



New Mexico Department of Game and Fish

Vendor Checklist

NM Game & Fish Vendor Requirements

- 1- Completed [Vendor Application](#) and [Vendor Agreement](#) forms.
- 2- Current Credit Score
- 3- Copy of State Tax ID number, also known as a Combined Reporting System (CRS) ID Number Registration certificate, issued in the exact name (including d.b.a) as shown on application and be in compliance with current tax reporting.
- 4- Computer equipment to include: reliable Internet service, computer, monitor and printer. NM Game and Fish does not cover these costs or provide technical assistance.

Terms

Must sell all game and fish products to public and comply with all carcass tag requirements.

Vendor location must have public accessibility; no closed gates to property during working hours. Licenses must be sold from physical address listed on application. No Class A parks (unless vendor office is outside the enclosed park property).

Hours /days of operation: Minimum 20 hours per week.

Must make cash due payment per vendor agreement.

By submitting the Vendor Application, applicant(s) consent to background check, provide full first/ last name and any alias name used in past along with last 4 of SS# (applicable to all owners, partners and corporate officers of the business).

Note: If you have pending administrative or disciplinary actions with NM Dept. of Game and Fish, not in compliance with Child Support or Worker's compensation laws, or are under investigation for violation activities, you may not be eligible for a Vendor License and your application may be placed on hold pending resolution of the issue(s).

For assistance with the application process or if you have additional questions please contact Vendor Licensing at 505-476-8096 or 505-476-8164.

Complete licensing packets can be mailed to address below or emailed to DGF-Vendor@state.nm.us.

*NM Department of Game and Fish
Attn: Vendor Licensing Section
1 Wildlife Way
Santa Fe, NM 87507*