

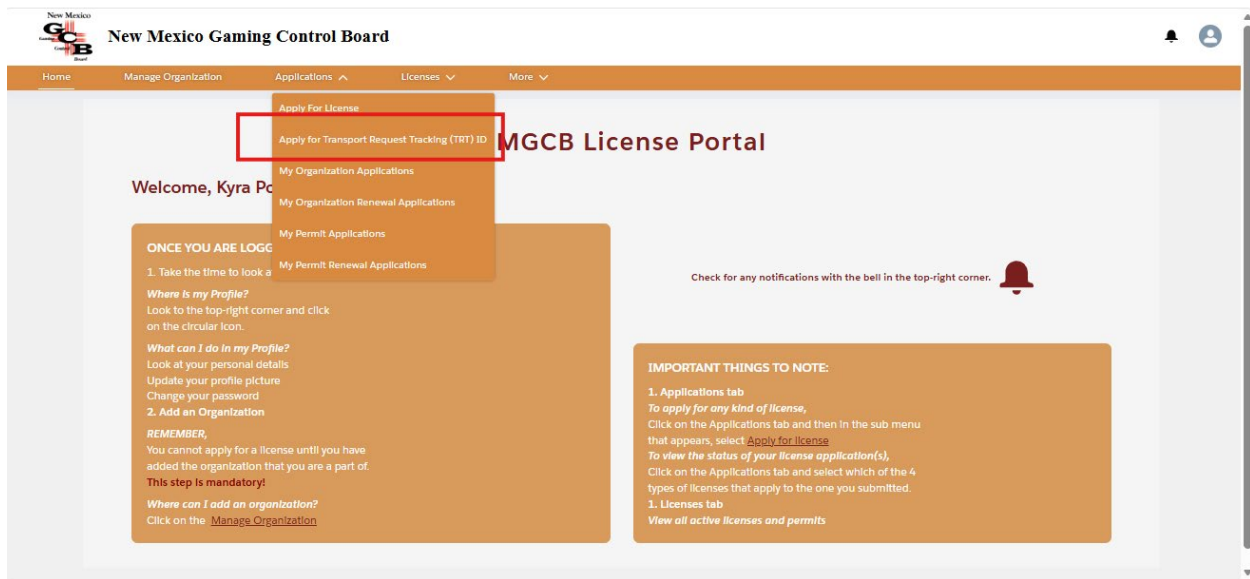
Transport Gaming Device User Guide

This user guide will walk you through submitting a Transport Gaming Device Application.

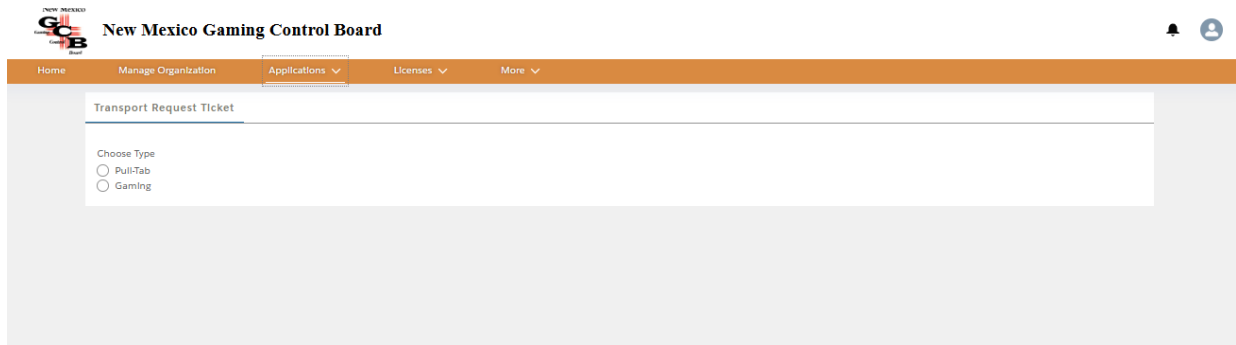
Step 1: Log in to the Portal / External Site via:

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

Step 2: Click on Applications -> Apply for Transport Request Tracking (TRT) ID



Step 3: Click Select for 'One option in Transport Request'



Step 4: Select Pull tab /Gaming.

