

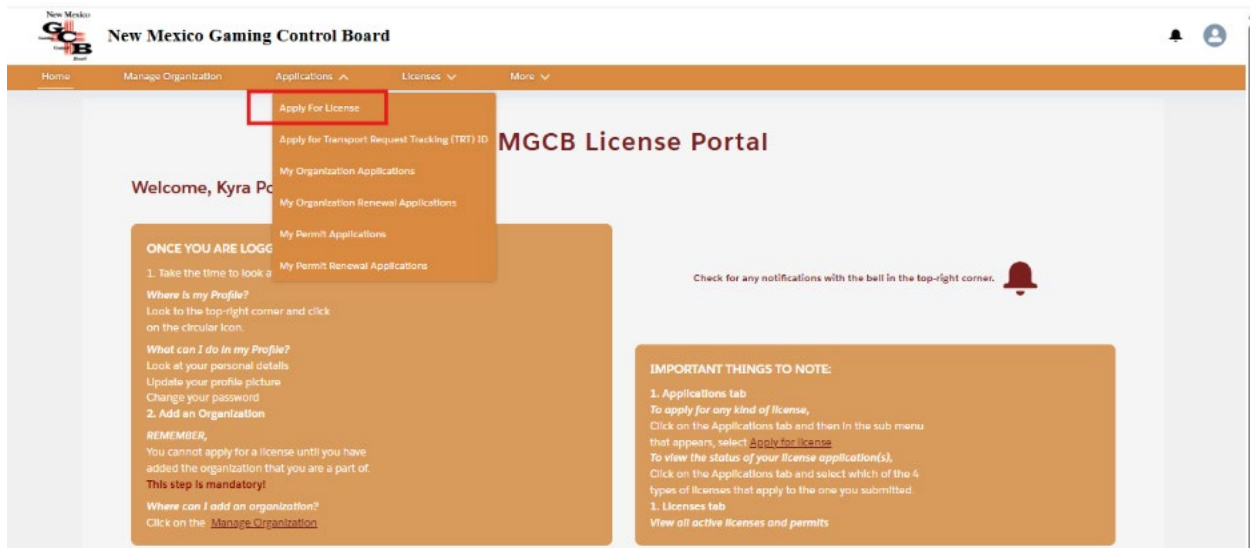
Key Affiliated Face sheetUser Guide

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

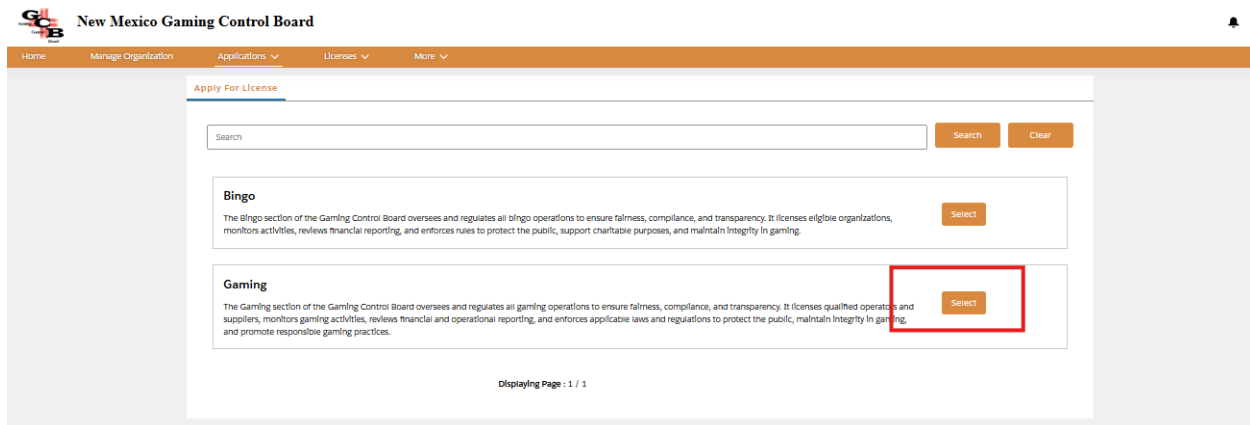
Step 1: Log in to the Portal / External Site via:

<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.

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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'. Select The key face sheet option to proceed

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Select Organization Key Affiliation

Select an option

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

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

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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 (00-XXXXXXX)

NM State Tax ID Number (00-XXXXXXX-00-X)

Search

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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 (00-XXXXXXX)

NM State Tax ID Number (00-XXXXXXX-00-X)

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 Key face sheet application is initiated.

Step 6: First is the Introduction screen



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Key Face Sheet

Introduction

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Confirmation

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 7: Next is the applicant Information screen.

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Applicant Information

Applicant First Name

Applicant Middle Name

Applicant Last Name

Kyra

Portal

Maiden/Married Names Past or Presently Use

Maiden/Married Names Past or Presently Use

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

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

Contact Number ((000) XXX.XXXXX)

Email Address

(546) 767.5768

kyraportal.usat@yahoo.com

* Title

Organization Name

Gaming Manager

RC GAMING, LLC

Organization Phone ((000) XXX.XXXXX)

* Supervisor Name

(505) 296.8380

James

Personal Identification

* Sex

Date of Birth

Male

Female

06/08/1990

* Place of Birth (City, State, Country)

Santa Fe

Identification

* U.S. Citizen

Do you have an Alien Registration Number?

Yes

No

Yes

No

Step 8: Next is the Marital status screen

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Marital Status

* Current Marital Status

☐ Single
☒ Married
☐ Common-Law
☐ Divorced
☐ Separated
☐ Widowed

* Spouse's Full Name (Maiden Name If Female)

Daisy

* 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

* Spouse's Occupation

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Step 9: Next screen is attestation screen

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☐

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.

Signature of Applicant

Kyra Portal

Date

07/29/2026

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Step 10: Last screen is Confirmation screen.

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Confirmation

Your application has been submitted successfully.
 Application Number : PAR-0000001171

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