be Renewed Screen. This screen allows the Applicant to specify which Licenses they would like to Renew. Upon selecting, the License will get added to the ‘Selected Licenses’ table.

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Select Licenses to be Renewed

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Select Licenses to be Renewed

Select the licenses you wish to renew. Multiple licenses can be selected and renewed within a single submission.

Available Licenses

License Number	Organisation	Title	Issue Date	Expiry Date	
----------------	--------------	-------	------------	-------------	--

Selected Licenses

License Number	Organisation	Title	Issue Date	Expiry Date	
KA009742	Kyra Profit Organization	Manager	07/23/2026	07/30/2026	Remove

Save for later

PreviousNext

Step 8: Next is the Address Information Screen. Click Add new to add an entry to the table.

HomeManage OrganizationApplicationsLicensesMore

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Financial History

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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 20011, Santa Fe, NM 11111, US	07/13/2016	07/28/2026	false	

Page 1 of 1

Save for later

PreviousNext

Step 9: Next is the Eligibility and Licensing Background Screen.

Step 11: 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 the 'Key Affiliated Renewal Application'. On the left is a vertical navigation menu with steps: Introduction, Applicant Information, Select Licenses to be Renewed, Address Information, Eligibility and Licensing Background, Military Information, **Character References** (highlighted), Marital Status, Children Information, Education Information, Employment Information, Financial History (repeated four times), License History, and Fingerprint Instructions. The main content area is titled 'Character References' and includes the instruction: 'List three character references who have known you five or more years. Do not include relatives, present employer, or employees.' Below this, 'Character Reference 1' is shown with the following fields: Name (James), Years Known (4), Address (2450 Camino Entrada, Suite 200), City (Santa Fe), State (New Mexico), Zip (60657-8765), Country (United States), Residence Phone ((065) 789-0876), and Employer. There is also a section for 'Business Address' with fields for Address, City, and State (New Mexico).

Step 12: Next is the Marital Status Screen

The screenshot shows the 'Marital Status' section of the 'Key Affiliated Renewal Application'. The left navigation menu is identical to the previous screen, with 'Marital Status' highlighted. The main content area is titled 'Marital Status' and includes the following fields: Current Marital Status (radio buttons for Single, Married (selected), Common-Law, Divorced, Separated, Widowed), Spouse's Full Name (Maiden Name If Female) (Daly), Spouse's Date of Birth (07/21/2000), Spouse's Place of Birth (New Mexico), Spouse's Social Security Number (345-67-8657), Spouse's Phone Number ((546) 789-7657), and Spouse's Occupation (Teacher). At the bottom left is a 'Save for later' link, and at the bottom right are 'Previous' and 'Next' buttons.

Step 13: Next is the Children Information Screen.

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Financial History

Financial History

Children Information

Include all natural, step, and adopted children.

Add New

First Name	Last Name	Date of Birth
John	kim	06/23/2000

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PreviousNext

Save for later

PreviousNext

Step 14: Next is the Education Information Screen.

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Education Information

Please Indicate all post - secondary education and certification experience.

Education Information

Add New

Degree/ Certificate Name	Institution Name	Start Date	
B.tech	test	06/30/2026	

Page 1 of 1

Save for later

Previous

Next

Step 15: Next is the Employment Information Screen. Click Add New to add an entry. 1 entry minimum.

Key Affiliated Renewal Application

● Introduction

● Applicant Information

● Select Licenses to be Renewed

● 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

● License History

● Fingerprint Instructions

Employment Information

List all places where you have worked during the last 20 years, including present one.

