

NMRLD

NMRLD

**Real Estate Commission Application Intake
Quick Reference Guide**

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OVERVIEW

For the New Mexico Regulation and Licensing Department, the ‘Create a New License’ Quick Reference Guide will explain how to use the portal to create a new license.

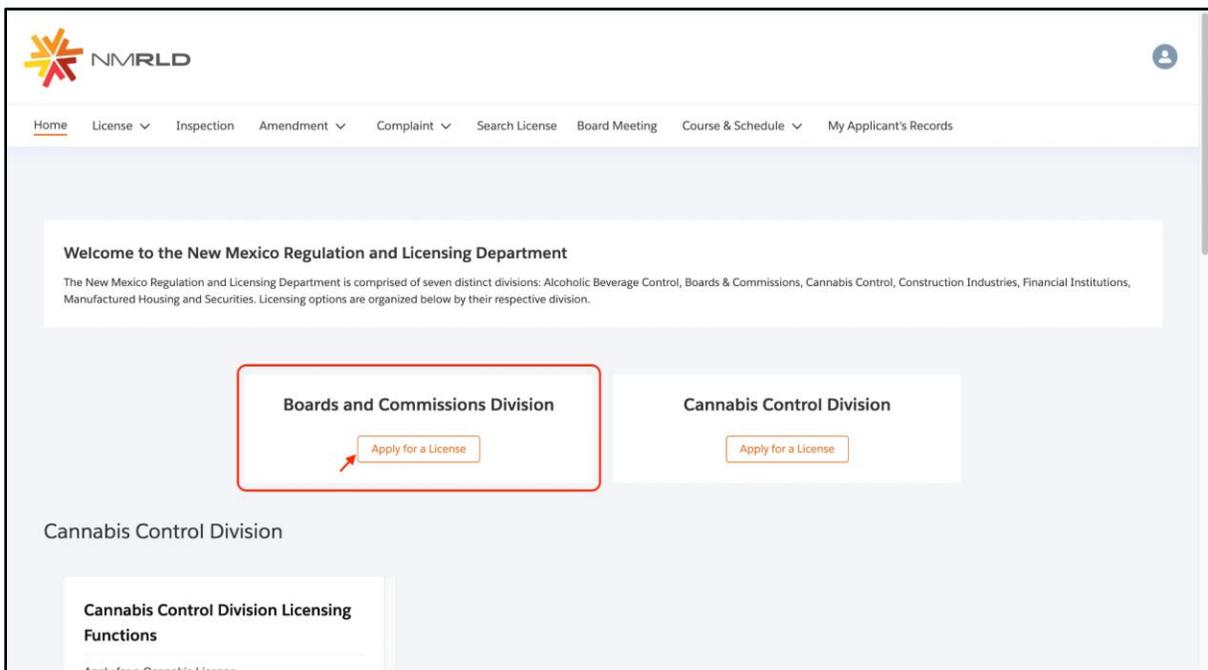
AVAILABLE LICENSES

The following are the list of licenses available under the Real Estate Commission:

- Associate Broker
- Continuing Education Instructor
- Continuing Education Sponsor
- Qualifying Broker

APPLYING FOR A NEW LICENSE

1. Log in to the RLD Licensing portal.
2. Click **Apply for a License** for the Boards and Commissions Division.



3. Click **Select** for the Real Estate Commission.

Select Board

Board of Barbers and Cosmetologists
The Board of Barbers and Cosmetologists sets standards for licensure and renewals to ensure licensed professionals and establishments meet the required standards of education, competency and practice so customers receive quality services. [Select](#)

Board of Psychologist Examiners
The New Mexico Board of Psychologist Examiners licenses psychologists, associates, and prescribing psychologists and ensures appropriate examination and other requirements related to the practice of psychology. [Select](#)

Board of Social Work Examiners
The New Mexico Board of Social Work Examiners standardizes the practice of social work through the licensure of three different levels of practice, including baccalaureate, master, and independent Social Workers [Select](#)

