



New Mexico
Gaming Work
Permit Renewal
Application

(EFFECTIVE NOVEMBER 1, 2016)

New Mexico Gaming Control Board

4900 Alameda Blvd. NE
Albuquerque, NM 87113
Phone: (505) 841-9700
Fax: (505) 841-9725
Web: www.nmgcb.org

RENEWING YOUR Gaming Work Permit

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OBTAIN YOUR APPLICATION

Applications can be obtained from:

New Mexico Gaming Control Board
4900 Alameda Blvd. NE
Albuquerque, NM 87113

Or from our website at:

www.nmgcb.org

WHO NEEDS A WORK PERMIT?

All gaming positions, excluding:

- Bartenders, cocktail servers, or other persons engaged solely in preparing or serving food or beverage
- Secretarial personnel
- Janitorial personnel
- Stage, sound, and light technicians
- Other non-gaming personnel

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FILL OUT YOUR APPLICATION

Items you must provide include, but are not limited to:

- Application forms (*completed with notarized signature*)
- Photocopy of official valid ID (*driver's license or state-issued identification card*)
- Cogent Proof of Fingerprint Receipt or Registration Receipt for Hardcards *
- Photograph of applicant (*in duplicate*) (*NO SCANNED IMAGES*)
- \$75 application fee for a three-year Universal Gaming Work Permit

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SUBMIT YOUR APPLICATION

Deliver to:

New Mexico Gaming Control Board
4900 Alameda Blvd. NE
Albuquerque, NM 87113

Make check or money order payable to New Mexico Gaming Control Board, Payment for Cogent Fingerprinting Services will not be accepted.

***INCOMPLETE APPLICATIONS MAY NOT BE ACCEPTED!**

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RECEIVING YOUR WORK PERMIT

When the Board's office accepts the work permit application your name will be placed on a Provisional List which will allow you to begin work in a gaming establishment. Once the backgrounding process is complete, you will receive a NM Gaming Work Permit Badge that shall be worn at all times while working in a gaming establishment. If your application is taken before the Board, it will be either approved or denied. If approved, you will receive an official Decision and Order stipulating any specific or standard conditions that may have been placed on your Work Permit.

* Please refer to Administrative Rule 15.1.5.23 NMAC for applicable fees.



New Mexico Gaming Control Board
GAMING RENEWAL WORK PERMIT APPLICATION

(EFFECTIVE NOVEMBER 2016)

MUST BE SUBMITTED 30 DAYS PRIOR TO EXPIRATION WITH NEW PICTURES AND FINGERPRINTS

Licensee's Printed Name (Last, First, Middle)				
Physical Home Address		City	State	Zip
Mailing Address (If different from physical address)		City	State	Zip
Date of Birth	Social Security #	Driver's License/ State ID #	Contact Phone #	Work Phone #
Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Common-Law <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Engaged				
Name of Establishment(s) Requesting to Register For:			Email Address	
Phone	Job Title	Supervisor's Name		Start/Effective Date
Name of Establishment(s) Currently Work For:				
Phone	Job Title	Supervisor's Name		Start/Effective Date

Please respond to all of the questions by checking the appropriate box. The Board reserves the right to require additional information in connection with this renewal application.

NOTE: YOU MUST COMPLETE THE TWO AUTHORIZATION FORMS.

1. Have you previously held a work permit issued by the New Mexico Gaming Control Board, other than the one you currently possess? (Example: You may have changed employment from one gaming licensed entity to another.) If YES, identify your previous employer(s). List all gaming employers if you work in more than one gaming operation.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2. Since licensure or last renewal, have you been delinquent in the filing of any tax return or in the payment of any taxes, interest, or penalties due to any taxing agency? If YES, attach an explanation and all applicable documentation.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3. Since licensure or last renewal, have you been delinquent in the payment of any judgments filed against you, in the payment of any child support, or in the repayment of any loan? If YES, attach an explanation of all applicable documentation.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
4. Since licensure or last renewal, have you been served with a criminal summons, arrested, charged, or convicted of any misdemeanor or felony offence? If YES, attach an explanation and all official court documentation.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
5. Since licensure or last renewal, have you been arrested, or convicted of any serious driving offence license, including DWI, reckless driving, leaving the scene of an accident (hit and run), driving under suspension or revocation, or any other offense which resulted in you being taken into police custody? If YES, attach an explanation and all official court documentation.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
6. Since licensure or last renewal, have you applied for any other gaming related licenses, permits, or other authorization? Have you had any such permits denied, revoked, or subjected to disciplinary action? If YES, attach an explanation and all applicable documentation.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
7. Are you related to any other person licensed by the New Mexico Gaming Control Board or anyone licensed at the entity you are applying?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
8. Since last renewal, have you as an individual, holder, or principal of any form of business entity, or as an owner, officer or director of a corporation ever filed a bankruptcy petition? If YES, attach an explanation of all applicable documentation.	<input type="checkbox"/> YES	<input type="checkbox"/> NO

