



Susana Martinez
Governor

Jeffrey S. Landers
Chairman

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Dear Licensee:

All applicants shall be required to: Register and make payment with Cogent; Have Fingerprints taken; and submit the "Proof of Fingerprint Submission Receipt" or if submitting fingerprint Hard Cards, the "Registration Receipt" with their completed new or renewal application.

The applicant is required by the following Administrative Rules to pay all fees and costs associated with the processing and investigation of the application.

15.1.5.23 APPLICATION FEES

A. The applicant shall pay, in the amount and manner prescribed by this rule, all license fees and fees and costs incurred in connection with the processing and investigation of any application submitted to the board.

B. Applicants shall submit the following nonrefundable fees with an application for licensure or other approval:

(...)

(8) work permit, \$75;

(9) certification of finding of suitability, \$100 for each person requiring investigation;

15.1.13.8 RENEWAL OF LICENSE OR WORK PERMIT:

F. A work permit expires three (3) years from the date of issuance. A complete renewal application and payment of all applicable fees for renewal of the work permit shall be filed with the board not less than ten (10) days prior to the date the work permit expires.(...)

15.1.13.9 RENEWAL FEES:

(...)

(7) work permit, \$75; and

(8) certification of finding of suitability, \$75.

15.1.13.13 RECERTIFICATION OF FINDING OF SUITABILITY:

A. A certification of finding of suitability expires three years from the date of issuance. A complete renewal application and payment of all applicable fees for renewal of the certification of finding of suitability shall be filed with the board not less than sixty (60) days prior to the date the certification of finding of suitability expires.

All applicant fingerprint background checks will be processed electronically. Applicants shall register at <https://cogentid.3m.com/>. For information on how to register, please see our website at www.nmgcb.org/fingerprints.aspx.

If you are an out of state applicant or already have fingerprint hard cards that you prefer to process, please see our website regarding the submission of hard cards.

For Key and Work Permit Applicants please see the following:

1. Key & Affiliated Person Application:

- a) \$44 Fingerprinting Fee paid to Cogent;**
- b) \$100 Application Fee paid to NMGCB or \$75 if a Renewal;
- c) Completed, signed and notarized application;
- d) Proof of Fingerprint Receipt or Registration receipt attached with application.*

2. Work Permit Application:

- a) \$44 Fingerprinting Fee paid to Cogent;**
- b) \$75 Application Fee paid to NMGCB;
- c) Completed, signed and notarized application;
- d) Proof of Fingerprint Receipt or Registration receipt attached with application.*

***Note: Applications will NOT be accepted without the Proof of Fingerprint receipt or the Hard Card Registration receipt.**

**** NMGCB will NOT accept payments for Cogent Fingerprinting Services.**

If you have any questions, you may reach the New Mexico Gaming Control Board at (505) 841-9700. Thank you for your cooperation.