

How to renew your outfitter registration online

STEP 1

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.** Restrictions may 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. **DO NOT HUNT WITHOUT A VALID TAG!**
- Licenses and permits purchased from a license vendor or through the online system may be printed from your account. Draw licenses and permits may be printed any time. To print a license or permit, log in to your account, click on the appropriate link and you wish to print. The Department recommends 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.

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

OUTFITTER INFORMATION

Outfitter Number: 1

*** Company Name:** SMOKEY BEAR OUTFITTERS

Website:

Physical Location:

OUTFITTER CONTACT

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

Address 1:

Address 2:

City:

State: **Zip:**

Country:

Primary Tel #:

Secondary Tel #:

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STEP 3 – View Only – to make changes you will need to contact G/O Program.

REGISTRATION RENEWAL FOR 2019

INSURANCE

Please review for accuracy. To make changes, send email to DGF-Guide-Outfitter@state.nm.us

Policy: PHPK1234567

Start Date: 01/01/2019 **End Date:** 01/01/2020

Letter Sent Date:

TAXATION & REVENUE INFORMATION

Please review for accuracy. To make changes, send email to DGF-Guide-Outfitter@state.nm.us

Tax Number: 12345678 **Registration Type:** Sole Proprietor

FEIN (last 4 only): **SSN (last 4 only):** 1010

Zip: 87507 **Compliance Date:** 01/08/2019

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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.

REGISTRATION RENEWAL FOR 2019

OUTFITTED AREAS

What state quadrants do you specialize in outfitting? Check all that apply.

NW Quadrant
 NE Quadrant
 SW Quadrant
 SE Quadrant

What GMU's do you specialize in outfitting? Check all that apply.

1: <input type="checkbox"/>	2: <input type="checkbox"/>	2A: <input type="checkbox"/>	2B: <input type="checkbox"/>	2C: <input type="checkbox"/>	3: <input type="checkbox"/>	4: <input type="checkbox"/>	5: <input type="checkbox"/>
5A: <input type="checkbox"/>	5B: <input type="checkbox"/>	6: <input type="checkbox"/>	6A: <input type="checkbox"/>	6B: <input type="checkbox"/>	6C: <input type="checkbox"/>	7: <input type="checkbox"/>	8: <input type="checkbox"/>
9: <input type="checkbox"/>	10: <input type="checkbox"/>	11: <input type="checkbox"/>	12: <input type="checkbox"/>	13: <input type="checkbox"/>	14: <input type="checkbox"/>	15: <input type="checkbox"/>	16: <input type="checkbox"/>
16A: <input type="checkbox"/>	16B: <input type="checkbox"/>	16B/22: <input type="checkbox"/>	16C: <input type="checkbox"/>	16D: <input type="checkbox"/>	16E: <input type="checkbox"/>	17: <input type="checkbox"/>	18: <input type="checkbox"/>
19: <input type="checkbox"/>	20: <input type="checkbox"/>	21: <input type="checkbox"/>	21A: <input type="checkbox"/>	21B: <input type="checkbox"/>	22: <input type="checkbox"/>	23: <input type="checkbox"/>	24: <input type="checkbox"/>
25: <input type="checkbox"/>	26: <input type="checkbox"/>	27: <input type="checkbox"/>	28: <input type="checkbox"/>	29: <input type="checkbox"/>	30: <input type="checkbox"/>	31: <input type="checkbox"/>	32: <input type="checkbox"/>
33: <input type="checkbox"/>	34: <input type="checkbox"/>	35: <input type="checkbox"/>	36: <input type="checkbox"/>	37: <input type="checkbox"/>	38: <input type="checkbox"/>	39: <input type="checkbox"/>	40: <input type="checkbox"/>
41: <input type="checkbox"/>	42: <input type="checkbox"/>	43: <input type="checkbox"/>	45: <input type="checkbox"/>	46: <input type="checkbox"/>	47: <input type="checkbox"/>	48: <input type="checkbox"/>	49: <input type="checkbox"/>
50: <input type="checkbox"/>	51: <input type="checkbox"/>	51A: <input type="checkbox"/>	51B: <input type="checkbox"/>	52: <input type="checkbox"/>	53: <input type="checkbox"/>	54: <input type="checkbox"/>	55: <input type="checkbox"/>
55A: <input type="checkbox"/>	55B: <input type="checkbox"/>	56: <input type="checkbox"/>	57: <input type="checkbox"/>	58: <input type="checkbox"/>	59: <input type="checkbox"/>	STATE WIDE: <input type="checkbox"/>	

SPECIES SPECIALIZATION

What species of game do you specialize in outfitting? Check all that apply.