FOR AGENCY USE ONLY

WORK PERMIT RENEWAL FEE.....\$75.00 <input type="checkbox"/> Check #_____ <input type="checkbox"/> Money Order #_____	Universal #	Entity Control #
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CERTIFICATION

I, Applicant's Printed Name, 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 Admin Code 15.1. et seq.)¹, and I understand and will implement the requirements including amendments and changes of the Act and Rules.
2. I have read the minimum internal controls including amendments and changes established or approved by the Board for use by the gaming operator licensee ("Licensee") for which I am a key person, 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. I understand I am responsible for reporting any violations of the Act or Rules.
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.

Printed Full Legal Name (Last, First, Middle) _____

Signature (Must be notarized by notary public) _____ Date: _____

State of _____)

County of _____)

Subscribed and sworn to before me by _____ this _____ day of _____, _____.

My commission expires: _____ Signed: _____

Notary Public

[SEAL]

1. The Statutes & Administrative Rules as amended can be found on our website at www.nmgcb.org



APPLICANT'S INVESTIGATION AUTHORIZATION -AND- REQUEST TO RELEASE INFORMATION

1. I/We, Applicant's Printed Name, hereby authorize the New Mexico Gaming Control Board or its designee ("collectively, "Board") to conduct a complete investigation into my/our personal background, using whatever legal means they deem appropriate. I/We hereby waive any rights of confidentiality in this regard.
2. I/We hereby authorize and request a review, full disclosure, and release of any and all information, materials, and documents concerning me/us requested by the New Mexico Gaming Control Board ("Board"), its agents, or employees, whether the information, materials, and documents are of a public, private, or confidential nature and whether the information, materials, and documents would otherwise be protected from disclosure by any constitutional, statutory or common law privilege.
3. I/We understand that by signing this request, a financial records check will be conducted. I/We authorize any financial institution, financial services company and/or credit reporting agency to release to the Board, its agents, or employees, a complete and accurate record of my/our financial transactions, including but not limited to internal banking memoranda, past and present loan applications, checking account records, savings deposit records, safe deposit box records, securities transactions, credit reports and any other documents relating to my/our personal or business financial records in whatever form and wherever located.
4. I understand that by signing this authorization, a criminal history check will be performed. I authorize the Board to obtain, maintain, and use from any source, any information concerning me contained in any type of criminal history record files, wherever located. I understand that the criminal history record files contain records of arrests that may have resulted in a disposition other than a finding of guilt (i.e., dismissed charges, or charges that resulted in a not guilty finding.) I understand that the information may contain listings of charges that resulted in suspended imposition of sentence, even though I successfully completed the conditions of said sentence and was discharged pursuant to law. I authorize the release of this type of information, even though this record may be designated as "confidential" or "nonpublic" under the provisions of state or federal law.
5. I/We authorize the Board, its agents, or employees to determine the persons or entities to whom this Request is to be presented.
6. I/We understand that the Board, its agents, or employees will conduct a complete and comprehensive investigation to determine the validity of all information gathered. The Board, the State of New Mexico, and the agents and employees of either, will not be held liable for inaccurate information.
7. If this Request is not sufficient to obtain access to certain records, I/we understand that I/we may be asked to sign another appropriate authorization or release and that any failure to do so may be taken into consideration by the Board, its agents, or employees in reviewing my/our application.
8. I/We understand that I/we may revoke this Request in writing at any time and that the Board, its agents, or employees may take the revocation into consideration in reviewing my/our application.
9. Upon receipt by the Board of a written request indicating an application in another jurisdiction for a gaming related license or permit, I/we consent to the disclosure of confidential information compiled by the Board in connection with my Board application to any law enforcement or any regulatory agency in that other jurisdiction, including any other state, the government of the United States, foreign country or Indian Tribe.
10. This authorization, information in the application, and fingerprints will be used to check the criminal history records of the FBI. If you believe any of the information in the FBI report is incomplete or inaccurate, you can apply to change, correct or update the FBI identification record. The procedure to do this is set forth in Title 28, C.F.R. §16.34. In the event you choose to engage in this process, upon written notice to the Licensing Division of the NMGCB, you will be given a reasonable amount of additional time before a decision is made concerning your application.

