## How to renew your outfitter registration online

## **STEP 1**

MAIN MENU							
Home	This application is available for testing/development purposes ONLY						
My Account	WELCOME SMOKEY						
My Purchases	ATTENTION NEW MEXICO GAME & FISH CUSTOMED						
Draw Hunt Applications							
License Sales 2018	• Before you begin please ensure your personal information is correct. Click My Account in the main menu						
Population Management	to review your physical address, email address and phone numbers. The information you provide is the contact information used by the Department.						
Harvest Reporting	Click the appropriate link in the main menu to purchase licenses and stamps, apply for draw hunts, obtain free permits submit barriest reports access Hunter Education information and more						
Off-Highway Vehicles	NEW! A tag is now required in conjunction with all big-game and turkey licenses. Restrictions may						
Hunter Education	apply for OTC purchases made online or by telephone. Tags for draw licenses will be mailed to the address provided by the customer. Duplicate tags may be obtained in person at any license vendor or NMDGF office (\$1 vendor fee will apply). NOTE: When a duplicate tag is obtained, the original tag is invalidated. <b>DO</b>						
Share with Wildlife							
Cougar Quiz	Licenses and permits purchased from a license vendor or through the online system may be printed from						
Outfitters	My Registrations and permits may be printed any t. To print a license or permit, log in to your account,						
Contact NMDGF	Registration Renewal						
Print NMDGF CIN Card	Use the Help Menu to reference Rules and Information booklets, Frequently Asked Questions, how to						
Logout	attach to an application and other useful information.						

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

OUTFITTER REGISTRATIONS & FEES						
Year	Active	Registration Date	Amount			
2018	Yes	01/11/2018	\$500.00	View Receipt		
2017	Yes	01/10/2017	\$500.00			
2016	Yes	12/29/2015	\$500.00			
2015	Yes	12/04/2014	\$500.00			
2014	Yes	11/26/2013	\$500.00			
2013	Yes	12/13/2012	\$500.00			
2012	Yes	12/09/2011	\$500.00			

Print Outfitter CIN Card

## **STEP 2 –** Update and verify information is correct.

REGISTRATION RENEWAL FOR 2019						
	DN					
Outfitter Number:	1					
* Company Name:	SMOKEY BEAR OUTFITTERS					
Website:	Website					
Physical Location:	1234 EXAMPLE RD, SANTA FE NM 87507					
l						

#### OUTFITTER CONTACT

Hunter-Client Tags will be mailed to this address. Clients and potential clients may contact you at these phone numbers.

Address 1:	1 WILDLIFE WAY
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 3 – View Only** – to make changes you will need to contact G/O Program.

Please review for accuracy. To make changes, send email to <u>DGF-Guide-Outfitter@state.nm.us</u>						
Policy:	PHPK1234567					
Start Date:	01/01/2019	End Date: 01/01/2020	)			
Letter Sent Date:	INFORMATION					
Letter Sent Date: AXATION & REVENUE	INFORMATION To make changes, sen	d email to <u>DGF-Guide-Outfitter@</u>	state.nm.us			
Letter Sent Date: TAXATION & REVENUE lease review for accuracy. Tax Number:	INFORMATION To make changes, sen 12345678	d email to <u>DGF-Guide-Outfitter@</u> ① Registration Type:	state.nm.us Sole Proprietor			
Letter Sent Date: AXATION & REVENUE lease review for accuracy. Tax Number: FEIN (last 4 only):	INFORMATION To make changes, sen 12345678	d email to <u>DGF-Guide-Outfitter@</u> ① Registration Type: SSN (last 4 only):	state.nm.us Sole Proprietor 1010			

**STEP 4** - The information in Step 4 and 5 is being compiled to create a searchable database for customers (your potential hunter-clients) to find outfitters who outfit certain species in certain areas.

Example: a customer wants an outfitted hunt in GMU 15 for Elk. On the searchable database they can filter their search for these parameters. It will display a list of all outfitters who have specified that they provide outfitted hunts in unit 15 for elk. We are also trying to compile searchable info by Forest or BLM ranger districts, same concept applies.

**Accurate information is critical.** Please take the time to complete these steps to be part of the searchable database. These fields can be modified anytime by contacting the G/O Program.

