

Staff Permit User Guide

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

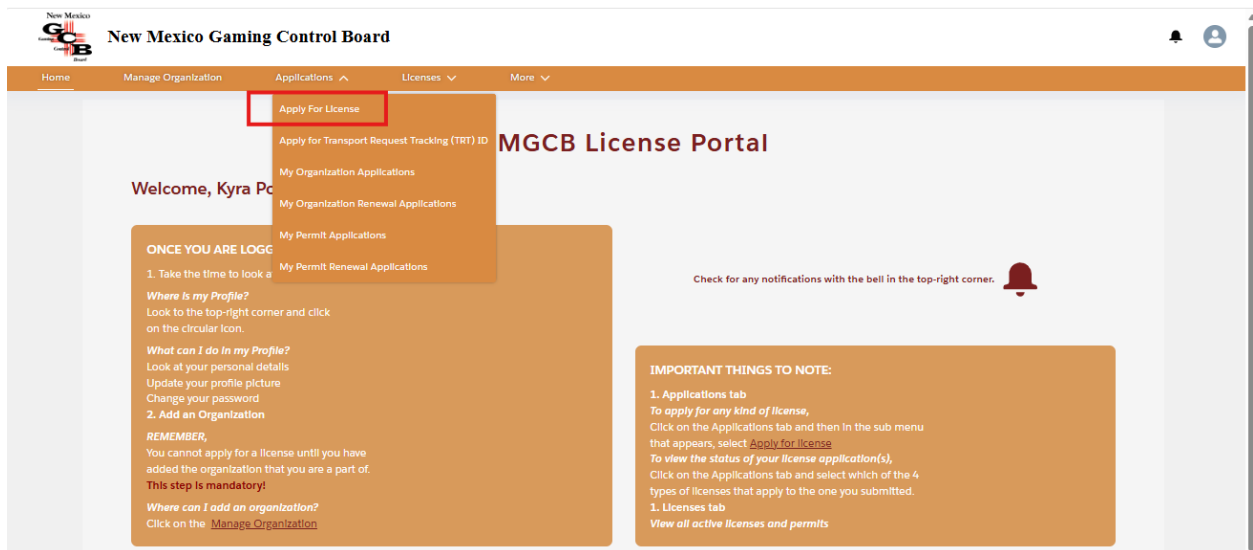
Step 1: Log in to the Portal / External Site via:

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

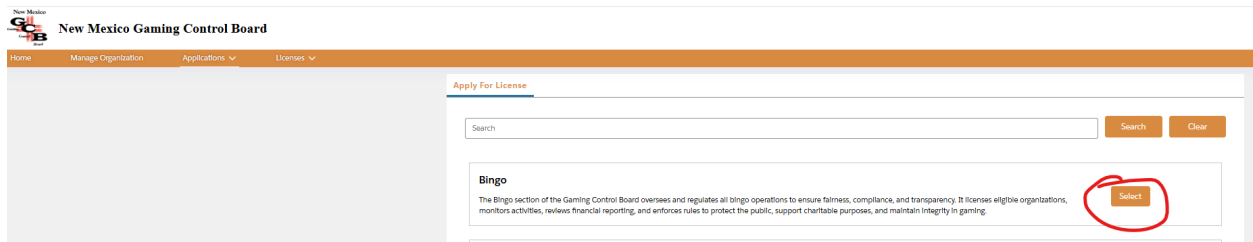
Step 2: Click the "That's Me!" button, then click "Login".



Step 2: Click on Applications -> Apply for License



Step 3: Click Select for 'Bingo' Board



Step 4: Click 'Apply' next to Staff Permit to launch the application.

New Mexico
Gaming Control Board

Home Manage Organization Applications Licenses

Apply For License

Search Search Clear

Bingo Distributor

Bingo Distributor provides reliable, high-quality distribution services for FMCG products, ensuring efficient supply, timely delivery, and strong market reach. We support retailers with consistent stock availability, competitive pricing, and dedicated service to help grow sales and customer satisfaction.

