

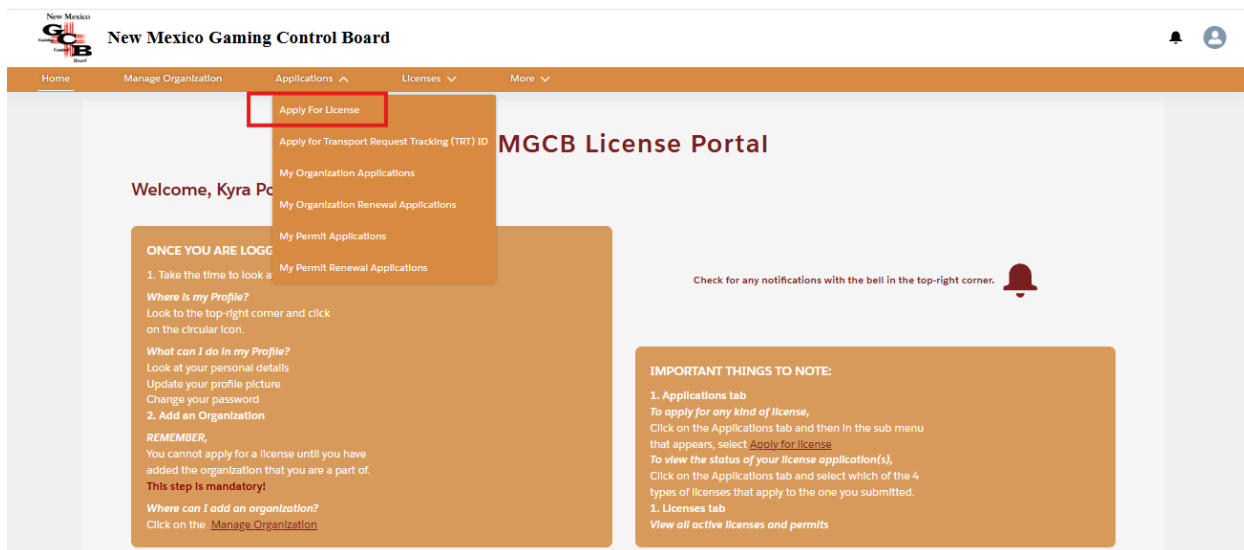
Racetrack Gaming Operator License User Guide

This user guide will walk you through submitting a Racetrack Gaming Operator License Application.

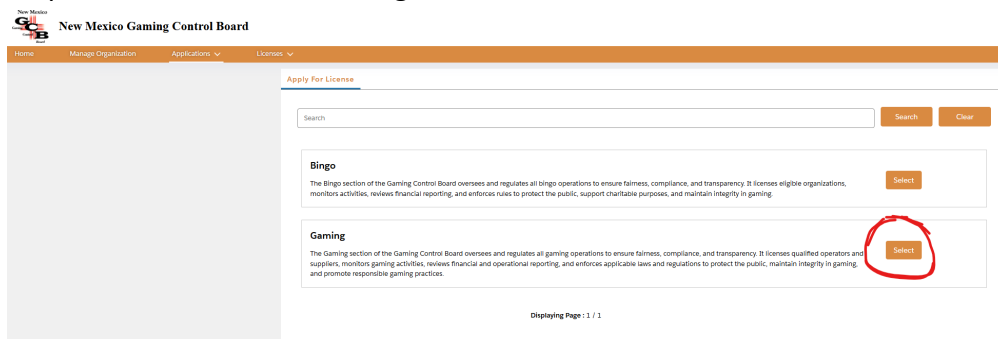
Step 1: Log in to the Portal / External Site via:

<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 Racetrack Gaming Operator License 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](#)

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](#)

Racetrack Gaming Operator License
Authorizes the licensee to conduct and operate approved gaming activities at a licensed racetrack in the State of New Mexico in accordance with the New Mexico Gaming Control Act and applicable regulations, subject to the regulatory oversight and compliance requirements of the New Mexico Gaming Control Board. [Apply](#)

Transport Gaming Device
Authorizes the licensee to transport gaming machines and related gaming devices within or into the State of New Mexico in accordance with the New Mexico Gaming Control Act and applicable regulations, subject to the regulatory oversight and compliance requirements of the New Mexico Gaming Control Board. [Apply](#)

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Step 5: Specify the Organization for which you would like to apply towards. **You must select a Profit Organization.**

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Select Organization

Organization Name	NM Tax ID Number	FEIN	Organization Type	Organization Status	Your Status	Action
Zia Community Education Fund	78-787287-38-7	78-7387837	Nonprofit	Verified	Authorized	Select
New Horizons Learning Foundation of New Mexico		32-7999298	Nonprofit	Verified	Authorized	Select
Desert Phoenix Gaming LLC	95-898958-49-8	84-5894859	Profit	Verified	Authorized	Select

Step 6: First is the Introduction Screen

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Racetrack Gaming Operator Intake Application

Introduction

Every Racetrack Gaming Operator that intends to conduct or operate gaming activities at a licensed racetrack within the State of New Mexico must complete this application and obtain a Racetrack Gaming Operator License from the State of New Mexico pursuant to the New Mexico Gaming Control Act and applicable regulations prior to engaging in any gaming operations. All required application fees and any applicable background investigation fees must be submitted with this application. Approved licenses are valid for the term established by statute or regulation and are subject to ongoing compliance with all applicable laws and rules of the New Mexico Gaming Control Board.

