



New Mexico  
Gaming  
Work Permit  
Application

**(EFFECTIVE NOVEMBER 1, 2016)**

New Mexico Gaming Control Board

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

# APPLYING FOR 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](http://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

\* Attach ALL Required Documentation

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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 back grounding 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.

# STATE OF NEW MEXICO

## GAMING CONTROL BOARD

4900 Alameda Blvd NE  
Albuquerque, NM 87113  
Phone (505) 841-9700  
FAX (505) 841-9725



Dear Applicant:

Thank you for your interest in becoming a licensed gaming employee. Before you submit your application, you should be aware of a few facts.

The gaming industry in New Mexico will be one of the most scrutinized businesses in the state because New Mexico citizens want the industry and everyone involved in it free from even the hint of any corruption or dishonesty. That's why we take our regulation of the industry very seriously, including the issuance of work permits.

During the licensing process, we will conduct a thorough check of your background. This will include, without exception, a criminal background check. It will also involve an examination of your financial records and other documents. If you pass the background investigation, you will be issued a work permit that will allow you to work in a gaming establishment. You should know that a gaming work permit is a privilege, not a right. To be considered for this privilege, you must be thoroughly honest on your license application.

In particular, we ask you on page 3 of the application: "...since you turned age 18, have you ever been arrested, served with a criminal summons, charged with, or convicted of **ANY** crime or offense in any manner?" The application requires you to explain **ALL** such arrests or charges regardless of the final outcome.

Here are some of the excuses gaming regulators sometimes hear from people who have failed to disclose arrests:

- My attorney told me I didn't have to disclose.
- I didn't think I was arrested, because I only got a ticket.
- My arrest didn't have anything to do with gaming.
- I didn't think that was still on my record.

Neither these nor any other excuse, however, will justify a failure to disclose your criminal record.

You have been informed throughout this application to disclose **ALL** arrests. You will not necessarily be denied a license if you have ever been arrested, but you will certainly be denied if you fail to disclose any arrest. If you are not clear about what you need to disclose, call the Gaming Control Board Licensing Division for assistance in answering any questions you might have.

***I have read and understand this letter.***

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_



New Mexico Gaming Control Board  
**WORK PERMIT APPLICATION**  
**(EFFECTIVE NOVEMBER 1, 2016)**

Applicant's Printed Name (last, first, middle)				
Maiden/Married Names Past or Presently Used (Attach separate sheet if necessary)			Nicknames, Aliases, or any name that you have ever been known by (Attach separate sheet if necessary)	
Sex <input type="checkbox"/> M <input type="checkbox"/> F	Social Security Number	Other Social Security Numbers Used <input type="checkbox"/> Yes <input type="checkbox"/> No *If "Yes", attach details.	Date of Birth	Drivers License No. / I.D. # & State License Issued
Place of Birth (city, state, country)				
Height	Weight	Hair Color	Eye Color	U.S. Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No *If "No", attach details and indicate Alien Registration Number here:
Physical Address				Contact Number ( )
City	State	Zip	County	Length at This Address
Mailing Address, if different from Physical Address (city, state, zip)				Email Address
List all addresses where you have lived during the last five years, not including present address. (Attach separate sheet if necessary)				
STREET AND NUMBER		CITY/STATE/ZIP		FROM TO
Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Common-Law <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widowed <input type="checkbox"/> Engaged				
Name of Spouse, if applicable				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				
Name & address of establishment(s) where you will be working		Entity License #	Phone	Job Title
Name & address of establishment(s) where you will be working		Entity License #	Phone	Job Title
Name & address of current employer if non-gaming			Phone	Job Title
Name & address of 3 previous employers 1.			Phone	Job Title
2.			Phone	Job Title
3.			Phone	Job Title

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

FOR AGENCY USE ONLY				
APPLICATION FEE.....\$75.00	<input type="checkbox"/> Check # _____	Application Control #	Universal Control #	Entity Control #
	<input type="checkbox"/> Money Order # _____			