Counseling and Therapy Practice Board
The New Mexico Counseling and Therapy Practice Board licenses and provides standards of practice requirements for mental and behavioral health providers, including Counselors and Therapists, as well as related continuing education providers. [Select](#)

Public Accountancy Board
The New Mexico Public Accountancy Board issues licenses to both Certified Public Accountants (CPA) and CPA firms to practice public accountancy in New Mexico. [Select](#)

Real Estate Commission
The New Mexico Real Estate Commission licenses Real Estate Associate and Qualifying Brokers and governs brokerage and related activities of real estate transactions. [Select](#)

4. Click **Select** next to the license for which you want to apply. For this QRG, let's apply for the Associate Broker.

NMRLD

Home License Inspection Amendment Complaint Search License Board Meeting Course & Schedule My Applicant's Records

Select License

[← Back](#)

Associate Broker
A person holding a New Mexico associate broker's license who is affiliated with a New Mexico qualifying broker. [Select](#)

Continuing Education Instructor
An instructor approved by the real estate commission to teach courses approved by the real estate commission. [Select](#)

Continuing Education Sponsor
An organization or entity approved by the real estate commission to offer courses approved by the real estate commission. [Select](#)

APPLICATION STEPS

You must fill in the details for all steps before submitting your renewal application.

1. In the **Getting Started** step, read the information carefully and click **Save & Next**.

Real Estate Commission: Associate Broker

- Getting Started
- Requirements for Licensure
- Personal Information
- Mailing Address
- Additional Application Requirements
- Related Licenses
- Supervisor Information
- Upload Document(s)
- Attestation
- Payment

Getting Started

Thank you for starting your application for a license with the New Mexico Regulation and Licensing Department. This licensing portal will guide you through the licensing requirements and allow you to save your work and return to your application if you do not complete it all at one time.

This application will confirm that each individual applying meets all requirements for licensure set by either state statute or regulations governing the profession. These licensing requirements, along with continuing education, regular renewals, and compliance monitoring assist to safeguard the profession and certify that licensees meet minimum education, training, and health and safety standards to ensure public trust.

If you have further questions regarding licensure or the Regulation and Licensing Department Boards and Commissions Division, please visit the website at www.rld.nm.gov/boards-and-commissions/. Each Board and Commission have their own webpage with specific requirements for licensure, continuing education, renewals, public meeting information, and a direct phone number and email to their respective administrator and other support staff who can be reached for help.

If you are ready to apply, please click the Save & Next button to begin your application.

Save & Next

2. In the **Requirements for Licensure** step, select answers and provide further details as follows:
 - a. Select **Yes** or **No** for Reciprocity.
 - b. Select checkboxes of the applicable states for the question “In which state do you hold an active license?” and enter the license details.

Real Estate Commission: Associate Broker
PAR-0000010840

- ✔ Getting Started
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Requirements for Licensure

You have selected to apply for an Associate Broker License with the New Mexico Real Estate Commission. Below are some of the basic requirements for licensure and items you will need to complete your application. You will have the opportunity to input much of this information, but some documents may need to be scanned and uploaded to the portal for verification as part of your application.

Licensure By Credentials/Reciprocity

New Mexico has such written licensure recognition agreements with Louisiana, Massachusetts, and Georgia. Those who qualify are eligible for licensure in New Mexico without having to take the licensure examination. Applicants must be current with all aspects of their current state's licensure requirements and can be either active or inactive status. Please select your current state's licensure and upload an original certified certificate of license history(s) from all the jurisdiction(s) in which the applicant is currently or has been previously licensed. (Uploads for required documents are on the documents upload page)

* Reciprocity?
 Yes ▼

* In which state do you hold an active license?
 Georgia Louisiana Massachusetts

* Please include the license(s) name/type, status, and number.
 ✔

Please continue and complete your application, and it will be reviewed to determine if you qualify and satisfy the requirements for license by credentials.