Apply

Bingo License

A New Mexico Bingo Operator License authorizes qualified nonprofit or charitable organizations to conduct bingo games and other related games of chance in accordance with the state's Bingo and Raffle Act. Issued and regulated by the New Mexico Gaming Control Board, this license ensures that all gaming activities are conducted fairly, transparently, and for lawful fundraising purposes. It helps maintain compliance with state laws and promotes responsible gaming practices.

Apply

Bingo Manufacturer

A New Mexico Bingo Manufacturer License authorizes businesses to produce, supply or distribute bingo equipment, materials, and related gaming products in compliance with the state's Bingo and Raffle Act. Regulated by the New Mexico Gaming Control Board, this license ensures that all manufactured items meet security, integrity, and quality standards required for lawful gaming operations.

Apply

Staff Permit

The New Mexico Bingo Staff Permit allows qualified individuals to perform essential operational roles—such as callers, cashiers, floor workers, and game supervisors—within license bingo activities. This permit ensures that all staff members undergo proper vetting and maintain compliance with state regulations governing charitable gaming.

Apply

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Step 5: Specify the Organization for which you would like to apply towards.

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Select Organization

Organization Name	License Number	License Type	License Status	Issue Date	Expiration Date	Select
Desert Phoenix Gaming LLC	M001	Gaming Machine Manufacturer License	Active	02/28/2026	02/28/2027	Select
Desert Phoenix Gaming LLC	M003	Gaming Machine Manufacturer License	Active	03/13/2026	03/13/2027	Select
Desert Phoenix Gaming LLC	D002	Gaming Machine Distributor License	Active	03/01/2026	03/01/2027	Select
Desert Phoenix Gaming LLC	D003	Gaming Machine Distributor License	Active	03/13/2025	04/13/2026	Select
NMGSB Charity	R001	Racetrack Gaming Operator License	Active	01/05/2026	01/12/2027	Select
Florida Charity	R002	Racetrack Gaming Operator License	Active	11/29/2025	12/30/2027	Select
Kyne Inc	R003	Racetrack Gaming Operator License	Active	02/21/2026	02/21/2027	Select
Four Corners Enrichment Group	R007	Racetrack Gaming Operator License	Active	03/18/2026	03/18/2027	Select

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Step 6: First is the 'My Permits Screen'. Specify the appropriate choice to begin.

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My Permits Screen

Select appropriate choice:

☐ First-Time Staff Permit/Adding New Organization

☐ Changing Title within Same Organization

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

First-Time Staff Permit / Adding New Organization

Search for the Bingo organization for which you want to apply for a Staff Permit. You can search using the FEIN or the NM State Tax ID.

My Permits Screen

Select appropriate choice:

☒ First-Time Staff Permit/Adding New Organization
☐ Changing Title within Same Organization

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

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

XX-XXXXXXX XX-XXXXXX-XX-X

Search

My Permits Screen

Select appropriate choice:

☒ First-Time Staff Permit/Adding New Organization
☐ Changing Title within Same Organization

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

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

32-4243567 XX-XXXXXX-XX-X

Search

Organization Name	NM Tax ID Number	Organization Type	License Number	License Status	License Type	Expiration Date	Action
Kyra NonProfit Organization	65-789756-45-7	Nonprofit	B582	Active	Bingo License	07/29/2029	Select

Size
Select an Option

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

Changing Title within Same Organization

My Permits Screen

Select appropriate choice:

☐ First-Time Staff Permit/Adding New Organization

☒ Changing Title within Same Organization

Showing 0 of 0

Q Search by License Number...

License Number	Organization Name	License Status	Title	Issue Date	Expiration Date	Action
No records found						

Size

Select an Option

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- The system displays all active Staff Permit licenses associated with the logged-in user within the selected organization.
- The user selects the appropriate license and proceeds with the title change application.
- For the "Change Title" option, if the selected license title is *Caller*, a Staff Permit Intake Application will be initiated. For any other selected license title, a Staff Permit Update Application will be initiated.

NOTE: If the logged-in user already has a Staff Permit license and clicks on "Adding New Organization," a Staff Permit 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.

