

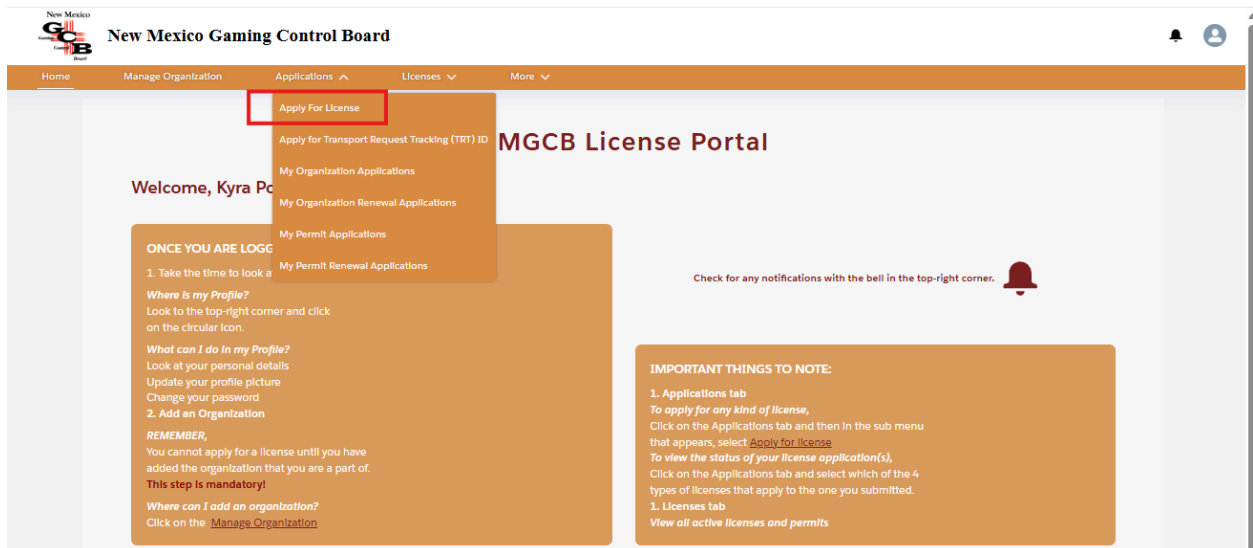
Work Permit User Guide

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

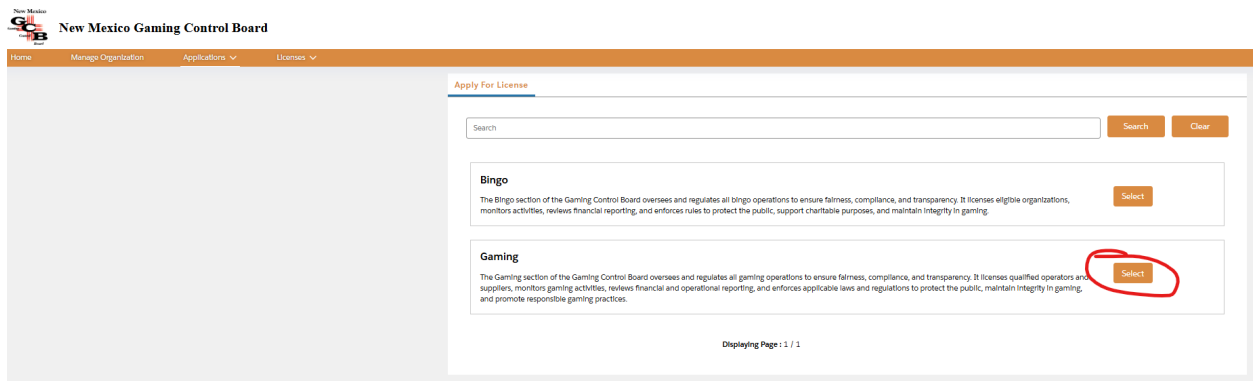
Step 1: Log in to the Portal / External Site via:

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

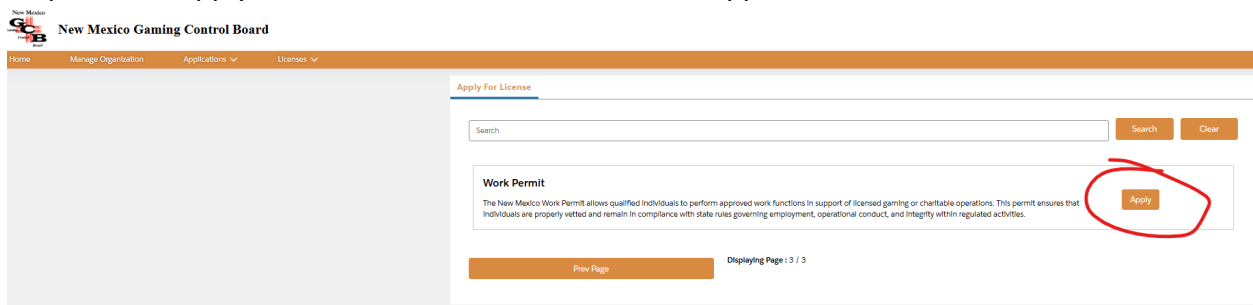
Step 2: Click on Applications -> Apply for License



Step 3: Click Select for 'Gaming' Board



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



Step 5: First is the 'My Permits Screen'. Specify the appropriate choice to begin.