APPLICANT'S INVESTIGATION AUTHORIZATION -AND- REQUEST TO RELEASE INFORMATION (continued)

11. I/We hereby release, waive, discharge, and agree to hold harmless, and otherwise waive liability as to the State of New Mexico, the Board, and other agents or employees of the State of New Mexico for any damages resulting from any collection, use, disclosure, or publication in any manner, of any material or information acquired during inquiries, investigations, or hearings. I/We hereby authorized the lawful use, disclosure, or publication of this material or information so long as any disclosure is consistent with the confidentiality provisions of the Gaming Control Act and applicable Board rules. If this Authorization and Release is presented to another gaming regulatory agency in any State in which I/We have been granted a permit, license, privilege or any similar authority, I/We hereby authorize and direct that any duly authorized agent or employee of the New Mexico Gaming Control Board be permitted to review and obtain copies of any and all documents, records, or correspondence contained in any licensing file. I/We hereby authorize said agency, to make full and complete disclosure of any and all information including, but not limited to, complaints filed against me, disposition thereof, imposition of discipline, whether private or public, as well as such other information on file or available concerning me. I/We hereby release, waive, discharge, and agree to hold harmless, and otherwise waive liability as to those gaming regulatory agencies that provide any such information to the New Mexico Gaming Control Board.
12. I/We do, for myself/ourselves, my/our heirs, executors, administrators, successors, and assigns, hereby release the providers of the information collected pursuant to this Request, and their agents and employees, from any and all liability arising out of or by reason of complying with this Request.
13. A photocopy of this Request will be considered as valid and effective as the original.

Printed Full Legal Name (Last, First, Middle) _____

Signature (Must be notarized by notary public) _____ Date: _____

Spouse's Printed Full Legal Name (Last, First, Middle) _____

Spouse's Signature (Must be notarized by notary public) _____ Date: _____

State of _____)

County of _____)

Subscribed and sworn to before me by _____ and _____

this _____ day of _____, _____ .

My commission expires: _____ Signed: _____

[SEAL]

Notary Public



AFFIRMATION

I affirm that the answers contained herein are true and complete. If this application or attachments contain false information, I understand that I may be subject to penalties as stated in the Gaming Control Act, including criminal charges and revocation of licenses granted, and that I may be charged with perjury or other crimes for intentional omissions and misrepresentations pursuant to New Mexico law.

My obligation and responsibilities continue so as long as I am a holder of a valid work permit.

Printed Full Legal Name (Last, First, Middle) _____

Signature (Must be notarized by notary public) _____ Date: _____

State of _____)

County of _____)

Subscribed and sworn to before me by _____ this _____ day of _____, _____ .

My commission expires: _____ Signed: _____

Notary Public

[SEAL]



PHOTOGRAPH OF APPLICANT

AFFIX TWO, 2" X 2" COLOR PHOTOGRAPHS THAT WERE TAKEN WITHIN THE PAST SIX MONTHS. PRINT YOUR NAME ON THE FRONT BOTTOM BORDER OF THE PHOTOGRAPH BEFORE ATTACHING IT.

IF YOU ARE PROVIDING A DIGITAL IMAGE, ATTACH CD WITH YOUR NAME PRINTED ON THE DISC, OR SUBIT BY EMAIL TO:
GCB-LICENSING@STATE.NM.US

IMPORTANT:
FAILURE TO ANSWER ANY QUESTION COMPLETELY AND TRUTHFULLY OR TO ATTACH REQUIRED DOCUMENTATION ON THIS FORM WILL RESULT IN DENIAL OF YOUR APPLICATION.

