



Menu
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:

Login

- **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](#).

New Mexico Regulation & Licensing Department

[Contact Us](#)

Toney Anaya Building, 2550 Cerrillos Road, Santa Fe, NM 87505
5200 Oakland Avenue NE, Albuquerque, NM 87113

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



Menu

Login Page

Register a Facility

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:

Search

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Enter License
Number or Permit
Number

Enter Registration
Code

*(information is included in
renewal email notice)*

-Click Search



Menu
Login Page
Register a Facility

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 an Email address as all Board notifications will be sent by email. This includes updates, renewal reminders and board correspondence.

License Information

License Plate:	Plate:
First Name:	DOB:
Middle Name:	Gender: <small>Please select a Gender</small>
Last Name:	personality: <small>Select</small>
Home Address:	personification: <small>Select</small>
Country:	Phone:
Line 1:	Fax:
Line 2:	Email:
City:	
State:	
Zip Code:	

CREATE USER ID AND PASSWORD - All Fields are Required!

User ID:	Confirm Password:
Password:	Password Answer:
Personal Question:	or: Email:
or: Favorite Color:	

[Register](#)

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5050 Camino Real, Santa Fe, New Mexico, NM 87513

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.



Menu

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

[REDACTED]

Profession: [REDACTED]

License Number: [REDACTED]

Issue Date: [REDACTED]

License Status: [REDACTED]

Expiration Date: [REDACTED]

[REDACTED]

Profession: [REDACTED]

License Number: [REDACTED]

Issue Date: [REDACTED]

License Status: [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



Menu

- License Home Page
- Logout

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

Continue			
Profession:		License Number:	
Issued:		Expiration Date:	
		License Status:	
		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.



Menu

- ☐ **DEMOGRAPHICS**
- ☐ Finish
- License Home Page
- Logout

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](#)

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You are now
renewing the license
you selected.

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



Menu

- ☐ Demographics
- ☐ Finish
- License Home Page
- Logout

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:

Line 1:

Phone:

Email:

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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.



Menu

- ☒ DEMOGRAPHICS
- ☐ Finish
- [View Renewal Page](#)
- [Logout](#)

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 board 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 assumes that every statement contained in this electronic document is true and accurate.

Licenses

License No.	License Name	License Status
██████████	██████████	██████████

Address Changes

Name: ██████████

☒ License Address: ██████████

Question Responses

Send Information

No data available

Attribute Licenses

Attribute	Obtained By Method	Selected	Renewal
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



Menu

- ☒ **DEMOGRAPHICS**
- ☐ Finish
- [View My Home Page](#)
- [Logout](#)

Application Fees

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

Account Holder Information

Name on Account:

Fee Totals

Once you submit your payment, you will not be able to go back and revise 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:

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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.

Continue

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

The image shows a web interface for a billing process. At the top, there are four tabs: 'Billing' (highlighted in green), 'Payment', 'Review', and 'Receipt'. The 'Billing' tab contains a 'Billing Information' section with the following fields: 'First Name' (with a red asterisk and 'Required field' text), 'Last Name', 'Company Name', 'Address *', 'City *', 'Country *' (with a dropdown arrow), 'State/Province *' (with a dropdown arrow), 'Zip/Postal Code *', 'Phone Number', and 'Email *'. A 'Next' button is located at the bottom right of this section. Below the 'Next' button is a link that says 'Cancel Order'. To the right of the 'Billing Information' section is a 'Your Order' summary box. It contains a green bar with the text 'Total amount' and a blacked-out value.

Billing

Payment

Review

Receipt

Billing Information

* Required field

First Name

Last Name

Company Name

Address *

City *

Country *

State/Province *

Zip/Postal Code *

Phone Number

Email *

Next

[Cancel Order](#)

Your Order

Total amount

Enter your billing information, verify and/or complete

Click “Next”

Enter all credit card information

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*

The screenshot displays a payment interface with a top navigation bar containing four tabs: 'Dining', 'Payment' (highlighted in green), 'Review', and 'Receipt'. The main content area is divided into two sections. On the left, the 'Payment Details' section includes a lock icon and a '* Required field' label. It features radio buttons for 'Card Type' with 'VISA' selected, a 'Card Number' input field, an 'Expiration Date' dropdown menu, and a 'CVV' input field with a small card icon. At the bottom of this section are 'Back' and 'Next' buttons, and a 'Cancel Order' link. On the right, the 'Your Order' section shows a 'Total amount' with a green background and a blacked-out value.