Choose Type
☒ Pull-Tab
☐ Gaming

Business Licenses

Organization Name	License Number	License Type	License Status	Issue Date	Expiration Date	
	B153	Bingo License	Expired	12/31/2005	12/30/2006	Select
American Legion Post 10 (B)	B116	Bingo License	Active	12/31/2005	09/19/2028	Select
American Legion Post 117 (B)	B184	Bingo License	Active	12/31/2005	11/15/2028	Select
American Legion Post 118 (B)	B543	Bingo License	Active	07/24/2012	08/30/2027	Select
American Legion Post 13 (B)	B513	Bingo License	Active	12/31/2005	10/17/2028	Select
American Legion Post 24 (B)	B042	Bingo License	Expired	12/31/2005	09/19/2022	Select
American Legion Post 25 (B)	B174	Bingo License	Active	12/31/2005	03/13/2028	Select
American Legion Post 44 (B)	B531	Bingo License	Active	02/07/2011	01/27/2029	Select
American Legion Post 60 (B)	B533	Bingo License	Expired	06/06/2011	06/05/2017	Select
American Legion Post 77 (B)	B546	Bingo License	Active	08/16/2012	08/15/2027	Select

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

Choose Type
☒ Pull-Tab
☐ Gaming

Business Licenses

Organization Name	License Number	License Type	License Status	Issue Date	Expiration Date	
	B153	Bingo License	Expired	12/31/2005	12/30/2006	Select
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American Legion Post 118 (B)	B543	Bingo License	Active	07/24/2012	08/30/2027	Select
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American Legion Post 77 (B)	B546	Bingo License	Active	08/16/2012	08/15/2027	Select

Step 6: First is the Introduction Screen

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Gaming Control Board

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Transport Gaming Device

Introduction

Shipper Information

Destination Information

Statement by Applicant

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Upload Documents

Confirmation

Introduction

Authorizes the licensee to transport gaming machines and related gaming devices within or into the State of New Mexico in compliance with the New Mexico Gaming Control Act and all applicable rules and regulations, subject to regulatory oversight and enforcement by the New Mexico Gaming Control Board.

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Step 7: Next is the Shipper Information Screen

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Shipper Information

*Transport Direction

☒ Transport Into New Mexico ☐ Transport Out Of New Mexico ☐ Transport Within New Mexico

✓ Shipper Information

Name

American Legion (Post 1838)

Address

City

State

New Mexico

Zip

Country

United States

Contact Name

Contact Number

License Number

8318

*Date Shipped

*Carrier

☐ Shipper address is the same as above

✓ Shipper Address

*Shipper Address

*Shipper City

*Shipper State

New Mexico

*Shipper Zip

*Shipper Country

United States

*Mode of Transportation

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Step 8: Next is the Destination Information Screen

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Destination Information

* Receiver Name

License Number

* Address

* City

* State

New Mexico

* Zip

* Country

United States

* County

* Estimated Arrival Date

* Estimated Arrival Time

* Reason for Shipment

☐ Sale

☐ Lease

☐ Demonstration

☐ Destruction for Gaming Machine

☐ Other

* What is being shipped

* Quantity Shipped

Save for later

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Step 9: Next is the Statement by Applicant Screen

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Statement by Applicant

☐

A person who, in an application, book or record, required to be maintained by the Gaming Control Act (60-26-1 to 60-26-61 NMSA 1978) or by a regulation adopted under that act or in a report required to be submitted by that act or a regulation adopted under that act, knowingly makes a statement or entry that is false or misleading or fails to maintain or make an entry the person knows is required to be maintained or made is guilty of a fourth degree felony and shall be sentenced pursuant to the provisions of section 31-18-15 NMSA 1978. (60-26-54 NMSA 1978).

Applicant Signature

Kyra Portai

* Date

06-24-2026

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Step 10: Next is the Print Application screen to preview all entered information.



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Print Application

Click here to Print Application

Cites **Print Application** to generate a document for notarization. Please print the document, have it signed and notarized, and then upload the completed file back into the system.

Note: Printed applications must be notarized for shipments into and within New Mexico (NM).

Save for later

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Step 11 Step 10: Next is the Upload Documents Screen



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Upload Documents

Document Name	Document Description	Uploaded Files
* Bill of sale or relevant supporting documentation	Bill of sale or relevant supporting documentation	
* Printed Application	Printable copy of application.	

Save for later

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Submit

Step 11: Last is the Confirmation Screen



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Your application has been submitted successfully.

Application Number - PAR-0000000767

Note: THIS IS NOT the TRT number. The official TRT ID will be issued separately by a member of the NMGCB Operations Team.

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