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The New Mexico Bingo Staff Permit authorizes individuals to participate in the operation and management of bingo games conducted by licensed nonprofit or charitable organizations. Issued by the New Mexico Gaming Control Board, this permit ensures that all personnel involved in gaming activities meet eligibility requirements and uphold the integrity, fairness, and responsible conduct expected under the New Mexico Bingo and Raffle Act.

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Step 8: Next is the Application Information Screen

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Name of Staff Permit Holder: Soflee Martinez

Date of Birth: 01-31-2007

*Current Driver's License No. / Government Issued I.D.: 747477

*State License Issued: New Mexico

Social Security Number: 968964868

Email Address: rparwa@kynesolutions.com

*Work Phone Number (XXXX XXX-XXXX): (201) 451-6585

*Mobile Phone Number: (757) 494-9859

✓ Mailing Address

Mailing Address: 1890 Sunrise Canyon Dr

Mailing City: Santa Fe

Mailing State: New Mexico

Mailing Zip Code: 87507

Mailing Country: United States

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Step 9: Next is the Additional Entity Information Screen

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Note: You may only begin to work at the additional entity upon NMGCBB approval of this form and receipt of a new Staff Permit badge.

Licensee Name

Florida Charity

License Number

8003

*New Title

*Are you replacing someone?

☐ Yes ☐ No

*Duties of New Title

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Step 10: Next is the Personal History Screen

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Help Text: If you answered yes to any of the questions on this page, explain in detail in the textbox provided or attach the documents in the documents screen at the end.
FAILURE TO PROVIDE A WRITTEN EXPLANATION WILL RESULT IN YOUR APPLICATION BEING RETURNED AS INCOMPLETE!

*Are you currently an officer, stockholder, owner or co-owner of the licensee for which you are applying?

☐ Yes ☐ No

*Are you related to anyone licensed by the NMGCBB? If yes, Provide name, relation, and title.

☐ Yes ☐ No

*Are you related to anyone who has an application pending with the NMGCBB? If yes, Provide name, relation, and title.

☐ Yes ☐ No

*Are you related to anyone at the organization for which you are applying to be licensed? If yes, Provide name, relation, and title.

☐ Yes ☐ No

*Are you a member in good standing for the licensed organization for which you are applying?

☐ Yes ☐ No

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Step 11: Next is the Financial History Screen

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Help Text: If you answered yes to any of the questions on this page, explain in detail in the textbox provided or attach the documents in the documents screen at the end.
FAILURE TO PROVIDE A WRITTEN EXPLANATION WILL RESULT IN YOUR APPLICATION BEING RETURNED AS INCOMPLETE!
* Since your last Staff Permit was issued, are you or have you been delinquent in the filing of any tax return with any taxing agency?
☐ Yes ☐ No
* Since your last Staff Permit was issued, are you or have you been delinquent in the payment of any taxes, interest, or penalties due to any taxing agency?
☐ Yes ☐ No
* Since your last Staff Permit was issued, are you or have you been delinquent in the payment of any judgment due to any governmental agency?
☐ Yes ☐ No
* Since your last Staff Permit was issued, are you or have you been delinquent in the repayment of any loans, credit, or any other debt?
☐ Yes ☐ No
* Since your last Staff Permit was issued, are you or have you been delinquent in the payment of any child support?
☐ Yes ☐ No
* Since your last Staff Permit was issued, have you filed a bankruptcy petition?
☐ Yes ☐ No

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Step 12: Next is the Criminal History Screen

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Help Text: If you answered yes to any of the questions on this page, explain in detail in the textbox provided or attach the documents in the documents screen at the end.
FAILURE TO PROVIDE A WRITTEN EXPLANATION WILL RESULT IN YOUR APPLICATION BEING RETURNED AS INCOMPLETE!
* Since your last Staff Permit was issued, have you been arrested, detained, served with a criminal summons, or charged with any crime or offense?
☐ Yes ☐ No
* Since your last Staff Permit was issued, have you been convicted of any crime or offense in any manner?
☐ Yes ☐ No
* Are you currently being prosecuted or facing pending charges, in any jurisdiction, for any offense?
☐ Yes ☐ No

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Step 13: Next is the Statement of Truth Screen

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*State/Province*County/District

