

OUTFITTER APPLICATION OR RENEWAL FORM



Application Fee: \$500.00

Payable to the NM Game & Fish

Add \$100.00 late fee between
Feb. 16 - March 15 if you are renewing
for the NM Outfitter 10% pool.

NEW MEXICO DEPARTMENT OF GAME & FISH
FIELD OPERATIONS DIVISION
GUIDE & OUTFITTER PROGRAM
7816 Alamo Road, NW
ALBUQUERQUE, NM 87120
505-476-8066 / Fax 505-476-8133
Email: DGF-Guide-Outfitter@dgf.nm.gov

FOR DEPT. USE ONLY

Payment Type/# _____
Amount \$ _____
Date ____/____/____
Initials _____
☐ Exam Score _____
☐ Valid Insurance Policy _____
☐ Tax & Rev Compliance _____
☐ History of Violation _____
☐ Checklist for 10% Pool _____
☐ Outfitter Card Issued _____

☐ NEW APPLICATION

☐ RENEWAL Outfitter Number: O - _ _ _ _

Renew Online by logging into your G&F customer account

BUSINESS NAME			
ADDRESS (mailing)		ADDRESS (physical)	
CITY, STATE, ZIP			
BUSINESS PHONE		EMAIL	
BUSINESS WEBSITE			

FULL NAME (First, Middle Initial, Last)		CELL NO.	
DATE OF BIRTH		SOCIAL SECURITY NO.	
DRIVERS LICENSE NO.		DRIVERS LICENSE STATE	
HEIGHT	WEIGHT	EYE COLOR	HAIR COLOR
Are you a New Mexico resident? Yes or No		If yes, date of NM residency	
<input type="checkbox"/> YES <input type="checkbox"/> NO			

INSURANCE INFORMATION			
POLICY NUMBER			
START DATE		END DATE	

NM TAXATION & REVENUE INFORMATION can be found on your NM Tax & Rev registration certificate			
Business' Registered as Corp., LLC, Inc., etc., update below		Business' Registered as a Sole Proprietor, update below	
C.R.S. NUMBER Identification Number		C.R.S. NUMBER Identification Number	
BUSINESS ZIP CODE		ZIP CODE	
FEIN # (Last 4 digits only) Federal Employer Identification #		SSN (Last 4 digits only)	

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.

For the following questions, write YES or NO in the corresponding boxes 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 wildlife, hunting, fishing, trapping, guiding, outfitting, trespass, land-use or off highway vehicle?

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.

AUTHORIZATION FOR RELEASE OF INFORMATION:

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.

Signature of Outfitter or Applicant

Date

NM OUTFITTER 10% SPECIAL DRAWING POOL

MANDATORY CHECKLIST

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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.

SECTION 1: All outfitter businesses that are incorporated: Corp., LLC, Inc., etc...

Initial each box	Print Full Name	I verify that I have the following documents on file as a NM Outfitter, meaning a person who has a business:
	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; <i>*must provide proof with application packet (i.e. lease/rental agreement or a copy of property taxes from County)</i>	
	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 <i>*must provide proof or verification of application progress</i>	
	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.	

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	Print Full Name	I verify that I have the following documents on file as a NM Outfitter, meaning a person who has a business:
	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 <i>*must provide proof or verification of application progress</i>	
	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.	

Please note that documentation may be requested at any time by the department to verify that you meet requirements.

AFFIDAVIT:

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.

Signature of Outfitter Applicant

Date

In an effort to update our records and provide your clientele (hunter-clients) with accurate and useful information, please complete the following.

WHAT AREAS DO YOU SPECIALIZE IN OUTFITTING? Circle or check all that apply

Statewide	or	NW Quadrant	NE Quadrant	SW Quadrant	SE Quadrant
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WHAT GMU'S DO YOU GUIDE AND OUTFIT IN? Circle or check all that apply

2A	2B	2C	4	5A	5B	6A	6B	6C	7	8
9	10	12	13	14	15	16A	16B	16C	16D	16E
17	18	19	20	21A	21B	22	23	24	25	26
27	28	29	30	31	32	33	34	36	37	38
39	40	41	42	43	45	46	47	48	49	50
51A	51B	52	53	54	55A	55B	56	57	58	59

WHAT SPECIES OF GAME DO YOU SPECIALIZE IN OUTFITTING? Circle or check all that apply

Elk	Ibex	Rocky Mountain Bighorn Sheep	Bear
Deer	Oryx	Desert Bighorn Sheep	Lion
Pronghorn Antelope	Javelina	Barbary Sheep	Other _____

LIST YOUR CURRENT FEDERAL AND/OR STATE LAND USE PERMIT NUMBER NEXT TO APPROPRIATE AREA

STATE LAND OFFICE PERMIT NUMBER		
FOREST SERVICE PERMIT NUMBER		SPECIFIC RANGER DISTRICTS
Carson		
Cibola		
Gila		
Lincoln		
Santa Fe		
BLM PERMIT NUMBER BUREAU OF LAND MANAGEMENT		SPECIFIC AREAS
Carlsbad		
Farmington		
Las Cruces		
Rio Puerco		
Roswell		
Socorro		
Taos		

OUTFITTER APPLICATION OR RENEWAL REQUIREMENTS



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ALL OUTFITTER RENEWALS MUST REMIT:

- ☐ \$500.00 fee payable to NMDGF (\$600.00 fee is only applied for the late fee to be included in the NM Outfitter 10% special draw pool between the period of Feb. 16-March 15.)
- ☐ A “Certificate of Liability Insurance” minimum aggregate for each occurrence of \$500,000.00

ALL NEW OUTFITTER APPLICANTS MUST REMIT WITH THIS APPLICATION:

- ☐ \$500.00 fee payable to NMDGF (\$600.00 fee is only applied for the late fee to be included in the NM Outfitter pool between the period of Feb. 16-March 15.)
- ☐ At least three years as a New Mexico registered guide, a registered guide shall work only under the supervision of a New Mexico registered outfitter. Copies of documents showing three years of actual guiding experience (ex. Federal land use permits, business or employment records from the outfitter) and a letter from said New Mexico registered outfitter attesting to your experience.
- ☐ A copy of your county or city/municipal business registration or license.
- ☐ A copy of your registration with New Mexico Taxation and Revenue.
- ☐ A “Certificate of Liability Insurance” minimum aggregate for each occurrence of \$500,000.00
- ☐ A copy of your Hunter Education (Safety) card.
- ☐ A copy of certificate of completion of “*NM Guide & Outfitter Examination*” (only if the original proof of exam is not already with the Guide & Outfitter Program).