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Register a Person

Register a Facility

License Verification

## Welcome to MyLicense e-Government

The New Mexico Regulation & Licensing Department offers licensees the opportunity to renew a license, request duplicate licenses, update address information, via our new secure web interface.

\*This site only works with Internet Explorer 9 or greater.

- If you are a new user, you will need to register by creating a user ID and password that you will use to access the site each time you visit. Click [here](#) to register.
- If you hold an MD, Telemedicine or Resident MD License with the New Mexico Medical Board please click [here](#) to renew.
- If you hold a controlled substance license, your user ID and password for that license are different from any other licenses you have with the state. If you are a returning user and want to login below, be sure to use the user ID and password associated with the license you want to renew.
- NOTICE: Your License will NOT update the same day the payment is made. Please be aware that it may take anywhere from 2 to 5 business days for license to update after payment has been made online.

### RETURNING USERS LOGIN HERE

User Id:

Password:

- If you have forgotten your password, click [here](#).
- If you have forgotten your user ID and password, simply go through the steps to register again by clicking [here](#).

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# Home Page

Please read each individual page, there is informative information to help you with the renewal process

-Click Register a Person for a Practitioner or Professional License

-Click Register a Facility for an Establishment License



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**First step: Search for Existing Records**

To begin the process of renewing an existing license, submitting name or address changes or requesting a duplicate license, you must first search for existing personal or professional records in the licensing system. You must complete this search process step even if you currently hold no professional licenses with the state.

\*This site only works with Internet Explorer 9 or greater.

- If you are the owner of a licensed business or facility and want to review or update your business records, click [here](#) to continue.
- If you want to renew a license, submit name or address changes, or request a duplicate license, enter your information into the fields below, then click Search.
- If you are renewing a license, your registration code or renewal ID is printed on your renewal notice. You must enter the numbers and letters exactly as they are printed on your renewal notice. It can be difficult to differentiate between 0 (zero) and the capital letter O or the number 1 and a lower case L (l), so if you have having trouble finding your record you may want to try alternatives to each of these..
- If you do not have a registration code or renewal ID, click [here](#) to locate contact information for the appropriate division or board
- NOTICE: Your License will NOT update the same day the payment is made. Please be aware that it may take anywhere from 2 to 5 business days for license to update after payment has been made online.

License Number:

Registration Code:

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# Enter License Number or Permit Number

# Enter Registration Code

*(information is included in renewal email notice)*

-Click Search





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## Registration

Review the information below to make certain the search returned your record

- If you do not see your information in the LICENSE INFORMATION section below we were unable to find your records based on the information you entered. Click [here](#) to search again and be sure to enter your license number and registration code carefully. If your records still cannot be found, click [here](#) to locate contact information for the appropriate division or board.
- If the information in the LICENSE INFORMATION section is yours, scroll down to the CREATE YOUR USER ID AND PASSWORD section at the bottom of the page, fill in all the fields, and click Register. You can then login. Once logged in, you will be able to update your records, apply for an additional license, or renew an existing license.
- You must enter and Email address as all Board notifications will be sent by email. This includes updates, renewal reminders and board correspondence.

### Licenses Information

Name Prefix:	Mr. or Mrs. [REDACTED]
First Name:	[REDACTED]
Middle Name:	[REDACTED]
Last Name:	[REDACTED]
Name Suffix:	[REDACTED]
Country:	[REDACTED]
Line 1:	[REDACTED]
Line 2:	[REDACTED]
City:	[REDACTED]
State:	[REDACTED]
Zip Code:	[REDACTED]
Phone:	[REDACTED]
Fax:	[REDACTED]
Email:	[REDACTED]

### CREATE USER ID AND PASSWORD - All Fields are Required!

User ID* [REDACTED] <small>(At least 8 characters)</small>	Confirm Password* [REDACTED]
Password* [REDACTED] <small>Minimum 8 characters</small>	Forgot Password?
Password Question: [REDACTED] <small>Ex. Favorite color?</small>	Password Answer: [REDACTED] <small>or. Blue</small>

**Register**

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After clicking “Search”, your license information should populate under license information.

**You should not enter any information under License information.**  
**If blank please contact the Board Office for further assistance.**

## Go to:

**“Enter Password” or**

## “Create User ID and Password”

## Enter password question and password answer

## Click “Register”

Keep User ID and Password for your records –

You will also need this information to renew your license in the future or you can change your demographics (address, phone number, email, etc.)

*If you forget your User ID and Password, you can create (register) a new User ID and Password with your license number and registration code. The registration code does not change.*



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- Initial Application
- Renew License
- Duplicate License
- Demographics Update
- Logout

**Licensing Home Page**

The list below displays all licenses currently held by you or licenses you have applied or are applying for. To renew a license, click the [renew license](#) link on the left.

