



# OUTFITTER APPLICATION

FORM O- MS 11/11

FOR OFFICE USE ONLY	
DATE RECV.	\$
CK#	
MO#	INIT.

CHECK ONE: NEW \_\_\_\_\_

RENEWAL \_\_\_\_\_

Current Outfitter Number: O-\_\_\_\_

**NEW THIS YEAR—It is MANDATORY to fill out the last page (see page 4) if you want to qualify as a N. M. outfitter in order to place hunter/clients in the Public Draw. If you fail to fill out the last page or do not qualify, you will not be eligible to utilize the draw (19.30.8.9.B.5 NMAC). Outfitters that do not qualify or do not want to be included in the public draw please disregard page 4.**

Date of Application: \_\_\_\_\_

Individual Applicant's Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: Business: \_\_\_\_\_ Other: \_\_\_\_\_ Fax: \_\_\_\_\_

Soc. Security No.: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date Of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Drivers License: No.: \_\_\_\_\_ State: \_\_\_\_\_ Date Issued: \_\_\_\_\_

**ALL APPLICANTS MUST REMIT:**

\*\$500.00 fee made out to the N.M. Dept. of Game and Fish (\$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.)

\*A "Certificate of Liability Insurance" minimum aggregate for each occurrence of \$500,000.00

**ALL NEW OUTFITTER APPLICANTS ALSO REMIT WITH THIS APPLICATION:**

- \*Copies of documents showing three years of outfitting experience (ex. Federal land use permits, business records, etc.)
- \*A copy of your registration with N.M. Taxation and Revenue.
- \*A signed, notarized original "Authorization for Release of Information" form.
- \*A copy of your Hunter Education (Safety) card.
- \*A copy of certificate of completion of *N.M. Outfitter & Guide Exam*

**VIOLATION HISTORY:**

In the preceding three years of this application, have you been convicted of violating any federal land use agency's or any state's game and fish laws or outfitting laws or regulations? Yes\_\_\_ No \_\_\_

Have you ever had a guide or outfitter license, registration, permit or certificate revoked or suspended in another state? Yes \_\_\_ No \_\_\_

*(If yes to either question above attach a separate sheet listing all convictions, revocations, and/or suspensions to include dates and the State/s in which they occurred.)*

**AFFIDAVIT:**

I \_\_\_\_\_, by submitting this application to become a **Registered Outfitter**, attest to its accuracy and declare that I have not been convicted of a felony in United States. I am aware that failure to complete this application may result in a delay in processing or its rejection. I understand that making false statements or failure to disclose material facts will result in voidance of registration and constitutes a misdemeanor crime.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

**APPLICANTS:**

Registration year is from April 1 to March 31. February 15 is the deadline for all qualifying N.M. outfitters to utilize the special drawing pool. Registered outfitters not qualifying to be a N.M. outfitter have no deadline as long as they are registered before conducting outfitting activities. Please allow 30-days for your application to be processed. Individuals needing to make arrangements to take the NM Outfitter and Guide Exam please call Matt Seidel, Outfitter and Guide Registrar, at 505-222-4711; OR by calling a Game and Fish office listed below.

Albuquerque.....505-222-4711  
Santa Fe.....505-476-8066  
Roswell.....575-624-6135

Albuquerque fax.....505-222-4720  
Raton.....575-445-2311  
Las Cruces.....575-532-2100

**SEND ORIGINAL APPLICATION TO:**

**New Mexico Dept. of Game and Fish  
Attn: Outfitter/Guide Registrar  
3841 Midway Pl. NE  
Albuquerque, NM 87109**

**AUTHORIZATION FOR RELEASE OF INFORMATION**

I, \_\_\_\_\_  
NAME (MUST BE PRINTED-LEGIBLY) (SS#) (DOB)

**PURSUANT TO NMSA 1978, SECTION 29-10-6(A) (Repl. Pamp. 1990), OF THE NEW MEXICO ARREST RECORD INFORMATION ACT, HEREBY APPOINT:**

