



New Mexico
Bingo Staff
Permit
Application

(EFFECTIVE SEPTEMBER 1, 2017)

New Mexico Gaming Control Board

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

APPLYING FOR YOUR Bingo Staff Permit

1

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

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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*)
- Photograph of applicant (*in duplicate*) (*NO SCANNED IMAGES*)
- Caller - \$75.00 (\$50 application fee + \$25 Supplementary background fee) for a three-year Universal Staff Permit
- Bingo Manager/Game Accountant - \$100.00 (\$50 application fee + \$50 Supplementary background fee) for a three-year Universal Staff Permit

* **Attach ALL Required Documentation**

3

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.

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RECEIVING YOUR STAFF PERMIT

Once the backgrounding process is complete, you will receive a NM Bingo Staff Badge that shall be worn at all times while working in a bingo establishment. The Staff permit is to remain onsite at all times.

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

* Please refer to Administrative Rule 15.4.2.14 NMAC for applicable fees.



New Mexico Gaming Control Board
STAFF PERMIT APPLICATION
(EFFECTIVE SEPTEMBER 1, 2017)

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				
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
				Supervisor's Name
Name & address of establishment(s) where you will be working		Entity License #	Phone	Job Title
				Supervisor's Name
Name & address of current employer if non-gaming			Phone	Job Title
				Supervisor's Name
Name & address of 3 previous employers			Phone	Job Title
1.				Supervisor's Name
2.				Supervisor's Name
3.				Supervisor's Name

Signature of Applicant _____ Date _____

FOR AGENCY USE ONLY				
TOTAL FEES..... Caller: \$75.00	<input type="checkbox"/> Check # _____	Application Control #	Universal Control #	Entity Control #
Bingo Manager/Accountant: \$100.00	<input type="checkbox"/> Money Order # _____			

NOTICE: THE Bingo STAFF PERMIT APPLICATION IS AN OFFICIAL DOCUMENT. IF YOU PROVIDE FALSE INFORMATION ON YOUR 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 60-2F-10 (C) NMSA 1978. THE GAMING CONTROL BOARD WILL CONDUCT A COMPLETE BACKGROUND INVESTIGATION AND WILL CHECK ALL SOURCES OF INFORMATION.

PERSONAL HISTORY Bingo Managers , Alternate Bingo Managers & Game Accountants	
1. Are you currently an officer, stockholder, owner or co-owner of the licensee for which you are applying?	<input type="checkbox"/> YES* <input type="checkbox"/> NO
2. Have you been a member in good standing for the licensed organization for which you are applying for more than six (6) months?	<input type="checkbox"/> YES* <input type="checkbox"/> NO
3. 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
4. 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
5. 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
<p>* 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.</p>	
FINANCIAL HISTORY	
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
<p>* 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.</p>	

Applicant's Printed Name (Last, First, Middle) _____

Signature of Applicant _____ Date _____

NOTICE: THE BINGO STAFF 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 [60-2F-10 (C) NMSA 1978]. THE GAMING CONTROL BOARD WILL CONDUCT A COMPLETE BACKGROUND INVESTIGATION AND WILL CHECK ALL SOURCES OF INFORMATION.

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

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 Bingo Staff 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 _____



AFFIRMATION & STATEMENT

I, Applicant's Printed Name, 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.

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

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 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 Statues & Rules can be found on our website at www.nmgcb.org

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

Signature of Applicant _____ Date: _____

(Must be notarized by notary public)

State of _____)

County of _____)

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

My commission expires: _____ Signed: _____

Notary Public

[SEAL]

APPLICANT'S INVESTIGATION AUTHORIZATION AND REQUEST TO RELEASE INFORMATION

1. I Applicant's Printed Name, hereby authorize the New Mexico Gaming Control Board or its designee ("collectively, "Board") to conduct a complete investigation into my personal background, using whatever legal means they deem appropriate. I hereby waive any rights of confidentiality in this regard.
2. I hereby authorize and request a review, full disclosure, and release of any and all information, materials, and documents concerning me 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 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.
4. I authorize the Board, its agents, or employees to determine the persons or entities to whom this Request is to be presented.
5. I 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.
6. If this Request is not sufficient to obtain access to certain records, I understand that I 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 application.
7. I understand that I 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 application.
8. This Request is valid for the duration of the period that I am licensed with the New Mexico Gaming Control Board.
9. I consent to the disclosure of information compiled by the Board in connection with my application to any law enforcement or any regulatory agency of this or any other state, the government of the United States, any foreign country, or any Indian Tribe. I understand any information could include any information contained within the application, within financial or personnel records, any information found or obtained from any source, and any information maintained by the Board.

(Continued on next page)



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

- 10. I 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, other than a willfully unlawful disclosure or publication, of any material or information acquired during inquiries, investigations, or hearings, and hereby authorize the lawful use, disclosure, or publication of this material or information.
- 11. I do, for myself, my 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.
- 12. A photocopy of this Request will be considered as valid and effective as the original.

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

Signature of Applicant _____ Date: _____

(Must be notarized by notary public)

State of _____)

County of _____)

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

My commission expires: _____ Signed: _____

Notary Public

[SEAL]



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

Signature: _____ Date: _____



PHOTOGRAPH OF APPLICANT

Initials: _____

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



PHOTO ID

Initials: _____

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

ALIEN REGISTRATION

Initials: _____

Affix a copy of
Alien Registration
Card or
Naturalization
Information.
(If Applicable)



CREDIT REPORT

Initials: _____ 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

CREDIT EXPLANATIONS

Initials: _____ Affix written explanations on each account that is:

Past Due
Under Collection
Under a Civil Judgement
(If Applicable)



PAYMENT AGREEMENT(S)

Initials: _____ Affix any payment
agreements entered into for
delinquent accounts.

(If Applicable)



EXPLANATIONS

Initials: _____ Affix written explanations and documentation to any question answered "Yes" on pages 4 & 5.

COURT DOCUMENTATION

Initials: _____ 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.

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