

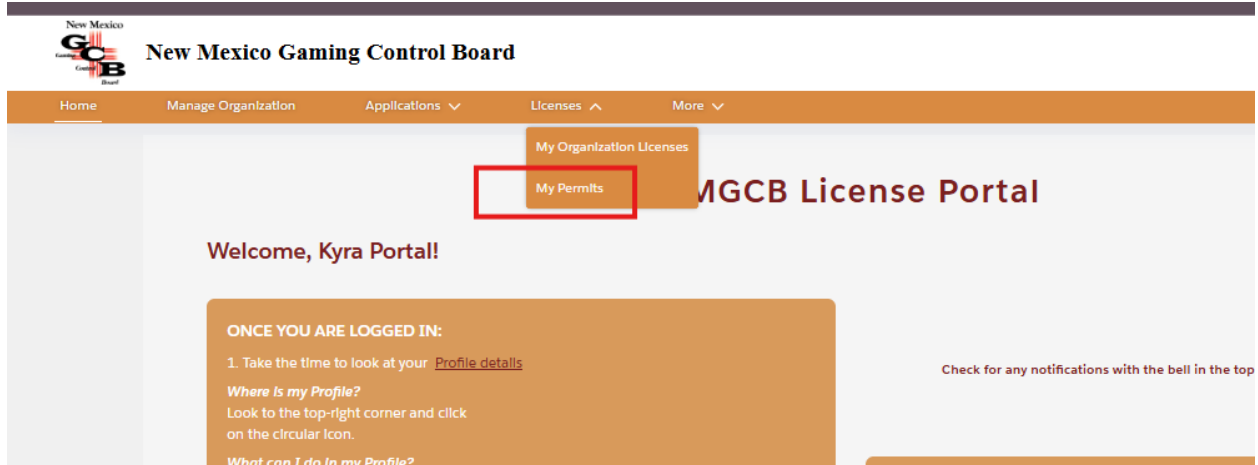
Staff Permit Renewal Application Technical Document

This document will walk Applicant through submitting a Staff Permit Renewal Application.

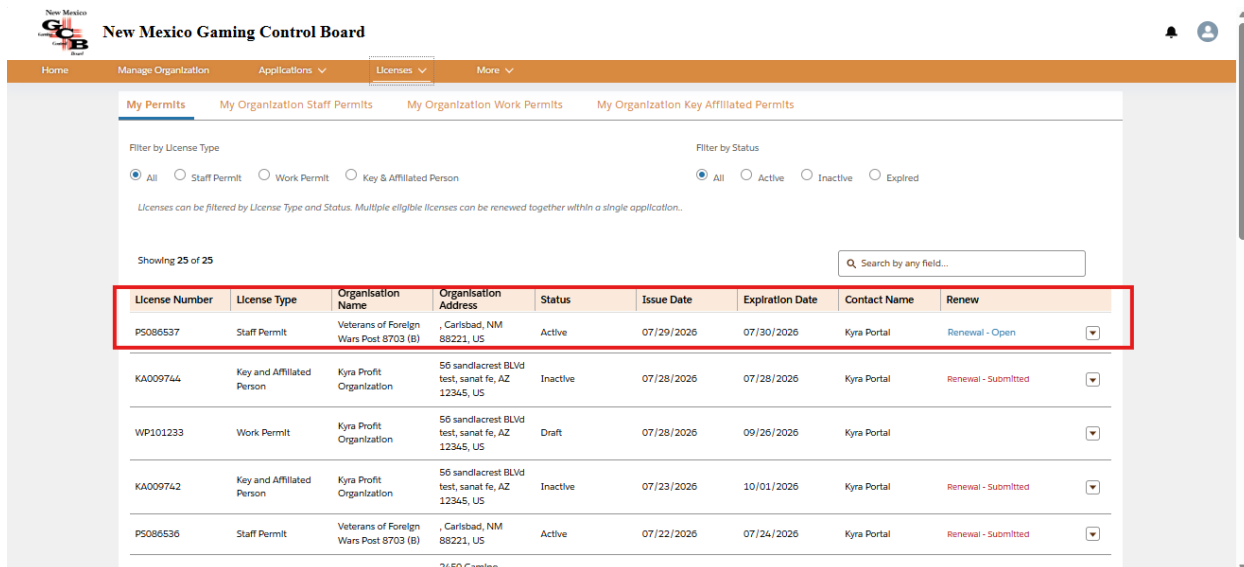
Step 1: Log in to the External Site / Portal via:

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

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



This is where the Applicant can see all of their Permits in all Statuses. The Permits which are in the Renewal Window will have a 'Renewal Open' button as shown below. Click the 'Renew' button to launch the Renewal Application.



Step 3: First is the Introduction Screen. Upon carefully reviewing this information, click Next to proceed.

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Introduction

The renewal of a New Mexico Bingo Staff Permit is required to continue authorization to participate in the operation and management of bingo games conducted by licensed nonprofit or charitable organizations. Permit holders must submit a renewal application prior to the expiration of their current permit to confirm ongoing compliance with eligibility, background, and regulatory requirements established by the New Mexico Gaming Control Board under the New Mexico Bingo and Raffle Act. Failure to renew a permit in a timely manner may result in a lapse of authorization to engage in bingo-related activities.

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Step 4: Next is the Applicant Information Screen. All the information on this screen will be pre-populated with the Applicant's information.

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Applicant Information

Applicant First Name

Applicant Middle Name

Applicant Last Name

John

H

Tale

Maiden/Married Names Past or Presently Use

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

Contact Number (XXXX XXX-XXXX)

Email Address

(789) 809-0978

johnhtale@yopmail.com

* Title

Organization Name

Bingo Accountant/Bookkeeper

Smith Charity

Organization Phone (XXXX) XXX-XXXX

* Supervisor Name

(254) 125-4125

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Personal Identification

* Sex

Date of Birth

Male Female

03-20-2026

* Place of Birth (City, State, Country)

12

* Social Security Number

211-11-1111

Identification

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

* State License Issued

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Alabama

* U.S. Citizen

Yes No

Step 5: Next is the Marital Status Screen. If Married is selected, additional fields will appear

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Marital Status

* Marital Status
☐ Single ☒ Married ☐ Common-Law ☐ Divorced ☐ Separated ☐ Widowed

* Name of Spouse

* Spouse's Date of Birth

Spouse's AKA (Also Known As--maiden name, nickname, aliases, etc.)

* Spouse's Social Security Number

Person(s) you have filed a joint tax return with in past five years

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Step 6: Next is the Select Licenses to be Renewed Screen. Click on ‘Renew’ next to the Available License the applicant would like to Renew.

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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	
P5000007	Smith Charity	Alternate Bingo Manager	02/17/2026	02/17/2026	Renew
D-AE001	United Gaming		02/24/2026	02/24/2026	Renew

Selected Licenses

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

Save for later

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Next

Upon clicking 'Renew' in the Available Licenses table, it will move down to the Selected Licenses. Click Remove if incorrect license was selected, and also click Renew next to any you wish to renew.

Step 7: Next is the Address Information Screen. This information will be pre-populated from the logged in user's record. Applicant will have the ability to add, edit, or remove any from the table.

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Address Information

List all addresses where you have lived during the last 10 years.

Address Information

Add New

Address	From	To	
67 Church gate, Santa, Other 56789, AF	02/12/2026	02/21/2026	👁️ ✎️ 🗑️
56 Sandia crest BLvd, City, NM 57687, US	02/07/2025	02/28/2026	👁️ ✎️ 🗑️
12 Church Gate Test, Silver City, NM 12345, US	02/12/2026	02/14/2026	👁️ ✎️ 🗑️
67 Church gate, silver, Other 5678, AL	02/18/2012	02/27/2026	👁️ ✎️ 🗑️
67 Sandia Crest BLVd, silver, Other 45678, AF	02/28/2026	02/28/2026	👁️ ✎️ 🗑️

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Step 8: Next is the Employment Information Screen. Applicant can add, edit, or remove any line item from this table.

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Employment Information

List all places where you have worked during the last 10 years, including present one.

