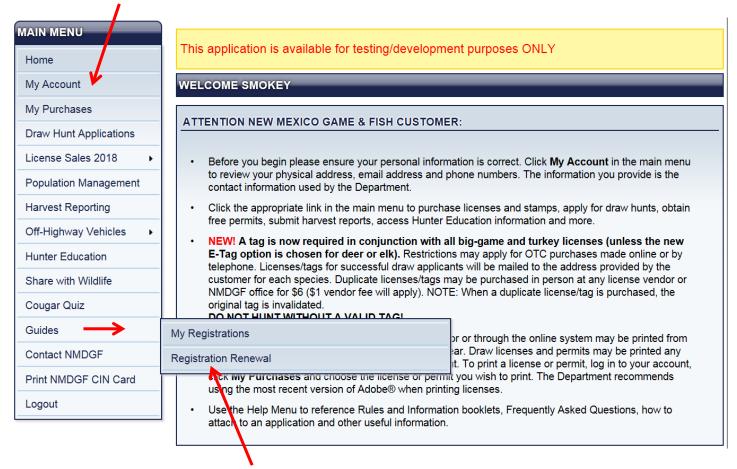
How to - Online Guide Registrations

Due to COVID restrictions, New Guide Applications will be accepted online. Once the applicant has passed the guide test, they will be following the same steps as the renewal process. Please follow the instructions below:

STEP 1 – login to your G&F customer account

- Update and verify your customer information is correct under "My Account"
- Please make sure your residency and email address is correct.



STEP 2 – Click on Guides → Registration Renewal

If you select My Registrations you can view previous registration years.

GUIDE REGISTRATIONS & FEES					
Year	Active	Registration Date	Amount		
2018	Yes	04/17/2018	\$100.00		
2017	Yes	04/01/2017	\$100.00		
2016	Yes	04/05/2016	\$100.00		
2015	Yes	03/25/2015	\$50.00		
2014	Yes	04/01/2014	\$50.00		
2013	Yes	03/18/2013	\$50.00		

STEP 3 – Update and verify your Guide contact information is correct.



STEP 4 – History of violation disclosure and authorization to run background check.

- Carefully read this section and select YES or NO to each question (if you don't select, it will automatically default to yes).

REGISTRATION RENEWAL FOR 2019

AUTHORIZATION FOR RELEASE OF INFORMATION

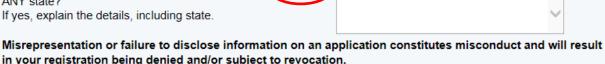
For the following questions, choose Yes or No and explain the details. If yes, you are required to disclose the details of any alleged violations, convictions, revocations, and/or suspensions. You may attach a separate sheet with details and copies of any relevant documentation. In the past three years, have you been charged with (received a citation or ticket) or convicted of any

No

violations of any local, state and federal laws and regulations pertaining to hunting, fishing, trapping. guiding, outfitting, trespass, land-use or off highway vehicle laws?







Pursuant to the Arrest Record Information Act, Subsection A of Section 29-10-6 NMSA 1978:

I hereby appoint New Mexico Department of Game and Fish as an authorized agent for me, for the purpose of inspecting and/or obtaining copies of any New Mexico arrest fingerprint card supported arrest record information maintained by the Department of Public Safety, including information concerning felony or misdemeanor arrests and information obtained from relevant fingerprint databases.

To the custodian of the records in question, I hereby direct you to release such information to the authorized agent as described above.

I hereby release the custodian(s) of such records and the Department of Public Safety, including any of their agents. employees or representatives in any capacity from any and all claims of liability or damage of whatever kind or nature, which at any time could result to me. My heirs, assigns, associates, personal representative(s) of any nature because of compliance by said custodian(s) with this "Authorization for Release of Information" and my request contained herein for this release is binding, now and in the future and is valid for a period of up to 120 days from the date signed, on my heirs, assigns, associates, personal representative(s) of any nature.