(PLEASE NOTE: Profession refers to the board or the department)

**Name**

Name: [REDACTED] Address: [REDACTED]

**Licenses**

Profession:	[REDACTED]	License Number:	[REDACTED]	License Status:	[REDACTED]
		Issue Date:	[REDACTED]	Expiration Date:	[REDACTED]
Profession:	[REDACTED]	License Number:	[REDACTED]	License Status:	[REDACTED]
		Issue Date:	[REDACTED]	Expiration Date:	[REDACTED]

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You are now logged in to your profile

**You now have access to:**

Renew any eligible professional license held with the NM Board of Pharmacy

If your profession allows, you may request a duplicate license  
Update your personal address under demographics update



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**Application for License Renewal**

Select the license you would like to submit a renewal application for from the list below and click **continue**. If you have multiple renewable licenses, you can only submit one renewal application at a time. Complete the process for each license you would like to renew.

**Renewable Licenses**

<b>Continue</b>		
Profession:	License Number:	License Status:
Issued:	Expiration Date:	Renewed To:

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By using the menu on the left;  
please make a selection:

Your license information will  
be displayed

Click the word “**CONTINUE**”  
located right above your  
license information in the  
colored area.

This will begin the renewal  
process.



<b>Menu</b>
<input type="checkbox"/> DEMOGRAPHICS
<input type="checkbox"/> Finish
<a href="#">License Home Page</a>
<a href="#">Logout</a>

## License Renewal Application

The licensee is solely responsible for providing the information requested on the renewal form. Submission of the form means that the licensee personally assures that every statement contained in the electronic document is true and accurate.

[Next](#)

You are now  
renewing the license  
you selected.

Continue to follow  
the steps and answer  
any and all questions.

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**Menu**

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- Finish

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### Personal Address Information

This page displays the address associated with the person record. Press the **Edit button** to edit this address. If no changes are necessary, press the **Next button** to mark this step complete.

You must enter an Email address as all Board notifications will be sent by email; this includes updates, renewal reminders and board correspondence.

Full Name: [REDACTED]

Line 1: [REDACTED]

Phone: [REDACTED]

Email: [REDACTED]

**Edit** **Next**

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You will now be asked to verify/update your personal address information.

You will then be directed to the summary page, or if your profession requires a mandatory survey page.

***\*For Establishments - you may not update your establishment address. You should complete a relocation application as required and submit the required documents and fees.***

If your profession is required to complete a Mandatory Survey you will then be directed to complete the survey.

If any survey questions do not directly relate to you please fill in the answer with an N/A or 0. The survey must be completed to avoid any errors.



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**Application Summary**

Please review all information you have provided. Click on the Renewal steps to the left to correct any information. If you have knowingly provided false information it may result in action against your license. (PLEASE NOTE: Profession refers to the user or department)

When all information is correct and the "Pay Fees" button is selected you will proceed to payment options.

The licensee is solely responsible for providing the information requested on the renewal form. Submission of the form means that the licensee personally assures that every statement contained in the electronic document is true and accurate.

**Licenses**

License No:	License Number:	License Status:
Issued:	Expiration Date:	Renewed To:

**Address Changes**

Name: [REDACTED]

Licensee Address

**Question Responses**

**Bond Information**

No data available

**Attribute Licenses**

Attribute	Obtained By Method	Searched	Review
No items found.			

If all the above information is correct please press the Pay Fees button.  
Otherwise please go back and correct any information that is necessary.

**Pay**

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The “application summary screen” will display

Review all information for accuracy

Click the “Pay” button



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**Application Fees**

License Number	Description	Fee Amount
[REDACTED]	Newrevallee	[REDACTED]
	Late Fee-1	[REDACTED]

**Account Holder Information**

Name on Account: [REDACTED]

**Fee Totals**

Once you submit your payment, you will not be able to go back and review your renewal application.

Do not click on submit button more than one time, doing so will result in a duplicate payment. Please wait until you receive the message stating that your payment has been successfully submitted.

Fee Amount: [REDACTED]

**Submit Payment:** [REDACTED]

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All fees associated with the renewal of your license will be displayed

Enter the *name on the Credit Card being used for payment.*

-Click “Submit Payment”

Please wait while you are redirected to the online payment site.

If the redirect does not happen within 5 seconds, you may click **Continue** to be redirected to the online payment site.

Note: Do not click the browser's Back button.

You will now see  
this screen and  
then be redirected  
to another page.

The screenshot shows a step-by-step checkout process. The current step is 'Billing'. The 'Your Order' section displays a total amount of [REDACTED]. The 'Billing Information' section contains the following fields:

- First Name: [REDACTED] \* Required field
- Last Name: [REDACTED]
- Company Name: [REDACTED]
- Address: [REDACTED]
- City: [REDACTED]
- Country: [REDACTED]
- State/Province: [REDACTED]
- Zip/Postal Code: [REDACTED]
- Phone Number: [REDACTED]
- Fax: [REDACTED]

At the bottom of the form are 'Next' and 'Cancel Order' buttons.

Enter your billing  
information, verify  
and/or complete

Click “Next”

Enter all credit card information

The screenshot shows a payment form with the following details:

- Payment Details:**
  - Card Type: Visa (selected)
  - Card Type: Mastercard
  - Card Number: [Redacted]
  - Expiration Date: [Redacted]
  - CVN: [Redacted] (with a small image of a credit card)
- Your Order:** Total amount [Redacted]
- Buttons:** Back, Next, Cancel Order

Verify amount being paid

Click “Next”

Confirm payment and print your receipt

*Note: Receipt can only be printed at this time – no other receipt will be available*