Antelope: <input type="checkbox"/>	Bear: <input type="checkbox"/>	Bighorn Sheep: <input type="checkbox"/>	Cougar: <input type="checkbox"/>
Deer: <input type="checkbox"/>	Elk: <input type="checkbox"/>	Ibex: <input type="checkbox"/>	Javelina: <input type="checkbox"/>
Oryx: <input type="checkbox"/>	Turkey: <input type="checkbox"/>	Barbary Sheep: <input type="checkbox"/>	

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

REGISTRATION RENEWAL FOR 2019

LAND USE PERMITS

List your current federal and/or state land use permit numbers next to the appropriate areas; add specific districts/areas when possible.

State

State Land Office Permit #:

Forest Service

Carson Permit #:	<input type="text" value="Carson Permit #"/>	Carson Specific Ranger District(s):	<input type="text" value="Carson Specific Ranger District(s)"/>
Cibola Permit #:	<input type="text" value="Cibola Permit #"/>	Cibola Specific Ranger District(s):	<input type="text" value="Cibola Specific Ranger District(s)"/>
Gila Permit #:	<input type="text" value="Gila Permit #"/>	Gila Specific Ranger District(s):	<input type="text" value="Gila Specific Ranger District(s)"/>
Lincoln Permit #:	<input type="text" value="Lincoln Permit #"/>	Lincoln Specific Ranger District(s):	<input type="text" value="Lincoln Specific Ranger District(s)"/>
Santa Fe Permit #:	<input type="text" value="Santa Fe Permit #"/>	Santa Fe Specific Ranger District(s):	<input type="text" value="Santa Fe Specific Ranger District(s)"/>

BLM (Bureau of Land Management)

Carlsbad Permit #:	<input type="text" value="Carlsbad Permit #"/>	Carlsbad Specific Area(s):	<input type="text" value="Carlsbad Specific Area(s)"/>
Farmington Permit #:	<input type="text" value="Farmington Permit #"/>	Farmington Specific Area(s):	<input type="text" value="Farmington Specific Area(s)"/>
Las Cruces Permit #:	<input type="text" value="Las Cruces Permit #"/>	Las Cruces Specific Area(s):	<input type="text" value="Las Cruces Specific Area(s)"/>
Rio Puerco Permit #:	<input type="text" value="Rio Puerco Permit #"/>	Rio Puerco Specific Area(s):	<input type="text" value="Rio Puerco Specific Area(s)"/>
Roswell Permit #:	<input type="text" value="Roswell Permit #"/>	Roswell Specific Area(s):	<input type="text" value="Roswell Specific Area(s)"/>
Socorro Permit #:	<input type="text" value="Socorro Permit #"/>	Socorro Specific Area(s):	<input type="text" value="Socorro Specific Area(s)"/>
Taos Permit #:	<input type="text" value="Taos Permit #"/>	Taos Specific Area(s):	<input type="text" value="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

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?:

* Is your Outfitter business incorporated (Corporation, LLC, Inc. etc.) or an unincorporated sole proprietorship?:

STEP 7 – System automatically takes you to Section 1 or 2 for the 10% pool, you initial each box

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.

AFFIDAVIT: 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.

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OR

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.

AFFIDAVIT: 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 2: 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 individual 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.

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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?

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 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.

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STEP 9 – Submit Payment *Remember late fees apply Feb 16th to March 15th, the system will automatically adjust.
 *March 15th 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. 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

FINAL STEP – your registration application will remain **Pending** until a background check is completed and the information submitted is verified. You will receive an email when your registration is **Active** and ready for you to Print Outfitter CIN Card. Please Note: If you print your CIN while “pending” you will be printing last years. Receipts are **NOT** valid registrations.

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				
Year	Active	Registration Date	Amount	
2019	Pending	01/09/2019	\$500.00	View Receipt
2018	Yes	01/17/2018	\$500.00	View Receipt
2017	Yes	01/27/2017	\$500.00	
2016	Yes	12/22/2015	\$500.00	
2015	Yes	12/09/2014	\$500.00	
2014	Yes	12/02/2013	\$500.00	
2013	Yes	12/12/2012	\$500.00	
2012	Yes	12/09/2011	\$500.00	

Print Outfitter CIN Card