Employment Information

Add New

Organization Name	Job Title	Start Date	End Date	
test	s	06/17/2006	06/17/2026	👁️ ✎️ 🗑️
ABC	test	06/17/2026		👁️ ✎️ 🗑️

⏪ ⏩

Page 1 of 1

⏪ ⏩

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Step 16: Next is the Financial History Screen (For this application we have 4 Financial History Screen)

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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

*Are you or have you been delinquent in the payment of any judgments due to any governmental agency?
☐ Yes ☐ No

*Are you or have you been delinquent in the repayment of any government-insured student loans?
☐ Yes ☐ No

*Are you or have you been delinquent in the payment of any child support?
☐ Yes ☐ No

Add the 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 jurisdiction:

License Information

Add New

License Number	License Type	Status	
LN	Accountant	Active	  
IN	Real Estate Broker/Sales	Active	  

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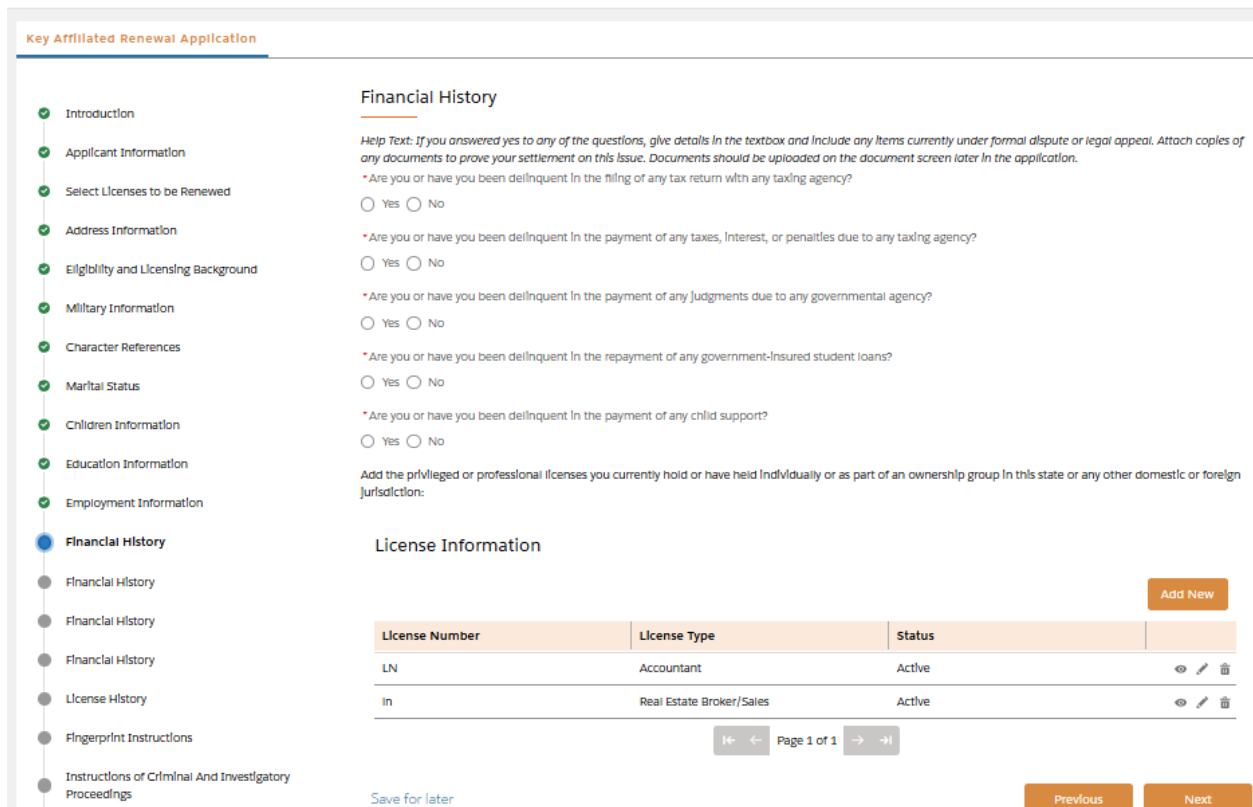
PreviousNext

Save for later

PreviousNext

On the first **financial** screen, the **License Information** table is displayed.

The user can add one or more license information records by clicking the **Add** button.




