

# 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.

The screenshot shows the New Mexico Game & Fish online portal. On the left is a 'MAIN MENU' with options: Home, My Account, My Purchases, Draw Hunt Applications, License Sales 2018, Population Management, Harvest Reporting, Off-Highway Vehicles, Hunter Education, Share with Wildlife, Cougar Quiz, Guides, Contact NMDGF, Print NMDGF CIN Card, and Logout. A red arrow points to 'My Account' and another to 'Guides'. A third red arrow points to 'Registration Renewal' in a sub-menu that appears when 'Guides' is selected. The main content area has a yellow banner stating 'This application is available for testing/development purposes ONLY'. Below this is a 'WELCOME SMOKEY' header and a section titled 'ATTENTION NEW MEXICO GAME & FISH CUSTOMER:' containing instructions for users. A red arrow points to the 'Registration Renewal' link in the sub-menu.

**MAIN MENU**

- Home
- My Account
- My Purchases
- Draw Hunt Applications
- License Sales 2018
- Population Management
- Harvest Reporting
- Off-Highway Vehicles
- Hunter Education
- Share with Wildlife
- Cougar Quiz
- Guides
- Contact NMDGF
- Print NMDGF CIN Card
- Logout

**This application is available for testing/development purposes ONLY**

**WELCOME SMOKEY**

**ATTENTION NEW MEXICO GAME & FISH CUSTOMER:**

- Before you begin please ensure your personal information is correct. Click **My Account** in the main menu to review your physical address, email address and phone numbers. The information you provide is the contact information used by the Department.
- Click the appropriate link in the main menu to purchase licenses and stamps, apply for draw hunts, obtain free permits, submit harvest reports, access Hunter Education information and more.
- **NEW! A tag is now required in conjunction with all big-game and turkey licenses (unless the new E-Tag option is chosen for deer or elk).** Restrictions may apply for OTC purchases made online or by telephone. Licenses/tags for successful draw applicants will be mailed to the address provided by the customer for each species. Duplicate licenses/tags may be purchased in person at any license vendor or NMDGF office for \$6 (\$1 vendor fee will apply). NOTE: When a duplicate license/tag is purchased, the original tag is invalidated.  
**DO NOT HUNT WITHOUT A VALID TAG!**

**My Registrations**

- Registration Renewal

or or through the online system may be printed from  
ear. Draw licenses and permits may be printed any  
it. To print a license or permit, log in to your account,  
lick **My Purchases** and choose the license or permit you wish to print. The Department recommends  
using the most recent version of Adobe® when printing licenses.

- Use the Help Menu to reference Rules and Information booklets, Frequently Asked Questions, how to  
attach to an application and other useful information.

## 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


**Print Guide CIN Card**

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

**REGISTRATION RENEWAL FOR 2019**

**GUIDE INFORMATION**

**Guide Number:** 4

 **Physical Location:** 1234 EXAMPLE RD, SAN

**GUIDE CONTACT**

**Address 1:** PO BOX 25112

**Address 2:** Address 2

**City:** SANTA FE

**State:** NM - NEW MEXICO  **Zip:** 87507

**Country:** United States 

**Primary Tel #:** 5054768066

**Secondary Tel #:** Secondary Tel #

 **Next**

## 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 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?

No

Have you ever had a hunting, fishing, trapping, guide or outfitter license, registration, permit, authorization or certificate revoked or suspended in ANY state?

No

If yes, explain the details, including state.

**Misrepresentation or failure to disclose information on an application constitutes misconduct and will result in your registration being denied and/or subject to revocation.**

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 I have 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.

Back

Next

## 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.

**CHECKOUT**

**PURCHASE SUMMARY**

You will be charged **\$50.00** when you submit this form.  
**All sales are final. Thank you.**

Pay by Credit Card:

**Credit Card**

Electronic check payments are no longer accepted. We apologize for any inconvenience.

### CREDIT CARD INFORMATION

\* Card Holder First Name:

\* Card Holder Last Name:

\* Zip Code of Account Holder:

\* Country of Account Holder:

Card Number:

\* Expiration Month:

\* Expiration Year:

\* Card Security Code:



**Continue**

**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

 **Print Guide CIN Card**

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 31<sup>st</sup> 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.