Employment Information

Add New

Organization Name	Job Title	Start Date	End Date	
Royal	officer	02/11/2026		
ABC Organization	Test	02/03/2025	02/20/2026	

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Step 9: Next is the Personal History Screen. Based on responses, additional text boxes will appear to collect more information.

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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
*Provide Details

*Have you been a member in good standing for the licensed organization for which you are applying for more than six (6) months?

☐

 Yes

☐

 No

*Have you ever applied for a gaming work permit or gaming license in New Mexico or any other jurisdiction, whether or not the permit or license was ever issued?

☐

 Yes

☐

 No

*Have you ever had a work permit or gaming license denied, suspended or revoked in this or any other state or jurisdiction? If yes, provide details.

☐

 Yes

☐

 No

*Are you related to any other person licensed by the New Mexico Gaming Control Board or anyone licensed at the entity you are applying?

☐

 Yes

☐

 No

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Step 10: Next is the Financial History Screen. Based on certain responses, additional text box will appear to collect more information.

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

Yes

No

* Provide Details

* 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 loans, credit or any other debt?

Yes

No

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

Yes

No

* Have you, as an individual ever filed a bankruptcy petition?

Yes

No

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Step 11: 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!

* Have you been arrested/detained?

☒ Yes ☐ No

* Provide Details

* Have you been served with criminal summons?

☐ Yes ☐ No

* Have you been charged with any crime or offense in any manner?

☐ Yes ☐ No

* Have you been convicted of any crime or offense in any manner?

☐ Yes ☐ No

Include **all** arrests, charges, and convictions since age 18, regardless of felony or misdemeanor, and all **serious traffic offenses** (e.g., DWI, reckless driving, hit and run, driving under suspension or revocation). Do **not** include non-serious traffic offenses.

* Have you ever been convicted of any gambling-related felony, misdemeanor, or petty offense?

☐ Yes ☐ No

* Have you served a sentence, including probation or parole, for any felony, misdemeanor, petty offense, or administrative action?

☐ Yes ☐ No

* Are you currently being prosecuted or facing pending charges, in any jurisdiction, for any offense, or are you on a deferred prosecution or a deferred judgment and sentence for any offense?

☐ Yes ☐ No

* Have you ever been identified as an habitual offender or a member of an organized crime cartel?

☐ Yes ☐ No

* Have you ever refused to cooperate with any official investigative body involved in the investigation of crimes related to gaming, official corruption, or organized crime?

☐ Yes ☐ No

* Have you ever been the subject of any investigation by any law enforcement agency?

☐ Yes ☐ No

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Step 12: Next is the Statement Of Truth Screen

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Statement Of Truth

* State/Province

* County/District

I, being duly sworn according to law depose and says:

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 13: Next is the Affirmation & Statement Screen

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Affirmation & Statement

I, state under penalty of perjury that the entire Bingo Staff Permit Application, statements, attachments, and supporting schedules are true and correct to the best of my knowledge and belief, and that this statement is executed with the knowledge that misrepresentation or failure to reveal information requested may be deemed sufficient cause for the refusal to issue a Bingo Staff Permit by the State of New Mexico. Further, I am aware that later discovery of an omission or misrepresentation made in the above statements may be grounds for the denial of a Bingo Staff Permit or the revocation of the work permit. I am voluntarily submitting this application to the New Mexico Gaming Control Board under oath with full knowledge that I may be charged with perjury or other crimes for intentional omissions and misrepresentations pursuant to New Mexico law. I further consent to any background investigation necessary to determine my present and continuing suitability. I also agree that the State of New Mexico, its agencies, officers and assigns, shall be entitled to collect from me all expenses it incurs in processing this Bingo Staff Permit Application. If I fail to pay all the expenses incurred by the State for processing this Bingo Staff Permit Application, I agree that the State shall be entitled to recover from me any expenses incurred in pursuing its legal remedies, including, but not limited to, reasonable attorneys fees and costs. My obligation and responsibilities continue as long as I am a holder of a valid staff permit.