The screenshot shows the 'My Permit Screen' of the New Mexico Gaming Control Board. The page has a header with the board's logo and name, and a navigation bar with links to Home, Manage Organization, Applications, Licenses, and More. The main content area is titled 'My Permit Screen' and contains a section labeled 'Select appropriate choice:' with two radio button options: 'First-Time Work Permit/Update Contact Details' and 'Changing Title within Same Organization'.

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

First-Time Work Permit / Update Contact Details

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

This screenshot shows the 'My Permit Screen' with the 'First-Time Work Permit/Update Contact Details' option selected. Below the selection, there is a section titled 'Search an existing Organization by entering FEIN and/or NM State Tax ID Number.' It contains two input fields: 'FEIN (XX-XXXXXXX)' and 'NM State Tax ID Number (XX-XXXXXX-XX-XX)'. A 'Search' button is located at the bottom of the search section.

My Permit Screen

Select appropriate choice:

☒ First-Time Work Permit/Update Contact Details

☐ 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)

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

Size

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Page

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

Changing Title within Same Organization

My Permit Screen

Select appropriate choice:

☐ First-Time Work Permit/Update Contact Details

☒ Changing Title within Same Organization

Showing 0 of 0

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

Size

Page 1 of 0

Page

- The system displays all active Work 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.

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

The screenshot displays the 'New Mexico Gaming Control Board' website. The header includes the board's logo and name, along with navigation links: Home, Manage Organization, Applications (with a dropdown arrow), and Licenses (with a dropdown arrow). The main content area is titled 'Work Permit Application' and features a sidebar with a list of application steps. The 'Introduction' step is currently selected and highlighted with a blue dot. The main content area shows the 'Introduction' text, which explains the purpose of the New Mexico Work Permit and the requirements for applicants. A 'Next' button is visible on the right side of the main content area.

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Home Manage Organization Applications ▾ Licenses ▾

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The New Mexico Work Permit authorizes eligible individuals to engage in regulated work activities for licensed gaming or charitable organizations operating within the state. Issued by the New Mexico Gaming Control Board, this permit ensures that individuals performing work-related functions meet all eligibility, background, and compliance requirements established under applicable New Mexico gaming laws and regulations.

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Step 8: Next is the Application Information Screen

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Applicant Information

Applicant must be at least 21 years old

Applicant First Name

Applicant Middle Name

Applicant Last Name

Sohee

Martinez

Maiden/Married Names Past or Presently Use

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

Contact Number

Email Address

(757) 494-9859

rpahwa@kyrasolutions.com

*Title

Organization Name

Desert Phoenix Gaming LLC

Organization Phone

*Supervisor Name

(123) 456-7893

Personal Identification

*Sex

Date of Birth

☐ Male ☐ Female

01-31-2007

*Place of Birth (City, State, Country)

*Social Security Number

Identification

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

*State License Issued

*U.S. Citizen

☐ Yes ☐ No

Physical Appearance

*Height (Inches or feet/inches)

*Weight (In pounds)

Step 9: Next is the Marital Status Screen. Based on selection, additional fields may appear.

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Marital Status

*Marital Status

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

Save for later

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Step 10: Next is the Address Information Screen. Click Add new to add an entry to the table

The screenshot shows the 'New Mexico Gaming Control Board' website. The top navigation bar includes 'Home', 'Manage Organisation', 'Applications', and 'Licenses'. The main content area is titled 'Work Permit Application' and features a sidebar with a list of steps: Introduction, Applicant Information, Marital Status, Address Information (highlighted), Employment Information, Personal History, Financial History, Affirmation & Statement, Certification, Work Permit Conditions, Fingerprint Instructions, Instructions of Criminal And Investigatory Proceedings, Notice To Applicant, Proceeding Questions, Proceeding Explanations, FBI Privacy Act, Attestation, Upload Documents, Payment, and Confirmation. The 'Address Information' section is active, displaying a table of addresses. The table has columns for 'Address', 'From', and 'To'. It lists two addresses: 5521 Sandia Ridge Ct NE, Albuquerque, NM 87111, US (from 01/30/2019 to 02/19/2026) and 4021 Turquoise Trail SE, Rio Rancho, NM 87124, US (from 02/14/2007 to 02/17/2016). Each entry has edit and delete icons. An 'Add New' button is in the top right. Below the table is a 'Page 1 of 1' indicator and 'Previous' and 'Next' buttons. A 'Save for later' link is also present.