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
- Licenses History**

Licenses 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 18: Next is the Fingerprint Instructions Screen

The screenshot shows the New Mexico Gaming Control Board (NMGCB) website. The header includes the NMGCB logo and the text "New Mexico Gaming Control Board". Below the header is a navigation bar with links: Home, Manage Organization, Applications, Licenses, and More. The main content area is titled "Key Affiliated Renewal Application". On the left is a vertical list of application steps, with "Fingerprint Instructions" highlighted. The main content area is titled "Fingerprint Instructions". It contains two input fields: "Email address for authorization" with the value "kyraportal.wat@gmail.com" and "Phone Number (XXX) XXX-XXXX" with the value "(505) 767-5768". Below these fields are "Previous" and "Next" buttons. A "Save for later" link is also present.

https://nmgcb--ua

Step 19: Next is the instructions of Criminal and Investigatory Proceedings Screen

The screenshot shows the New Mexico Gaming Control Board (NMGCB) website. The header includes the NMGCB logo and the text "New Mexico Gaming Control Board". Below the header is a navigation bar with links: Home, Manage Organization, Applications, Licenses, and More. The main content area is titled "Key Affiliated Renewal Application". On the left is a vertical list of application steps, with "Instructions of Criminal and Investigatory Proceedings" highlighted. The main content area is titled "Instructions of Criminal And Investigatory Proceedings". It contains a section titled "DEFINITIONS AND INSTRUCTIONS FOR QUESTIONS AND EXPLANATIONS". Below this section are two input fields: "Signature" with the value "Kyra Portal" and "Date" with the value "07-29-2026". Below these fields are "Previous" and "Next" buttons. A "Save for later" link is also present.

Step 20: Next is the Notice to Applicant Screen

Key Affiliated Renewal Application

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Select Licenses to be Renewed

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Instructions of Criminal And Investigatory Proceedings

Notice To Applicant

STOP

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

Kyra Portal

Date

07/29/2026

Save for later

Previous

Next

Step 21: Next is the Proceeding Questions Screen

- Introduction
- Applicant Information
- Select Licenses to be Renewed
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- Eligibility and Licensing Background
- Military Information
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- Financial History
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- Financial History
- License History
- Fingerprint Instructions
- Instructions of Criminal And Investigatory Proceedings

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

Key Affiliated Renewal Application

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Proceeding Explanations

The following questions were answered "Yes" on the Proceeding Questions screen:

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

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

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

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

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

Since age 18, have you been cited or charged with any administrative violation of a gaming statute, regulation, or code of any municipal, county, state, provincial, tribal, federal, or national government?

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?

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	
12/06/2000	Santa	Law	   
de	ed		   
h	n		   
h]	hg]		   
12/10/2022	test		   

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Save for later

Previous

Next

Step 23: Next is the Assets and Liabilities

Key And Affiliated Person Intake Application

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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 24: Next is the Attestation Screen.

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Assets and Liabilities

Complete the Assets and Liabilities you hold currently.

Assets

Add New

Asset Type	Asset Value	
Current Assets - Cash In Banks	77	  

Page 1 of 1

Total Assets: 77

Liabilities

Add New

Liability Type	Liability Value	
Current Liabilities - Taxes Payable	77	  

Page 1 of 1

Total Liabilities: 77

Save for later

Previous

Next

Step 25: Next is the Attestation Screen

Key Affiliated Renewal Application

✔ Introduction

✔ Applicant Information

✔ Select Licenses to be Renewed

✔ Address Information

✔ Eligibility and Licensing Background

✔ Military Information

✔ Character References

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✔ Employment Information

✔ Financial History

✔ Financial History

✔ Financial History

✔ Financial History

✔ License History

✔ Fingerprint Instructions

Instructions of Criminal And Investigatory

Attestation

☐

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.

Name

Kyra Portal

Date

07/29/2026

Save for later

Previous

Next

Step 26: Next is the Upload Documents Screen

- Introduction
- Applicant Information
- Select Licenses to be Renewed
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- Eligibility and Licensing Background
- Military Information
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- 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 27: Next is the Payment Screen. Specify the Mode of Payment and click 'Pay and Submit'.

Key Affiliated Renewal Application

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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

GC

New Mexico Gaming Control Board

Home

Manage Organization

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More

Key Affiliated Renewal Application

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Confirmation

Your application has been submitted successfully.
Application Number : PAR-0000001170

Back to Home