* Legal Full Name

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Step 14: Next is the Certification Screen. Upon signing in the signature box, applicant MUST click Save Signature to apply the Signature to the Application.

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Certification

I, 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 Signature](#)

[Clear](#)

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Step 15: Next is the Staff Permit Conditions Screen

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Staff Permit Conditions

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

* Date

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Step 16: Next is the Fingerprint Instructions Screen

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* Email address for authorization

* Phone Number

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Step 17: Next is the Notice to Applicant Screen

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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 excuse 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-34 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

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Step 18: 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

* Date

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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 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

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Step 20: Next is the Proceeding Explanations Screen. Applicant has ability to Add, edit, or remove any from 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 arrested or detained?
Are you currently on any deferred prosecution program(s) for any offense?
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?
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?
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?
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	
05/02/2026	Santa and NM	Law Enforcement	
11/23/2026	City	LAW	
12/34/2026	City	Law	

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Step 21: Next is the FBI Privacy Act Screen

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FBI Privacy Act

Federal regulation requires the NMGC to provide the following information to applicants:

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application. The New Mexico Gaming Control and New Mexico Bingo and Raffle Acts authorize the New Mexico Gaming Control Board to request and receive criminal history information from the Federal Bureau of Investigation or other law enforcement agencies or organizations."

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI."

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine Uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety."

Your fingerprints will be used to check the criminal history record information (CHRI) of the FBI. If you have a CHRI record, the officials deciding your suitability for the employment, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record. You will be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before officials deny you the employment, license, or other benefit based on information in the CHRI record. The procedures for obtaining a change, correction, or updating of your FBI CHRI record are set forth in Title 28, Code of Federal Regulations (CFR), Section 16.30 through 16.34. Information on how to review and challenge your FBI CHRI record can be found at www.fbi.gov under Identity History Summary Checks or by calling the FBI. To obtain a copy of your New Mexico CHRI in order to review/update/correct the record, you can contact the New Mexico Department of Public Safety Records Unit."

Save for later

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Step 22: Next is the Attestation Screen. Applicant MUST attest by checking the checkbox and signing their name to proceed.

Staff Permit Renewal Application

● Introduction

● Applicant Information

● Marital Status

● Select Licenses to be Renewed

● Address Information

● Employment Information

● Personal History

● Financial History

● Criminal History

● Statement Of Truth

● Affirmation & Statement

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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

Date

04-15-2025

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Step 23: Next is the Upload Documents Screen. Click the blue Upload button to upload file(s). Applicant has ability to upload multiple files per Document line item.

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- Applicant Information
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- Select Licenses to be Renewed
- Address Information
- Employment Information
- Personal History
- Financial History
- Criminal History
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- Upload Documents**
- Payment
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Upload Documents

- ☐ Show only notary documents
- ☐ Show only downloadable documents

Document Name	Document Description	Uploaded Files
*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.	
Court Documentation	Documentation showing final disposition for any criminal offenses (if applicable)	
*Government-Issued Photo ID	Upload a color copy of your valid driver's license or state ID.	
*Credit Issue Explanations	Upload explanations for accounts that are past due, in collections, or under judgment.	
* Notarized Investigation Authorization	Signed and notarized consent for background investigation and release of information	
*Applicant Photograph (2x2)	Upload a recent 2x2 color photo taken within the last 6 months.	
*Payment Agreement Documentation	Upload any payment agreements for delinquent accounts (if applicable).	

Size

Select an Option ▼

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Step 24: Next is the Payment Screen. This shows the breakdown of the total Amount

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

* Mode Of Payment

The amount to be paid is **\$100 (\$25(Fee for Caller/Cash Handler) X 0(Number of Caller/Cash Handler Licenses) + \$50(Fee for Non-Caller/Cash Handler) X 2(Number of Non-Caller/Cash Handler Licenses))**

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

PreviousPay and Submit

Specify 'Mode of Payment' then click Pay & Submit.

Step 25: Upon successful payment, applicant will see Confirmation Screen

Staff Permit Renewal Application

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Confirmation

Your application has been submitted successfully.
Application Number : PAR-0000000425

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