- c. Select **Yes** or **No** for the question, “Are you a military service member, veteran, or a military spouse or child?”
- d. Select an applicable status for the **Military Status** field.
- e. Select **Yes** or **No** for the question, “Do you hold an active license that is current and in good standing, issued by another jurisdiction, including a branch of the armed forces of the United States?”
- f. Select checkboxes of the applicable states for the question, “In which state do you hold an active license?” and enter the license details.
- g. Select **Yes** or **No** for the question, “Please select YES if you would like to proceed with your application under Expedited Military Licensure, NMSA 1978, Section 61-1-34.”

Note: If you have selected Yes for this question, you will be exempted from paying the License fee.

Expedited Military Licensure

* Are you a military service member, veteran, or a military spouse or child/dependent?

Yes

Military service includes active duty, active reserve or active national guard. A veteran means a person who has received an honorable discharge or separation from military service. A military spouse means a spouse of an active military service member or a surviving spouse of a member who was serving on active duty at the time of death. A military child means a dependent child of an active military service member who is claimed as a dependent for federal income tax purposes.

* Military Status

Active Duty

* Do you hold an active license that is current and in good standing, issued by another jurisdiction, including a branch of the armed forces of the United States?

Yes

* In which state do you hold an active license?

<input checked="" type="checkbox"/> Alabama	<input type="checkbox"/> Alaska	<input type="checkbox"/> American Samoa	<input type="checkbox"/> Arizona
<input type="checkbox"/> Arkansas	<input type="checkbox"/> California	<input type="checkbox"/> Colorado	<input type="checkbox"/> Connecticut
<input type="checkbox"/> Delaware	<input type="checkbox"/> District of Columbia	<input type="checkbox"/> Florida	<input type="checkbox"/> Georgia
<input type="checkbox"/> Guam	<input checked="" type="checkbox"/> Hawaii	<input type="checkbox"/> Idaho	<input type="checkbox"/> Illinois
<input checked="" type="checkbox"/> Indiana	<input type="checkbox"/> Iowa	<input type="checkbox"/> Kansas	<input type="checkbox"/> Kentucky
<input type="checkbox"/> Louisiana	<input type="checkbox"/> Maine	<input type="checkbox"/> Maryland	<input type="checkbox"/> Massachusetts
<input type="checkbox"/> Michigan	<input checked="" type="checkbox"/> Minnesota	<input type="checkbox"/> Mississippi	<input type="checkbox"/> Missouri
<input type="checkbox"/> Montana	<input type="checkbox"/> Nebraska	<input type="checkbox"/> Nevada	<input type="checkbox"/> New Hampshire
<input type="checkbox"/> New Jersey	<input type="checkbox"/> New Mexico	<input type="checkbox"/> New York	<input type="checkbox"/> North Carolina
<input type="checkbox"/> North Dakota	<input type="checkbox"/> Northern Mariana Islands	<input type="checkbox"/> Ohio	<input type="checkbox"/> Oklahoma
<input type="checkbox"/> Oregon	<input type="checkbox"/> Pennsylvania	<input type="checkbox"/> Puerto Rico	<input type="checkbox"/> Rhode Island
<input type="checkbox"/> South Carolina	<input type="checkbox"/> South Dakota	<input type="checkbox"/> Tennessee	<input type="checkbox"/> Texas
<input type="checkbox"/> U.S. Virgin Islands	<input type="checkbox"/> Utah	<input type="checkbox"/> Vermont	<input type="checkbox"/> Virginia
<input type="checkbox"/> Washington	<input type="checkbox"/> West Virginia	<input type="checkbox"/> Wisconsin	<input type="checkbox"/> Wyoming
<input type="checkbox"/> Licensed by a branch of the US Armed Forces			

* Please include the license(s) name/type, status, and number.