REGIS	TRAT	ION RE	NEW	AL FOR 2	019	_	-	_	-	_	-	_	-	_	_
OUTFITTED AREAS															
What state quadrants do you specialize in outfitting? Check all that apply.															
NW Quadrant NE Quadrant SW Quadrant SE Quadrant															
What G	What GMU's do you specialize in outfitting? Check all that apply.														
1:		2:		2A:		2B:		2C:		3:		4:		5:	
5A:		5B:		6:		6A:		6B:		6C:		7:		8:	
9:		10:		11:		12:		13:		14:		15:		16:	
16A:		16B:		16B/22:		16C:		16D:		16E:		17:		18:	
19:		20:		21:		21A:		21B:		22:		23:		24:	
25:		26:		27:		28:		29:		30:		31:		32:	
33:		34:		35:		36:		37:		38:		39:		40:	
41:		42:		43:		45:		46:		47:		48:		49:	
50:		51:		51A:		51 <b>B</b> :		52:		53:		54:		55:	
55A:		55 <b>B</b> :		56:		57:		58:		59:		STATE WIDE:			
SPECI	SPECIES SPECIALIZATION														
	ntelo	pe:		u specialize	Bear	:	Gheel	Bighorn	Sheer	o: 🔲		C	oudar		
	De	er:			Elk	: 0		gironi	lbe	c 🗆		Jav	/elina		
	Or	vx.		т	urkey			Barbary	Sheer	n 🗆		eut	2		
		<b>,</b>			arney			Janbary	unce						
	ack	Nex	t												

**STEP 5 – Accurate information is critical.** Please take the time to complete these steps to be part of the searchable database.

AND USE PERMITS			
ist your current federal an istricts/areas when possib	d/or state land use p le.	ermit numbers next to the	appropriate areas; add specfic
<u>tate</u>			
State Land Office Permit	#: State Land C	ffice Permit #	
orest Service			
Carson Permit #:	Carson Permit #	Carson Specific Ranger District(s):	Carson Specific Ranger District(s)
Cibola Permit #:	Cibola Permit #	Cibola Specific Ranger District(s):	Cibola Specific Ranger District(s)
Gila Permit #:	Gila Permit #	Gila Specific Ranger District(s):	Gila Specific Ranger District(s)
Lincoln Permit #:	Lincoln Permit #	Lincoln Specific Ranger District(s):	Lincoln Specific Ranger District(s)
Santa Fe Permit #:	Santa Fe Permit	Santa Fe Specific Ranger District(s):	Santa Fe Specific Ranger District(s)
LM (Bureau of Land N	<u>//anagement)</u>		
Carlsbad Permit #:	Carlsbad Permit	Carlsbad Specific Area(s):	Carlsbad Specific Area(s)
Farmington Permit #:	Farmington Perr	Farmington Specific Area(s):	Farmington Specific Area(s)
Las Cruces Permit #:	Las Cruces Perr	Las Cruces Specific Area(s):	Las Cruces Specific Area(s)
Rio Puerco Permit #:	Rio Puerco Perr	Rio Puerco Specific Area(s):	Rio Puerco Specific Area(s)
Roswell Permit #:	Roswell Permit #	Roswell Specific Area(s):	Roswell Specific Area(s)
Socorro Permit #:	Socorro Permit #	Socorro Specific Area(s):	Socorro Specific Area(s)
Taos Permit #:	Taos Permit #	Taos Specific Area(s):	Taos Specific Area(s)

## STEP 6 - Select 10% pool Yes/No and select if your business is Incorporated or Sole Proprietor

### **REGISTRATION RENEWAL FOR 2019**

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To participate in the drawing pool, you must qualify as a New Mexico Outfitter as per the requirements and restrictions established in statutes 17-3-16, 17-2A-1 NMSA 1978 and regulation 19.30.8 NMAC. Each outfitter must be able to prove whether they are an incorporated business or sole proprietor to be in the NM Outfitter 10% Special Drawing Pool.

* Will you participate in this year's special 10% drawing pool?:	Yes	
* Is your Outfitter business incorporated (Corporation, LLC, Inc. etc.) or an unincorporated sole proprietorship?:	Incorporated	T

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#### **REGISTRATION RENEWAL FOR 2019**

#### NM OUTFITTER 10% SPECIAL DRAWING POOL MANDATORY CHECKLIST

Please verify that you qualify as a New Mexico Outfitter as per the requirements and restrictions established in statutes 17-3-16, 17-2A-1 NMSA 1978 and regulation 19.30.8 NMAC. Each outfitter must be able to prove whether they are an incorporated business or sole proprietor to be in the NM Outfitter 10% Special Drawing Pool. **AFFIVADIT**: by *initialing* the following boxes I attest that the statements made herein are true and accurate and declare that I am qualified to be a "New Mexico Outfitter" in the 10% pool as per 17-3-16, 17-2A-1 and 17-2A-3 NMSA 1978 and regulation 19.30.8 NMAC. Please note that documentation may be requested at any time by the department to verify that you meet requirements.