**NOTICE:** THE GAMING WORK PERMIT APPLICATION IS AN OFFICIAL DOCUMENT. IF YOU PROVIDE FALSE INFORMATION ON YOUR GAMING WORK PERMIT APPLICATION AND/OR DO NOT DISCLOSE ALL APPLICABLE INFORMATION THE APPLICATION ASKS FOR, YOUR LICENSE IS SUBJECT TO DENIAL OR REVOCATION, AND YOU MAY BE SUBJECT TO CRIMINAL PROSECUTION PURSUANT TO 60-2E-54 NMSA 1978. THE GAMING CONTROL BOARD WILL CONDUCT A COMPLETE BACKGROUND INVESTIGATION AND WILL CHECK ALL SOURCES OF INFORMATION. YOU ARE ADVISED THAT IT IS BETTER TO DISCLOSE ALL INFORMATION RATHER THAN FACE DENIAL, REVOCATION, OR CRIMINAL PROSECUTION.

<b>PERSONAL HISTORY</b>	
1. Are you <b>UNDER</b> 21 years of age at the time of this application?	<input type="checkbox"/> YES* <input type="checkbox"/> NO
2. Are you living in the household of any person employed by the New Mexico Gaming Control Board?	<input type="checkbox"/> YES* <input type="checkbox"/> NO
3. 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?	<input type="checkbox"/> YES* <input type="checkbox"/> NO
4. 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?	<input type="checkbox"/> YES* <input type="checkbox"/> NO
5. Have you ever had a work permit or gaming license denied, suspended or revoked in this or any other state or jurisdiction?	<input type="checkbox"/> YES* <input type="checkbox"/> NO
6. 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
<b>*IF YOU ANSWERED YES TO ANY OF THE QUESTIONS ABOVE, GIVE DETAILS ON EXPLANATION SHEET(S) AND INCLUDE ANY ITEMS CURRENTLY UNDER FORMAL DISPUTE OR LEGAL APPEAL. ATTACH COPIES OF ANY DOCUMENTS TO PROVE YOUR SETTLEMENT ON THIS ISSUE.</b>	
<b>FINANCIAL HISTORY</b>	
1. Are you or have you been delinquent in the filing of any tax return with any taxing agency?	<input type="checkbox"/> YES* <input type="checkbox"/> NO
2. Are you or have you been delinquent in the payment of any taxes, interest, or penalties due to any taxing agency?	<input type="checkbox"/> YES* <input type="checkbox"/> NO
3. Are you or have you been delinquent in the payment of any judgments due to any governmental agency?	<input type="checkbox"/> YES* <input type="checkbox"/> NO
4. Are you or have you been delinquent in the repayment of any loans, credit or any other debt?	<input type="checkbox"/> YES* <input type="checkbox"/> NO
5. Are you or have you been delinquent in the payment of any child support?	<input type="checkbox"/> YES* <input type="checkbox"/> NO
6. Have you, as an individual ever filed a bankruptcy petition?	<input type="checkbox"/> YES* <input type="checkbox"/> NO
<b>*IF YOU ANSWERED YES TO ANY OF THE QUESTIONS ABOVE, GIVE DETAILS ON EXPLANATION SHEET(S) AND INCLUDE ANY ITEMS CURRENTLY UNDER FORMAL DISPUTE OR LEGAL APPEAL. ATTACH COPIES OF ANY DOCUMENTS TO PROVE YOUR SETTLEMENT ON THIS ISSUE.</b>	

Applicant's Printed Name (Last, First, Middle) \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**NOTICE:** THE GAMING WORK PERMIT APPLICATION IS AN OFFICIAL DOCUMENT. IF YOU PROVIDE FALSE INFORMATION ON YOUR APPLICATION OR DO NOT DISCLOSE ALL APPLICABLE INFORMATION, YOUR LICENSE IS SUBJECT TO DENIAL OR REVOCATION, AND YOU MAY BE SUBJECT TO CRIMINAL PROSECUTION PURSUANT TO [60-2E-54 NMSA 1978]. THE GAMING CONTROL BOARD WILL CONDUCT A COMPLETE BACKGROUND INVESTIGATION AND WILL CHECK ALL SOURCES OF INFORMATION. YOU ARE ADVISED THAT IT IS BETTER TO DISCLOSE ALL INFORMATION THAN FACE DENIAL, REVOCATION, OR CRIMINAL PROSECUTION.