M1, M2, Active, 87823,23423

In order to determine if you satisfy for expedited military licensure under state law, you will be required to submit documents to show your status as a military service member, veteran, or military spouse or child; as well as information of your current license in good standing.

If you satisfy these requirements and submit the necessary supporting documents, the licensing fee will be waived for three (3) years and the license will be issued within thirty (30) days of submitting a complete application. Incomplete applications will not be accepted, and rejected applications may have to apply through reciprocity or as a new applicant.

* Please select YES if you would like to proceed with your application under Expedited Military Licensure, NMSA 1978, Section 61-1-34.

Yes

- h. Click **Save & Next**.

- In the **Personal Information** step, your information will be pre-populated. However, if you need to edit the details, click on **My Profile**. The application will then open the My Profile page.

- Scroll to the bottom of the My Profile page and click **Edit**.
- Update the **Email Address** and click **Save**.
You will receive an email requesting confirmation about changing the email address. Once you confirm, the RLD application will update your email address.

Note: You cannot update any other information in your profile except the email address. And you can only update your email address once.

- c. After you update the profile details, click **Home**.
- d. Identify your application in the **My Applications** section and click **Continue** under the Action column.

My Applications

Application ID	License Type	Application Type	Applied Date	Status	Action	Issuance
PAR-0000010840	Associate Broker	New	12/24/2021	Draft	Continue	
PAR-0000008877	Psychologist License	New	12/10/2021	Draft	Continue	
PAR-0000008772	Psychologist License	New	12/9/2021	Approved	View	

[View All](#)

- e. The application will open from the Getting Started step. You must click **Save & Next** to navigate to the **Mailing Address** step.

4. In the **Mailing Address** step, update the address details, if required, and click **Save & Next**.

Real Estate Commission: Associate Broker
PAR-0000010840

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- Mailing Address**
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Mailing Address

Please confirm that your contact information is accurate and up to date. Licensees are required to maintain a current mailing address for receiving official and legal mail.

* Mailing Address Line 1: Mailing Address Line 2:

* Mailing City: * Mailing County:

Mailing State: * Mailing Zip:

* Mailing Country:

- In the **Additional Application Requirements** step, select **Yes** or **No** as applicable, fill in the necessary information, and click **Save and Next**.

* Upon the issuance of the license, I choose to be in "**Inactive**" status and the Commission will retain my license until such time that I transfer the license to an active supervisory Qualifying Broker

Yes No

* Do you offer Property Management Services?

Yes No

* Will you complete the required Finger print background within thirty (21) days of application submission? Note: Fingerprints are only valid for thirty (21) days and are processed by Gemalto.

Yes No

Please select if you are going to be working for a New Company Name or an existing Company Name.
Please provide the Company information for the real estate brokerage where your license will be affiliated.

New Company
 Existing Company

* Name of Company * Company Telephone Number

* Location Address

* Mailing Address

* City * State

* Zip

Please check if you are working out of a Virtual Office

* Please enter the brokerage website URL address

[Previous](#) [Save & Next](#)

- In the **Related Licenses** step, if no related licenses listed on this page, you can add them as follows:

- a. Click **Add Related License** to add the license information.

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Getting Started
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Related Licenses

Licensee Name	Business License Number	Delete
No Related License Added!!		