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Step 7: Next is the Organization Information Screen



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Racetrack Gaming Operator Intake Application

Organization Information

▼ Organization Information

Name of Qualified Organization

Control Number (Assigned by Gaming Control Board)

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

☐ Yes ☒ No

▼ Mailing Address

* Mailing Address

* Mailing City

* Mailing State

* Mailing Zip

* Mailing Country

☒ Is physical address same as mailing address?

* Business Phone (XXXX) XXX-XXXX

* Business Email

FEIN (XX-XXXXXXX)

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

Type of Business Structure

State of Creation of Business Entity

Date of Qualification to conduct business in New Mexico (IF CORPORATION, PROVIDE CERTIFICATE OF AUTHORITY OR EQUIVALENT ISSUED BY NEW MEXICO SECRETARY OF STATE)

* List all states where business entity is authorized to conduct business.

▼ First Primary Contact Information

* First Contact Name

First Title

* First Contact Phone ((XXX) XXX.XXXXX)

* First Contact Email

☐ Is primary contact address same as mailing address?

▼ First Primary Contact Address

* Street

* City

* State

* Zip

* Country

▼ Second Primary Contact Information

Second Contact Name

Second Title

Second Phone ((XXX) XXX.XXXXX)

Second Contact Email

☐ Is primary contact address same as mailing address?

▼ Second Primary Contact Address

Click Add New to add an entry to the table

Principal Places

* Organization Name

* Address

* City

* State
New Mexico

* Zip

* Country
United States

Save

Step 9: Next is the Premise Information Screen

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Premise Information

* Licensed Premise DBA

* Phone

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

* Total Square Footage to Be Licensed for Gaming

* Anticipated Number of Gaming Devices

☐ Is premise address same as physical address of organization?

Address Information

* Physical Address

* Physical City

* Physical State
New Mexico

* Physical Zip

* Physical Country
United States

* Physical County

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Step 10: Next is the Premise Ownership Screen. Based on your selection, additional fields may appear

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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

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Step 11. Next is Ownership Structure

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Ownership Structure

*To make the necessary changes to the Ownership Structure, click on the "Ownership Structure" button.

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 12: Next is the Licensing History Screen

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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 13: Next is the Financial History Screen



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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 Document" 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. You can also upload any associated documents on the document screen later in the application.

☐ Yes ☐ No

*Does the applicant, the applicant's parent company or any other intermediary affiliate of applicant now own, has it ever owned, or does it otherwise derive a benefit from, assets held outside the United States, whether held in the business' name or another name, on its behalf or for another entity, or through other business entities, or in trust, or in any other fashion or status? 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

*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 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, 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

*Is the business a prospective business or has it recently begun operations? If Yes, provide details. You can upload any associated documents on the document screen later in the application.

☐ Yes ☐ No

*Is the business 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 profits 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? 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 16: Next is the Tax Information Authorization Screen

New Mexico



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Business Name

Desert Phoenix Gaming LLC

New Mexico ID Number

Trade Name (DBA)

Name

FEIN (00-XXXXXXX)

64-5894859

Street

456 Canyon Road

City

Santa Fe

State

New Mexico

Zip

87502

Country

United States

Telephone Number (0000) XXX-XXXX

(123) 456-7893

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?

The taxpayer may limit the scope of this authorization by specifying the particular information or tax types to be handled by authorized person.

For joint returns, both taxpayers must sign. If not signed by the taxpayer, signature must be that of a corporate officer, partner, or fiduciary on behalf of the taxpayer.

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Step 17: Next is the Upload Documents Screen



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Upload Documents

☐ Show only notary documents

☐ Show only downloadable documents

Document Name	Document Description	Uploaded Files
*Non-Executive Compensation Disclosure	Attach a list of remuneration to persons other than directors, officers, and key executives, exceeding \$250,000 per year	
*Proposed Gaming Machine Inventory	Provide a description of the types and quantities of gaming machines proposed for use in the gaming operation.	
*Advertising and Marketing Plan	Provide a description of the proposed advertising and marketing strategies for the gaming operation.	
*Gaming Tax Depository Account	Provide details of the depository account used for payment of gaming taxes, including financial institution information.	
*Interim and Projected Financial Statements	Attach balance sheets and profit and loss statements from the time of commencement of business operations and projected for three years from the time of commencement of business operations.	
*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.	
*NMAC 15.1.18 Compliance Plan	Provide a plan demonstrating compliance with all specific requirements set forth in 15.1.18 NMAC.	
*Training Program Description	Provide a description of educational training sessions, including the frequency of training.	
*Estimated Implementation and Administration Costs	Provide estimated costs for the implementation and ongoing administration of the program or operation.	

Step 18: Next is the Payment Screen. Specify the Mode of Payment and click 'Pay and Submit'

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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 NMGCGB. Payments made by e-check will not result in any transaction fee.

* Mode Of Payment

The amount to be paid is \$62500 (Application Fee \$37500 + Supplementary Background Fee \$25000)

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

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Step 19: Last is the confirmation Screen

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Your application has been submitted successfully.
Application Number : PIR-000000365

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