New Mexico Department of Game and Fish  
NAME(MUST BE PRINTED) (IF NO AGENT, PRINT "SELF")

**ADDRESS: PO Box 25112, Santa Fe New Mexico 87504.**

**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 OR CUSTODIANS 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 OR REPRESENTATIVES OF ANY NATURE BECAUSE OF COMPLIANCE BY SAID CUSTODIAN OR CUSTODIANS 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 OR REPRESENTATIVES OF ANY NATURE.**

**APPLICANT SIGNATURE: \_\_\_\_\_**

**DATE: \_\_\_\_\_**

**(\*ATTN: NOTARY-ENSURE DOCUMENT IS SIGNED IN YOUR PRESENCE AND NAME, DOB, SOC INFO IS VERIFIED WITH A VALID IS)**

**SUBSCRIBED AND SWORN TO BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.**

(SEAL) \_\_\_\_\_  
(NOTARY PUBLIC)

**MY COMMISSION EXPIRES; \_\_\_\_\_.**



# MANDATORY CHECKLIST FOR NEW MEXICO OUTFITTER QUALIFICATION



Important Time Sensitive Information - **Deadline February 15 prior to the hunting season**

All new and renewing applicants must apply by February 15 to be eligible to participate in the 10% pool of resident/nonresident hunter applicants that require a person to be guided by a New Mexico outfitter for the next hunting season. New and renewal applications received after February 15 but before the close of business on March 15 will be eligible to have a hunter-client in special draw hunts. An applicant for a New Mexico outfitter who renews after February 15 will be subject to an administrative fee of \$100.00, in addition to the normal application fees. New Mexico Outfitter Ineligibility: An applicant for a New Mexico outfitter that fails to successfully complete the Department's process by March 15 will be ineligible to have a hunter-client use their registration number for the guided portion of the special drawing pool established from 17-3-16 NMSA, 1978.

**Please verify that you qualify as a New Mexico Outfitter as per the requirements and restrictions established in 17-3-16, 17-2A-1 NMSA 1978 and 19.30.8 NMAC.**

I \_\_\_\_\_, verify that I have the following documents on file.  
(Print Full Name)

\_\_\_\_\_ A current and valid New Mexico state, county or municipal business registration and a valid  
(Initial if applicable) outfitter license issued by the department of game and fish authorizing you to carry out an outfitting business under the laws of this state;

\_\_\_\_\_ Receipts or other documentation for property taxes or rent on real property in New Mexico, gross  
(Initial if applicable) receipts taxes and at least one other tax administered by the New Mexico Taxation and revenue department in three years immediately preceding the submission of an affidavit to the department of game and fish; the majority of which is owned by a person who resides in New Mexico during the three-year period immediately preceding the submission of this form;

\_\_\_\_\_ Employment records that demonstrate at least eighty percent (80%) of the total personnel of the  
(Initial if applicable) business are New Mexico residents;

\_\_\_\_\_ Receipts or other documentation for leased property for ten years or purchased property greater  
(Initial if applicable) than fifty thousand dollars (\$50,000) in value in New Mexico;

\_\_\_\_\_ A contract or legal document that verifies that if your business changed its name from that of a  
(Initial if applicable) previously certified business, the business is identical in every way to the previously certified business that meets all criteria;

\_\_\_\_\_ Federal or state land use permits to operate as a New Mexico outfitter as required on public  
(Initial if applicable) lands prior to the hunt; and

\_\_\_\_\_ All contracts for special draw hunts will require that my hunting guide service will ensure that a  
(Initial if applicable) hunter-client will be accompanied at least two days in the area where the license is valid.

(Note: Documentation may be requested at any time by the Department for verification that you meet these requirements)

### AFFIDAVIT:

I attest to the accuracy to the information and declare that I am qualified to be a New Mexico Outfitter as per 17-3-16 NMSA 1978 and 19.30.8 NMAC. I hereby certify that all statements are true and correct.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Outfitter Applicant (no substitution or designee)