

How to renew your guide registration online

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 website's main menu on the left and a central content area. A yellow banner at the top states: "This application is available for testing/development purposes ONLY". Below this is a "WELCOME SMOKEY" header. The main content area is titled "ATTENTION NEW MEXICO GAME & FISH CUSTOMER:" and contains a list of instructions for customers. A sub-menu is open under "Guides", with "Registration Renewal" selected. A red arrow points from the "Guides" menu item to the "Registration Renewal" option.

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

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 through the online system may be printed from ... Draw licenses and permits may be printed any ... To print a license or permit, log in to your account, ...

- 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

- Online renewals are only available to guides who held the previous year’s registration (2018)

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?
If yes, explain the details, including state.

No

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 4 – 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.

How would you like to make a payment?

Credit Card

Checking Account

CREDIT CARD INFORMATION

- * Card Holder First Name:
- * Card Holder Last Name:
- * Card Number:
(Do not enter spaces)
- * Expiration Month:
- * 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.

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 renew.
- Guides may renew any time of year; all registrations expire March 31st of each year.
- 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 apply on the paper application form and take the “NM Guide & Outfitter Examination” at their nearest New Mexico Department of Game and Fish office. Exams are given at every office Monday through Friday from 8am to 3pm; closed weekends and holidays.
- Once a person has been registered as a guide their future guide renewals will be available online.