Previous Save & Next

Add Related License

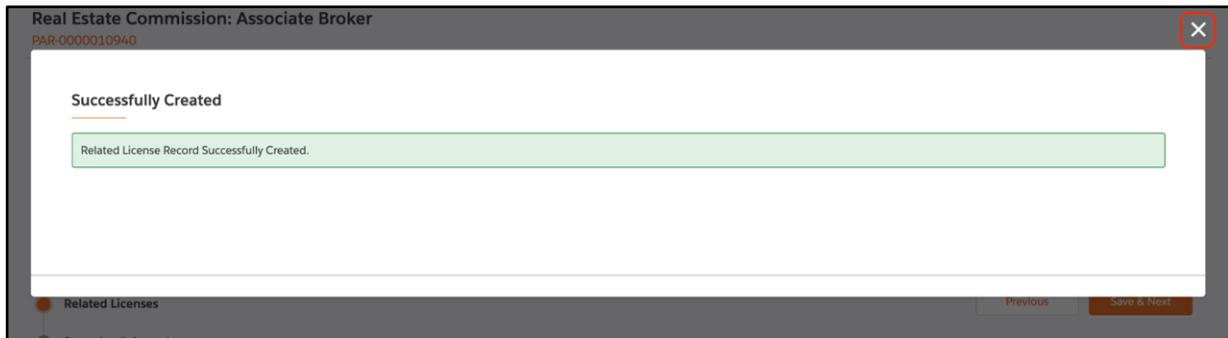
- b. Search for the business license name or number, click the **tick** icon, and click **Add**.

Select Business License

REC Search

License Name	Licensee	Board Name	License Name	Actions
REC-2021-0001	A. Trujillo	Real Estate Commission	Qualifying Broker	✓
REC-2021-0002	Kritika Kay Nayyar	Real Estate Commission	Qualifying Broker	✓
REC-2021-0005	David V Warner	Real Estate Commission	Qualifying Broker	✓
REC-2021-0006	Aaron Zamora	Real Estate Commission	Qualifying Broker	✓
REC-2021-0010	Huong Nguyen Thi	Real Estate Commission	Qualifying Broker	✓
REC-2021-0012	Akshat Jain	Real Estate Commission	Qualifying Broker	✓
REC-2021-0013	David V Warner	Real Estate Commission	Qualifying Broker	✓
REC-2021-0015	deepshikha verma	Real Estate Commission	Qualifying Broker	✓
REC-2021-0016	David V Warner	Real Estate Commission	Qualifying Broker	✓
REC-2021-0019	Aman, -u'at Jain.	Real Estate Commission	Qualifying Broker	✓

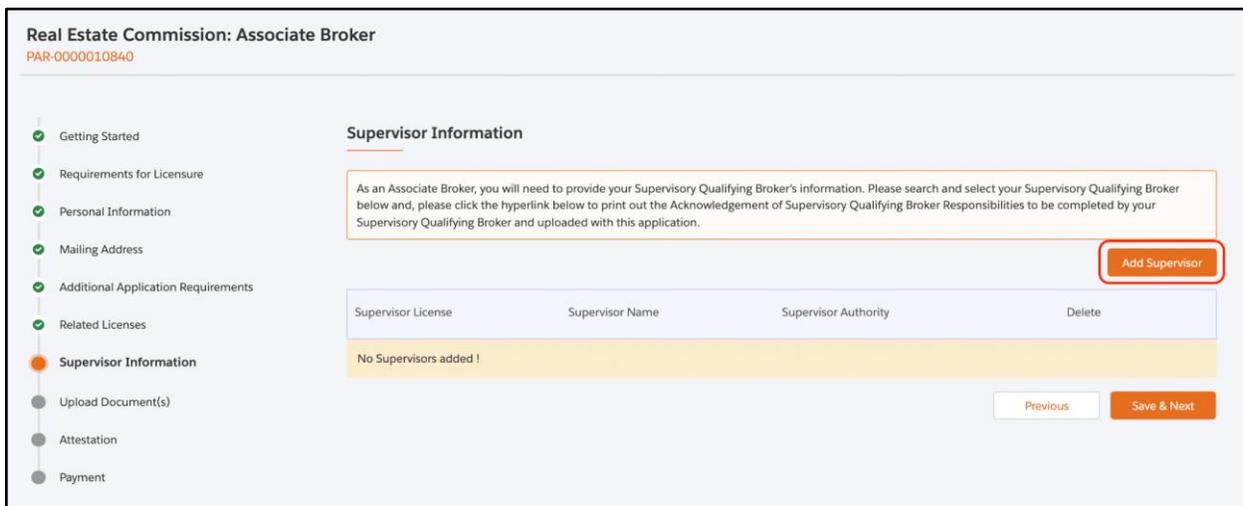
c. Click the **Close** icon.



