



**STATE OF NEW MEXICO
REGULATION AND LICENSING DEPARTMENT
CARNIVAL RIDE INSURANCE PROGRAM**

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http://www.rld.state.nm.us/construction/Carnival_Ride_Insurance_Program.aspx

INSTRUCTIONS
CARNIVAL RIDE INSURANCE CERTIFICATION
NEW OR RENEWAL INFORMATION

The Department is required to cancel all certifications not renewed on or before the annual renewal date. You must submit your application at least 30 days in advance of expiration, so that you will receive your new renewal in time.

I. SECTION 57-25-3 OF THE CARNIVAL RIDE INSURANCE “ACT”

The Carnival Ride Insurance Act states the following:

- A. “No person shall operate a carnival ride without a policy of insurance in an amount not less than three million dollars (\$3,000,000) against liability *per aggregate* for injury to person(s) arising out of the operation of the carnival ride.
- B. The insurance policy must list the name of the **Ride: YEAR, MAKE, MODEL AND SERIAL NUMBER** for *each* ride. If there are additions or deletions of the carnival ride(s) during the policy terms, all changes shall be reported on a “change endorsement” form and a copy submitted to our office within 30 days.
- C. If the insurance policy is cancelled for any reason, either by the insurance company or owner of the carnival ride, notice of said cancellation shall be reported to the office at least ten (10) days before the cancellation takes effect.
- D. *NO carnival ride shall operate without first obtaining a certificate of inspection by NAARSO Certified Inspector AND a certificate from the Carnival Ride Insurance Act office for each and any ride.*
- E. *Each and every carnival ride shall be inspected annually, with all proper documentation filed with the Carnival Ride Insurance Act office. Failure to do so shall result in fines and penalties as per the laws of the State of New Mexico.*

II. NEW OR RENEWAL APPLICATION(S)

All new applications and renewal applications *must have* all of the documents listed below, in order for the *Carnival Ride Insurance Act* office to process the application without delay. Incomplete applications may be rejected and sent back to you. This only delays your ability to be certified and operate. *New and renewal applications MUST be turned in to office AT LEAST 30 DAYS BEFORE YOU PLAN TO OPERATE, OR BEFORE YOUR CERTIFICATION EXPIRES.*

If you have any questions, please call the office and speak to Paulina Braiman-Robinson. You can reach her at: (505) 476-4853. OR you can email her at: paulina.robinson@state.nm.us.

II. DOCUMENTS NEEDED FOR CERTIFICATION

1. Notarized Original Application for new or renewal applications. **NO copies accepted.**
2. Cashier's check or money order for \$50.00 PER RIDE, payable to: *Carnival Ride Program*, and must accompany the application, or your application will be returned to you. If you have more than one ride, you can combine all the fees into one cashier's check or money order.
3. Inspection reports by **NAARSO (National Association of Amusement Ride Safety Officials) Certified Inspector**. Inspections **MUST** be done by a Class 1, 2 or 3 Inspector **ONLY**. Inspector **MUST** sign each ride inspection form and include the date of the inspection, daily log along with the name of the **Ride: Year, Make, Model and Serial Number of The Ride**. **COPY OF THE NAARSO CERTIFIED INSPECTORS CERTIFICATION CARD MUST ACCOMPANY YOUR APPLICATION.**
4. Any and all deficiencies noted by NAARSO Certified Inspector **SHALL** be corrected **BEFORE** you turn in an application to the *Carnival Ride Insurance Act* office. Any and all corrections of the carnival ride **MUST** be certified by a NAARSO inspector after the corrections of deficiencies and an inspection form shall accompany your application.
5. Copy of Daily Inspection Sheet.
6. Copy of the insurance policy with detailed information of each/all RIDE(S), which shows at least three million dollars (\$3,000,000) in insurance PER EACH OCCURRENCE. The insurance policy **MUST INCLUDE** the name(s) of the **Ride, Year, Make, Model and Serial Number of the Ride**. **EVERYTHING MUST MATCH AND BE CORRECT, OR YOUR APPLICATION WILL BE REJECTED.**

YOU WILL NOT BE ALLOWED – AT ANY TIME - TO OPERATE YOUR RIDE WITHOUT A CURRENT CERTIFICATE FROM THE CARNIVAL RIDE INSURANCE PROGRAM.

ALL NEW AND RENEWAL APPLICATIONS MUST BE IN 30 DAYS BEFORE BEGINNING OPERATION OR EXPIRATION OF OLD CERTIFICATE.