1. being duly sworn according to law depose and say:
1. I am the applicant who is submitting this application form.
2. I personally supplied the information contained in this form.
3. I understand and read the English language or I have had an Interpreter read, explain and record the answer to each and every question on this application form.
4. Any document accompanying this Staff Permit Application form that is not an original document is a true copy of the original document.
5. I swear (or affirm) that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

*Signature of Applicant*Date

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Step 14: Next is the Certification Screen

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1. 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 New Mexico Bingo and Raffle Act, Sections 60-2F-1 through 60-2F-26 NMSA 1978 ("Act") and administrative rules and policies adopted or approved by the Board (collectively "Rules" New Mexico Administrative Code 15.4 et seq.), and I understand and will implement the requirements including changes of the Act and Rules.
2. I understand and agree that, as a staff permittee, I am responsible for my own and the Licensee's compliance with the Act and Rules including, but not limited to where applicable to my job duties.
3. 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.

The Statutes & Rules can be found on our website at www.nmgcb.org

*Legal Full Name*Date

Signature

Save SignatureClear

Save for later

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Step 15: Next is the Staff Permit Conditions Screen

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☐ I understand and agree that the staff permit issued to me by the Board or its designee under this application is subject to the following conditions:
(i) my background investigation must be completed and contain no adverse information that would prevent me from holding a staff permit, and
(ii) Information returned to the Board by the Internal Revenue Service must verify the tax information I disclosed in my application. I further understand and agree that I must comply with the provisions of the Bingo & Raffle Act and NM Administrative rules in order to retain a staff permit. I also understand and agree that the staff permit will be subject to suspension or revocation if these conditions are not met to the Board's satisfaction. The award of a New Mexico Gaming Control Board Staff Permit is a privilege not a right. I retain/hold no property interest right in the staff permit

* Legal Full Name

Save for later

* Date

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Step 16: Next is the Instructions of Criminal and Investigatory Proceedings Screen

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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 Proceeding 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

Save for later

* Date

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Step 17: Next is the Proceeding Questions Screen

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** Since your most recent license or renewal, have you been arrested or detained?*

☐ Yes ☐ No

** Since your most recent license or renewal, have you been the subject of any investigation by any law enforcement agency?*

☐ Yes ☐ No

** Since your most recent license or renewal, have you been served a criminal summons?*

☐ Yes ☐ No

** Since your most recent license or renewal, have you been charged with any crime or offense in any manner?*

☐ Yes ☐ No

** Since your most recent license or renewal, have you been convicted of any crime or offense in any manner?*

☐ Yes ☐ No

** Since your most recent license or renewal, have you 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 your most recent license or renewal, have you been arrested or charged with any crime or offense that has been expunged or otherwise officially sealed by a court or government agency?*

☐ Yes ☐ No

** Since your most recent license or renewal, 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?*

☐ Yes ☐ No

** Since your most recent license or renewal, have you 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

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Step 18: Next is the Proceeding Explanations Screen. Click Add New to add an entry to the table

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The following questions were answered "yes" on the Proceeding Questions screen:
Since your most recent license or renewal, have you been charged with any crime or offense in any manner?
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	
02-21-2022	Santa Fee and NM		  
09-04-2019	NM	ABC	  

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Step 21: Next is the Upload Documents Screen

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☐ Show only notary documents

☐ Show only downloadable documents

Document Name	Document Description	Uploaded Files
Court Documentation	Documentation showing final disposition for any criminal offenses (if applicable)	
Duties of New Title Statement	A separate document describing the roles, responsibilities, and duties associated with the individual's new title or position.	
*Notarization Document	Upload explanations and documentation for any "Yes" answers on the application.	
Affidavit of Unavailability	Statement explaining inability to obtain court documentation	

Size

Select an Option

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Step 22: Next is the Payment Screen. Specify the Mode of Payment then 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 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 NMGC. Payments made by e-check will not result in any transaction fee.

* Mode Of Payment

The amount to be paid is \$25 (Application Fee)

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

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Pay and Submit

Step 23: Last is the Confirmation Screen

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Your application has been submitted successfully.
Application Number: PAB-0000000367

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