



New Mexico Department of Game and Fish

Conserving New Mexico's Wildlife for Future Generations

www.wildlife.state.nm.us • 1 Wildlife Way, Santa Fe, NM 87507

NMDGF Use Only

ID No. _____

LICENSE VENDOR APPLICATION

Date: __/__/____

Business Name (include DBA if applicable): _____

Store/Branch number: _____

Physical Address

Street: _____

City: _____ State: _____ Zip Code: _____ County: _____

Phone: _____ Fax: _____ Email: _____

Corporate/Mailing Address

Street/P.O. Box: _____

City: _____ State: _____ Zip Code: _____ County: _____

Account Representative Contact Information

Name: _____ Title: _____

Email: _____ Business Phone: _____ Ext. _____

Fax: _____

Tender type accepted by your business

Cash

Credit Card

Name(s) of owners, partners or majority shareholders

Name (First/Last)	Date of Birth	SSN (last 4 digits only)
_____	_____	XXX-XX-_____
_____	_____	XXX-XX-_____
_____	_____	XXX-XX-_____
_____	_____	XXX-XX-_____

Background Check Authorization

Pursuant to the Arrest Record Information Act, Subsection A of Section 29-10-6-NMSA 1978:
By signing below, I authorize New Mexico Department of Game and Fish to conduct
a background check.

_____	_____	_____	_____
Signature	Date	Signature	Date
_____	_____	_____	_____
Signature	Date	Signature	Date

NM Taxation & Revenue Information

Please request a letter of good standing from the NM Dept. of Taxation & Revenue to provide with
your vendor application. See instructions here:

<https://www.tax.newmexico.gov/request-a-letter-of-good-standing/>

Business Registered as Corp., LLC, Inc., etc.

UPDATE BELOW

C.R.S. NUMBER Identification Number		C.R.S. NUMBER Identification Number	
BUSINESS ZIP CODE		ZIP CODE	
FEIN # (Last four digits only) Federal Employer Identification #		SSN (Last four digits only)	

Business Registered as Sole Proprietor

UPDATE BELOW

PLEASE NOTE: Vendors must be open to the public and must sell and/or issue all license types and carcass tags from the physical
address listed on this application. The location must be publicly accessible.

Indicate the proposed days and times licenses will be sold (minimum 20 hours a week)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Per Rule 19.30.9.8 (B) NMAC, Vendor requirements subject to the following conditions:

- (1) Each vendor must sign a current license vendor agreement with the department on a form approved by the department annually.
- (2) Each vendor shall participate in the department's web-based sales system and follow the procedures set forth in the most current New Mexico department of game and fish license vendor manual and vendor agreement.
- (3) Each new vendor, or any vendor who has been inactive for one year or more, shall submit a vendor application form, a current credit score (provided by a credit reporting company), and shall be subject to a background check conducted by the department.
- (4) A vendor applicant's ability to meet the financial obligations herein shall be evaluated and their privileges may be subject to restrictions or conditions pursuant to Subsection C of 19.30.9.8 NMAC.
- (5) A vendor applicant who has a felony conviction may be subject to restrictions or conditions placed on their vendor privileges pursuant to Subsection C of 19.30.9.8 NMAC.
- (6) A vendor applicant who has their hunting, fishing or trapping license privileges currently revoked or suspended or who has an outstanding civil assessment owed to the department shall be ineligible to be a vendor.
- (7) A vendor applicant who wishes to challenge any eligibility determination under this rule, may appeal to the director whose determination will be final and not subject to further appeal.

Per Rule 19.30.9.8 (C) NMAC, Director's Authority:

The director may suspend, restrict or place conditions, including requiring a surety bond, on a license vendor's privileges if the vendor is found to be in violation of their vendor agreement or delinquent in their financial obligation to the department. If such a determination is made, a notice of the suspension, restriction(s), or condition(s) shall be sent to the vendor within 10 days of the director's determination. A vendor may request a hearing pursuant to this rule to challenge the determination

1. Applicant requirements to become a vendor:
 - A. Internet connection
 - B. Computer
 - C. Monitor
 - D. Printer and supplies
 - E. Optional—vendors may use 3 track card readers
2. Vendors are responsible for PCI compliance at their level including
 - A. Proper training of staff
 - B. User provided confidentiality agreements
 - C. Proper credit card handling procedures
 - D. Secure internet browser
3. Vendors are responsible for all employee actions regarding access to the Vendor System.
4. The Vendor is responsible for being reasonably aware and knowledgeable of all rules/regulations/policies regarding the handling, sale and reporting of the Department's licenses.
5. The vendor shall be required to be registered in the state of New Mexico's central accounting system.

Per Rule 19.30.9.8 (A) NMAC, Financial Obligations to the Department of Game and Fish:

- (1) The department will consign carcass tags to each vendor prior to the beginning of each license year, and will conduct an audit at the end of the license year to account for all carcass tags not issued to customers. All carcass tags designated unusable in any month during the license year must be returned to the department no later than the 10th day of the next month, and all blank, unused carcass tags must be returned to the department at the end of the license year no later than May 10.
- (2) A fee of \$100 per missing carcass tag shall be levied upon the license vendor for failure to return any carcass tag designated unusable or any blank, unused carcass tag as required.
- (3) Each vendor accepting cash payments, must submit payment for cash sales to the department every two weeks or when the total amount due (including license and vendor fees) reaches \$5,000, whichever comes first.
- (4) If a vendor is more than five days delinquent in its payment for cash sales, the privilege to accept cash for department licenses and permits shall be immediately suspended, and the department shall only reactivate the vendor's full license sale privilege once payment is received in full.
- (5) A vendor that is delinquent more than three times in a license year shall be evaluated by the director, who shall determine whether to suspend, restrict or place conditions on the vendor's privileges pursuant to Subsection C of 19.30.9.8 NMAC.
- (6) Any vendor that has their privileges suspended, restricted, or conditioned may request a hearing before a hearing officer to appeal the director's determination. Any vendor that does not request a hearing agrees to pay to the department the appropriate amount as specified in Paragraphs 1-3 of Subsection A of 19.30.9.8 NMAC within ten (10) workingdays and to comply with the director's determination. If a vendor requests a hearing as provided by this rule, the department, within 20 days of receipt of such request, shall notify the vendor of the time and place of the hearing and the name or names of the person or persons who shall conduct the hearing for the commission. The hearing shall be held not more than 90 or less than 30 days from the date of service of such notice unless a continuance is granted to either party by the hearing officer.
- (7) In the case of unusual mitigating or extraordinary circumstances, the state game commission may determine, and the hearing officer may recommend, financial obligation in an amount other than the amounts described in Paragraphs 1-3 of Subsection A of 19.30.9.8 NMAC. The decision of the state game commission shall be final
- (8) Vendors, whether active or inactive, shall meet all financial obligations due to the Department. Costs to collect overdue financial obligations may be added to the total obligation.

I, _____ (name and title), representing and on behalf of
_____ (business), as authorized, represent and warrant
that the information provided above is accurate to the best of my knowledge. I acknowledge that this is an
Application and that the business is not a Vendor until such time as a Vendor Agreement is signed. If such an
Agreement is entered into, I agree to adhere to all Department and State Game Commission policies, rules and
regulations regarding vending license documents and accept all conditions as stated.

X

Signature Title Date