Initials: _____ Date: _____



PHOTO ID

AFFIX A COLOR COPY OF YOUR
VALID DRIVERS LICENSE OR
STATE-ISSUED
IDENTIFICATION CARD

IMPORTANT
FAILURE TO ANSWER ANY QUESTION ON
THIS FORM COMPLETELY AND
TRUTHFULLY WILL RESULT IN DENIAL OF
YOUR APPLICATION.

Initials: _____ **Date:** _____



ALIEN REGISTRATION

Affix a copy of
Alien Registration
Card or
Naturalization
Information.

(If Applicable)

**IMPORTANT:
FAILURE TO ANSWER ANY QUESTION
COMPLETELY AND TRUTHFULLY OR TO
ATTACH REQUIRED DOCUMENTATION ON
THIS FORM WILL RESULT IN DENIAL OF YOUR
APPLICATION.**

Initials: _____ Date: _____



CREDIT REPORT

Affix a copy your most current
credit report.

NOTE:

Must be run within the past 90 days.

Source of information must come
from one of the three major credit
information companies:

Transunion
Equifax
Experian

**IMPORTANT:
FAILURE TO ANSWER ANY QUESTION
COMPLETELY AND TRUTHFULLY OR TO
ATTACH REQUIRED DOCUMENTATION ON
THIS FORM WILL RESULT IN DENIAL OF YOUR
APPLICATION.**

Initials: _____ **Date:** _____



CREDIT EXPLANATIONS

Affix written explanations on
each account that is:

Past Due
Under Collection
Under a Civil Judgement

(If Applicable)

**IMPORTANT:
FAILURE TO ANSWER ANY QUESTION
COMPLETELY AND TRUTHFULLY OR TO
ATTACH REQUIRED DOCUMENTATION ON
THIS FORM WILL RESULT IN DENIAL OF YOUR
APPLICATION.**

Initials: _____ **Date:** _____



PAYMENT AGREEMENT(S)

Affix any payment
agreements entered into for
delinquent accounts.

(If Applicable)

**IMPORTANT:
FAILURE TO ANSWER ANY QUESTION
COMPLETELY AND TRUTHFULLY OR TO
ATTACH REQUIRED DOCUMENTATION ON
THIS FORM WILL RESULT IN DENIAL OF YOUR
APPLICATION.**

Initials: _____ **Date:** _____



EXPLANATIONS

Affix written explanations and documentation to any question answered "Yes" on page 3.

**IMPORTANT:
FAILURE TO ANSWER ANY QUESTION
COMPLETELY AND TRUTHFULLY OR TO
ATTACH REQUIRED DOCUMENTATION ON
THIS FORM WILL RESULT IN DENIAL OF YOUR
APPLICATION.**

Initials: _____ Date: _____



**COURT DOCUMENTATION
(SINCE LAST RENEWAL)**

For each offense for which you were arrested and/or charged affix documentation if in your possession, control or availability. Include documentation which shows final disposition of the case.

If unable to obtain Official Court Documentation please affix written statement attesting to the reason(s).

**IMPORTANT:
FAILURE TO ANSWER ANY QUESTION
COMPLETELY AND TRUTHFULLY OR TO
ATTACH REQUIRED DOCUMENTATION ON
THIS FORM WILL RESULT IN DENIAL OF YOUR
APPLICATION.**

Initials: _____ **Date:** _____



FINGERPRINTS

* **In-State Applicants:** Register and make payment to Cogent (www.cogentid.com); Have Fingerprints taken; Submit the "Proof of Fingerprint Submission" receipt with completed application.

* **Out-of-State Applicants:** See the NMGCB website, www.nmgcb.org/fingerprints for complete fingerprint hard card instructions and mailing information. ***PAYMENTS TO COGENT WILL NOT BE ACCEPTED BY NMGCB**

Affix applicable
Fingerprint information.

See instructions above.

**IMPORTANT:
FAILURE TO ANSWER ANY QUESTION
COMPLETELY AND TRUTHFULLY OR TO
ATTACH REQUIRED DOCUMENTATION ON
THIS FORM WILL RESULT IN DENIAL OF YOUR
APPLICATION.**

Initials: _____ **Date:** _____