



License Vendor Checklist

License Vendor Requirements

- ✓ Complete the Vendor Application and Vendor Agreement.
- ✓ Provide a current Credit Score; Must be 550 or higher to accept cash for license sales without obtaining a surety bond.
- ✓ Provide a Letter of Good Standing from the Taxation and Revenue Department
- ✓ Computer equipment to include reliable internet service, computer, monitor and printer.

Terms

- ✓ Must sell all hunting, fishing and trappers licenses, stamps, and permits to the public and comply with all financial obligations to the Department of Game and Fish.
- ✓ The vendor's location must have public accessibility, and no closed gates to property during working hours. Licenses must be sold from the physical address listed on application. No Class A parks (unless vendor office is outside the enclosed park property).
- ✓ Hours /days of operation: Minimum 20 hours per week.
- ✓ Must make cash due payment per Vendor Agreement, if accepting cash for license sales.
- ✓ By submitting the Vendor Application, applicant(s) consent to background check, provide full first/ last name and any alias name used in past along with last 4 of SS# (applicable to all owners, partners, and corporate officers of the business).

Note: If you have pending administrative or disciplinary actions with the Department, not in compliance with Child Support or Worker's Compensation Laws, or are under investigation for violation activities, you may not be eligible for a Vendor License and your application may be placed on hold pending resolution of the issue(s).

The Department will pay vendor fees earned by the license vendor for the previous month's license sales, no later than the 10th business day of the next month.

For assistance with the application process or if you have additional questions, please contact Vendor Licensing at 505-476-8096 or 505-476-8164. Email: DGF-Vendor@state.nm.us

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) working days 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.