SECTION 1: All outfitter businesses that are incorporated: Corp., LLC, Inc., etc
Initial each box (3 characters max, you can use N/A for not-applicable)
with a valid New Mexico state, county or municipal business registration and a valid outfitter license issued by the department of game and fish;
that is authorized to do and is doing outfitting business under the laws of this state;
that has paid property taxes or rent on real property in New Mexico, paid gross receipts taxes and paid at least one other tax administered by the taxation and revenue department in each of the three years immediately preceding the submission of an affidavit to the department of game and fish;
the majority of which is owned by the person who has resided in New Mexico during the three-year period immediately preceding the submission of an affidavit to the department of game and fish;
that employs at least eighty percent of the total personnel of the business who are New Mexico residents; and
that has either leased property for ten years or purchased property greater than fifty thousand dollars (\$50,000) in value in New Mexico;
that, if it has changed its name from that of a previously certified business, the business is identical in every way to the previously certified business that meets all criteria;
that possesses all required federal or state land use permits for the hunt; and
that operates as a hunting guide service during which at least two days are accompanied with the client in the area where the license is valid.

#### OR

#### **REGISTRATION RENEWAL FOR 2019**

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#### NM OUTFITTER 10% SPECIAL DRAWING POOL MANDATORY CHECKLIST

Please verify that you qualify as a New Mexico Outfitter as per the requirements and restrictions established in statutes 17-3-16, 17-2A-1 NMSA 1978 and regulation 19.30.8 NMAC. Each outfitter must be able to prove whether they are an incorporated business or sole proprietor to be in the NM Outfitter 10% Special Drawing Pool.

AFFIVADIT: by *initialing* the following boxes I attest that the statements made herein are true and accurate and declare that I am qualified to be a "New Mexico Outfitter" in the 10% pool as per 17-3-16, 17-2A-1 and 17-2A-3 NMSA 1978 and regulation 19.30.8 NMAC. Please note that documentation may be requested at any time by the department to verify that you meet requirements.

<b>SECTION 2:</b> Outfitter businesses that are unincorporated sole proprietorships. Outfitters must submit to the department New Mexico Taxation and Revenue paperwork and insurance that show they are sole proprietors in their ndividual name. Outfitters must advertise and sign contracts as a sole proprietor.						
Initial each box (3 characters max, you can use N/A for not-applicable)						
with a valid New Mexico state, county or municipal business registration and a valid outfitter license issued by the department of game and fish;						
that is authorized to do and is doing outfitting business under the laws of this state;						
that, if it has changed its name from that of a previously certified business, the business is identical in every way to the previously certified business that meets all criteria;						
that possesses all required federal or state land use permits for the hunt; and						
that operates as a hunting guide service during which at least two days are accompanied with the client in the area where the license is valid.						



## STEP 8 – History of violation disclosure and authorization to run background check.

## **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?

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



# **STEP 9** – Submit Payment \*Remember late fees apply Feb 16<sup>th</sup> to March 15<sup>th</sup>, the system will automatically adjust. \*March 15<sup>th</sup> is the absolute deadline to be in the 10% pool.

CHECKOUT							
PURCHASE SUMMARY							
You will be charged \$500.00 when you submit this form.							
	All sales are final. T	hank you.					
Pay by Credit Card							
Electronic check payments are	no longer accepted. We apologiz	e for any inconvenienc	e.				
	ON						
* Card Holder First Name:	Card Holder First Name						
* Card Holder Last Name:	Card Holder Last Name	VISA	MasterCard				
* Zip Code of Account Holder:	Zip Code of Account Holder						
* Country of Account Holder:	United States 🗸	EGRESS	DISCOVER				
Card Number:			Card				
* Expiration Month:	<b></b>		Code				
* Expiration Year:							
* Card Security Code:	Card Security Code						
Continue							

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

F V 2	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 outfitter registration.			
Welcome SMOKEY BEAR OUTFITTERS				
OUTFITTER REGISTRATIONS & FEES				
Ye	ar Active	Registration Date	Amount	
20	19 Pending	01/09/2019	\$500.00	View Receipt
20	18 Yes	01/17/2018	\$500.00	View Receipt
20	17 Yes	01/27/2017	\$500.00	
20	16 Yes	12/22/2015	\$500.00	
20	15 Yes	12/09/2014	\$500.00	
20	14 Yes	12/02/2013	\$500.00	
20	13 Yes	12/12/2012	\$500.00	
20	12 Yes	12/09/2011	\$500.00	

Print Outfitter CIN Card

You will receive an email when your registration is Active and ready to Print Outfitter CIN Card. Please Note: If you print your CIN while "pending" you will be printing last years expired card. Receipts are NOT valid registrations.