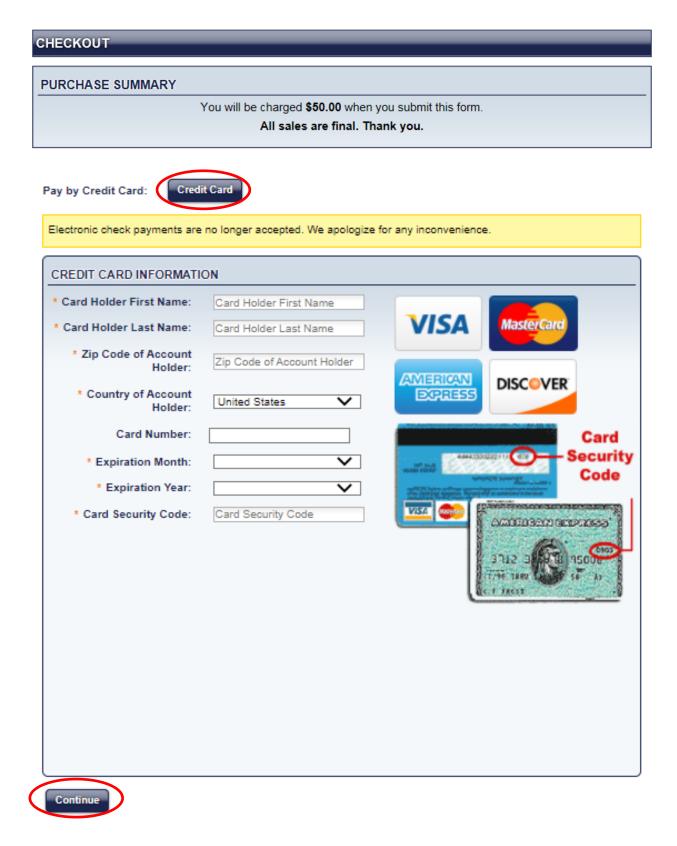
AFFIDAVIT: By submitting this application to become a New Mexico Registered Guide, I attest to its accuracy and declare that maye not been convicted of a felony or have a history of violation from any law enforcement agency for violation(s) of hunting, fishing, trapping, outfitting or guiding rules or land-use regulations, including any conviction as an accessory, during the three-year period immediately preceding the application for registration. I understand that making false statements or failure to disclose material facts will result in denial and voidance of registration. I am aware that failure to successfully complete this application may result in a processing delay and/or its rejection.





STEP 5 - Submit Payment

Price is based on residency status: NM Resident Guide = \$50.00 Non-resident Guide = \$100.00 If your residency is incorrect, contact G&F to update this information before you make payment.



FINAL STEP – your registration application will remain Pending until a background check is completed and the information submitted is verified.

Payment was made. Your application has been successfully submitted and is pending review. You will be notified via email when your registration is approved. Once approved you can then print an updated CIN Card with your 2019 guide registration.

GUIDE REGISTRATIONS & FEES				
Year	Active	Registration Date	Amount	
2019	Pending	02/19/2019	\$100.00	
2018	Yes	04/17/2018	\$100.00	
2017	Yes	04/01/2017	\$100.00	
2016	Yes	04/05/2016	\$100.00	
2015	Yes	03/25/2015	\$50.00	
2014	Yes	04/01/2014	\$50.00	
2013	Yes	03/18/2013	\$50.00	

You can check the status of your guide registration by logging back into your customer account and clicking on Guide → My Registrations.

Registration is complete when the Active indicates "Yes" then you can Print Guide CIN Card

IMPORTANT NOTES:

- If you print your CIN while "Pending" you will be printing last years (expired).
- Payment receipts are **NOT** valid registrations.
- DO NOT WAIT until the last minute to apply or renew.
- Guides may apply or renew any time of year; all registrations expire March 31st of each year.
- Applications and Renewals will be processed on a first come first served basis; it may take 30-days or more to process depending on the volume that is received at any given time.
- NEW guide applicants must take the "NM Guide & Outfitter Examination" at their nearest New Mexico Department of Game and Fish office. *Due to COVID restrictions, exams will be scheduled by appointment only, see our website for contact information to schedule an appointment.*
- Once a person has been registered as a guide their future guide renewals will be available online.