**CRIMINAL HISTORY**

1. Have you ever been:			
<b>ARRESTED/DETAINED</b>	<input type="checkbox"/> YES* <input type="checkbox"/> NO	<b>SERVED WITH A CRIMINAL SUMMONS</b>	<input type="checkbox"/> YES* <input type="checkbox"/> NO
<b>CHARGED WITH ANY CRIME OR OFFENSE IN ANY MANNER</b>	<input type="checkbox"/> YES* <input type="checkbox"/> NO	<b>CONVICTED OF ANY CRIME OR OFFENSE IN ANY MANNER</b>	<input type="checkbox"/> YES* <input type="checkbox"/> NO

**INCLUDES ANY FELONY or MISDEMEANOR OFFENSE**

- You must include **ALL** arrests, charges, and convictions since the age of 18.
  - You must include **ALL** arrests, charges, and convictions regardless of the class of crime (felony or misdemeanor)
  - You must include **ALL serious traffic offenses**, including DWI; reckless driving; leaving the scene of an accident (hit and run); 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.
- NOTICE: THE FINGERPRINTS WHICH YOU ARE REQUIRED TO SUBMIT WITH THIS APPLICATION WILL BE USED TO CHECK THE CRIMINAL HISTORY RECORDS OF THE FBI (FEDERAL BUREAU OF INVESTIGATION) AND THE STATE OF NEW MEXICO.**

2. Have you ever been convicted of any gambling-related felony, misdemeanor, or petty offense?	<input type="checkbox"/> YES* <input type="checkbox"/> NO
3. Have you served a sentence, including probation or parole, for any felony, misdemeanor, petty offense, or administrative action?	<input type="checkbox"/> YES* <input type="checkbox"/> NO
4. 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?	<input type="checkbox"/> YES* <input type="checkbox"/> NO
5. Have you ever been identified as an habitual offender or a member of an organized crime cartel?	<input type="checkbox"/> YES* <input type="checkbox"/> NO
6. 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?	<input type="checkbox"/> YES* <input type="checkbox"/> NO
7. Have you ever been the subject of any investigation by any law enforcement agency?	<input type="checkbox"/> YES* <input type="checkbox"/> NO

**\*IF YOU ANSWERED YES, EXPLAIN IN DETAIL ON A SEPARATE SHEET AND ATTACH IT TO YOUR APPLICATION. FOR EACH OFFENSE FOR WHICH YOU WERE ARRESTED OR CHARGED. THIS INFORMATION SHOULD INCLUDE WHETHER YOU WERE FOUND GUILTY OR NOT GUILTY AND THE PENALTY (MONEY FINE, TIME IN JAIL OR PRISON, OR PROBATION OR DEFERRED SENTENCE). IF YOU RECEIVED A DEFERRED JUDGMENT, A DE-FERRED SENTENCE, OR PROBATION, YOUR DOCUMENTATION MUST INCLUDE THE DATE THAT YOU WERE DISCHARGED OR RELEASED FROM PROBATION OR OTHER SUPERVISION.**



*I have thoroughly read and understand the questions above, and understand that I may be unable to hold a New Mexico Gaming Work Permit if, presently or at any time in the future, I can ever answer "Yes" to any of the questions above.*

Applicant's Printed Name (Last, First, Middle) \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_



# 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 Administrative Code 15.1 et seq.)<sup>1</sup>, 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.

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]



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

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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.



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

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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 & CONSENT

I, Applicant's Printed Name, 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.

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]



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## WORK PERMIT CONDITIONS

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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 NM 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.

The award of a New Mexico Gaming Control Board Work Permit is a privilege not a right.

I, Applicant's Printed Name, retain/hold no property interest right in the work permit.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## 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 pages 5 & 6.

**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

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](http://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](http://www.nmgcb.org/fingerprints) for complete fingerprint hard card instructions, receipt 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:** \_\_\_\_\_