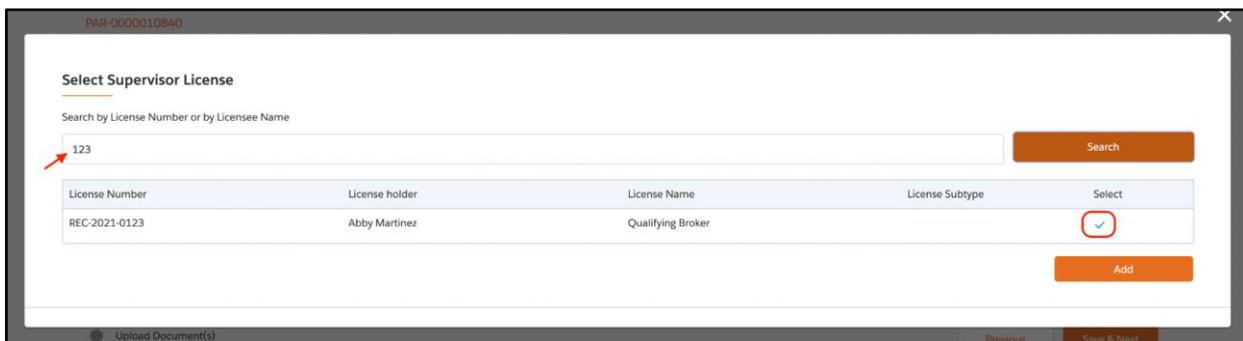
d. Click **Save and Next**.

7. In the **Supervisor Information** step, if no supervisors are listed on this page, you can add the details as follows:

a. Click **Add Supervisor**.



b. Search for the supervisor name or license number, click the **tick** icon, and click **Add**.