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Address Information

List all addresses where you have lived during the last 10 years, not including present address.

Address Information [Add New](#)

Address	From	To	
5521 Sandia Ridge Ct NE, Albuquerque, NM 87111, US	01/30/2019	02/19/2026	edit delete
4021 Turquoise Trail SE, Rio Rancho, NM 87124, US	02/14/2007	02/17/2016	edit delete

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[Save for later](#) [Previous](#) [Next](#)

Step 11: Next is the Employment Information Screen. Click Add New to add an entry. 1 entry minimum.

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Employment Information

List all places where you have worked during the last 10 years, not including present one.

Employment Information

Add New

Organization Name	Job Title	Start Date	End Date
No data available			

*Required

Explain the employment gap

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Employment Information

* Organization Name

* Address

* City

* State

* Zip Code

* Country

* Supervisor's Name

* Job Title

☐ Current Employer

* Phone Number

* Start Date

* End Date

Save

Step 12: 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 under 21 years of age at the time of this application?

☐ Yes ☐ No

*Are you living in the household of any person employed by the New Mexico Gaming Control Board?

☐ Yes ☐ No

*Are you an officer, reserve police officer, agent, or employee of any law enforcement agency of the State of New Mexico or of any law enforcement agency or detention or correctional facility within New Mexico?

☐ 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?

☐ 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

Save for later

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Step 13: 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!

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

☐ Yes ☐ No

*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 14: Next is the Affirmation & Statement Screen

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I, state under penalty of perjury that the entire Gaming Work 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 Gaming Work 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 Gaming Work 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 Gaming Work Permit Application. If I fail to pay all the expenses incurred by the State for processing this Gaming Work 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 work permit.

*Legal Full Name

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Step 15: Next is the Certification Screen

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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 Gaming Control Act, Sections 60-2E-1 through 60-2E-61 NMSA 1978 ("Act") and administrative rules, plans and policies adopted or approved by the Board (collectively "Rules" New Mexico Administrative Code 15.1 et seq.) and I understand and will implement the requirements including changes of the Act and Rules.

2. I have read the minimum internal controls established or approved by the Board for use by the gaming operator licensee ("Licensee") for which I am a work permittee, and I understand the requirements of the minimum internal controls.

3. I have read the compulsive gambling assistance plan required by the Act and Board rules and approved by the Board for use by the Licensee, and I understand the requirements of the compulsive gambling assistance plan.

4. I understand and agree that, as a work 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, the minimum internal controls and compulsive gambling assistance plan.

5. 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, requirements of the minimum internal controls and compulsive gambling assistance plan.

*Legal Full Name

*Date

Signature

Save SignatureClear

Save for later

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Step 16: Next is the Work Permit Conditions Screen

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Work Permit Conditions

I understand and agree that the work 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 work 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 Gaming Control Act and NML Administrative code gaming rules in order to retain a work permit. I also understand and agree that the work permit will be subject to immediate revocation if these conditions are not met to the Board's satisfaction.

* Legal Full Name
* Date

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Step 17: Next is the Fingerprint Instructions Screen

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*Email address for authorization

*Phone Number

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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 Questionnaire and Explanations page.

* Signature

* Date

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Step 19: 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 excuses will justify a failure to disclose your criminal record. The New Mexico Gaming Control Board (NMGCGB) will conduct a complete background investigation. **Your fingerprints will be used to check the FBI's criminal history record information (CHRI).** In addition, the NMGCGB 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 60-25-54 NMSA 2019. 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 20: Next is the Proceeding Questions Screen

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Proceeding Questions

* 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 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

* 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

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Step 21: Next is the Proceeding Explanations Screen

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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?
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 Fe and NM		📄 🔍 ✎ 🗑
09-04-2019	NM	ABC	📄 🔍 ✎ 🗑

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Step 22: Next is the FBI Privacy Act Screen

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FBI Privacy Act

Federal regulation requires the NMGCGB 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 Biometric 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.

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Step 23: Next is the 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.

*Name

Date

03-23-2026

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Step 24: Next is the Upload Documents Screen

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☐ Show only notary documents

☐ Show only downloadable documents

Document Name	Document Description	Uploaded Files
*Explanation for Yes Responses	Upload explanations and documentation for any Yes answers on the application.	
*Government-Issued Photo ID	Upload a color copy of your valid driver's license or state ID.	
*Notarization Document	Signed and notarized affirmation and consent form.	
*Current Credit Report	Upload a credit report issued within the past 90 days from TransUnion, Equifax, or Experian.	
*Credit Issue Explanations	Upload explanations for accounts that are past due, in collections, or under judgment.	
*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 25: 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 \$75 (Application Fee)

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

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Pay and Submit

Step 26: Last is the Confirmation Screen

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Your application has been submitted successfully.
Application Number : PAR-0000000368

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