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Read this Before You Complete Your Application!

A Message from the Executive Director:

Dear Applicant:

We have noticed several areas on the application where applicants, such as you, make either errors or omissions. These errors always cost you, the applicant, additional time and often additional money. These errors can frequently cause your application to be delayed, conditioned (restricted) or even denied.

If, because of error or omission on your part, your application is denied, you will be **forever barred** from applying for a license from the New Mexico Gaming Control Board!

There are 4 major areas where we have noticed these errors occurring: 1) Fingerprints, 2) Credit Reports, 3) Disclosure of Criminal Background and 4) Personal References (where required).

Let's take these one at a time –

1) **Fingerprints:**

- a) You must register with Cogent and pay the fee for your Fingerprints to be taken and processed.
- b) Once you have paid the fee you have **90 days** to have your fingerprints recorded and sent in for processing. **If you don't get your fingerprints processed within the 90 days you will have to reregister and pay the fee again!**
- c) Once your fingerprints are processed and **the results are sent to us (make sure the correct ORI # is designated)** you have **30 days** to submit your completed application to us (we must receive it within 30 days of receiving the fingerprint results or the results will no longer be valid). **If you don't get your application to us within the 30 days you will have to reregister and pay the fee again!**
- d) If you are from outside New Mexico and are using "hard cards", **do not mail the cards to us (Mail them to Cogent)**. You will still need to register with Cogent and pay the fee online and then mail them the cards us **(make sure that we are designated as the recipients of the results)**.

2) **Credit Reports:**

We accept Credit Reports from any of the Major Credit Reporting Agencies or other reporting entities, as long as they are based upon the major agencies. Make sure that you

print and attach the **full Credit Report (We have received many applications with only the Summary Report attached)**. Summary Reports are not acceptable as Credit Reports and your application will be considered incomplete and will be returned to you!

3) **Criminal Disclosure:**

You must completely disclose any criminal history (**even instances where you were not brought to trial or where you were acquitted or even items that have been expunged!**) Often an applicant will say: 'I didn't think you would find that!' or 'That was a long time ago!' or 'My lawyer said I didn't have to disclose that!' **Disclose it Anyway!** Failure to disclose any Criminal History is **grounds for denial of your application!**

4) **References:**

If you are required to provide personal references, **make sure that the addresses and telephone numbers that you provide are valid and current (Yes, we do check your references!)** Where you provide a business telephone number for a reference, make sure you provide a direct dial number or an extension number.

Our Goal is to make the licensing process as simple, straight-forward **and stress-free as possible**. If you have any questions, you may reach the New Mexico Gaming Control Board at (505) 841-9700.

Thank you for your cooperation.

Donovan Lieurance
Acting Executive Director.