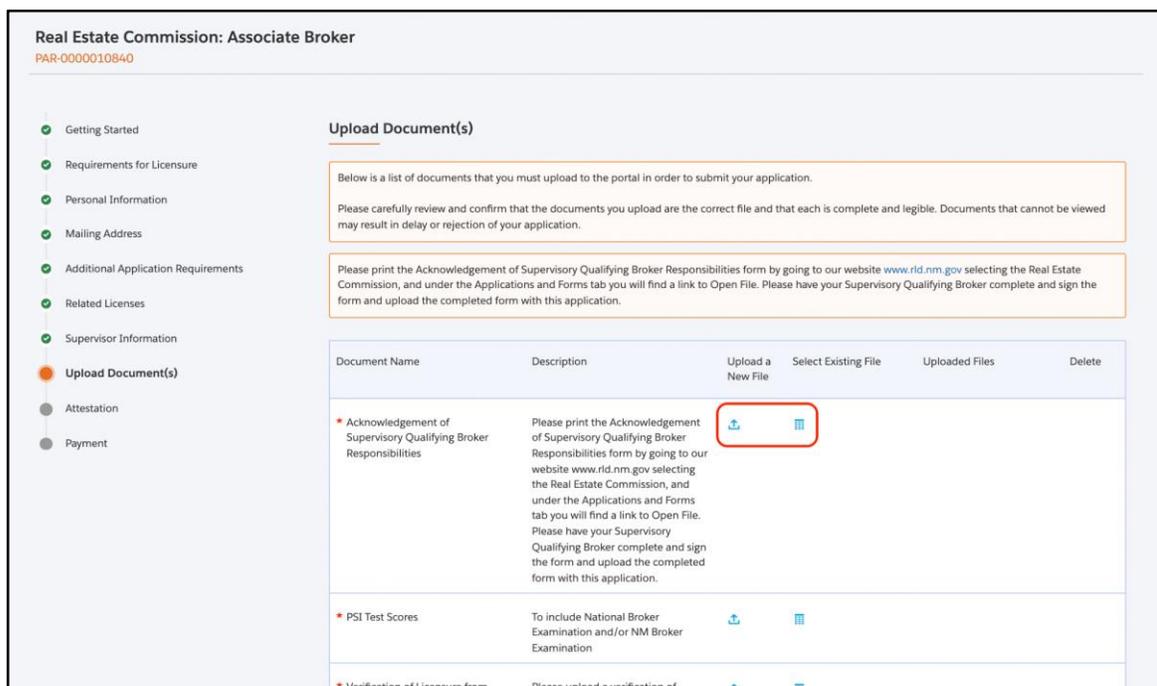


c. Click the **Close** icon.

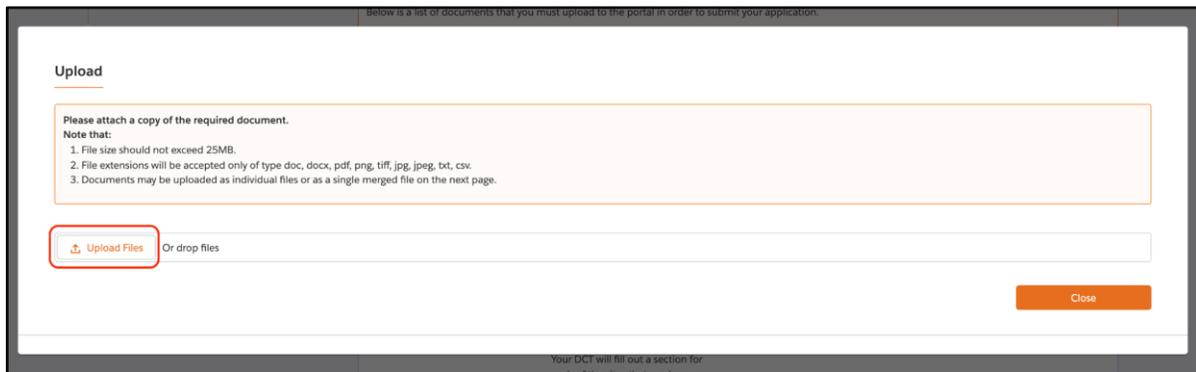


d. Click **Save and Exit**.

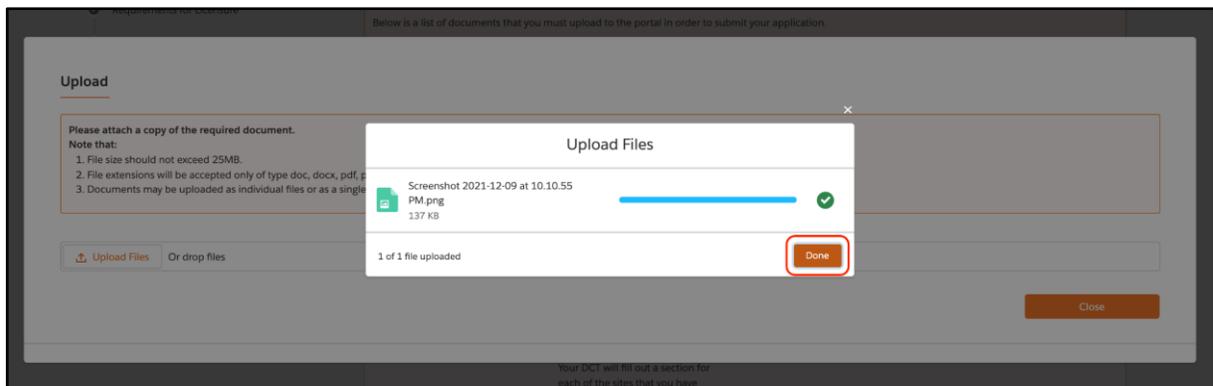
8. In the **Upload Document(s)** step, click the **Upload a New File** icon to upload new documents or click the **Select Existing File** icon to select already uploaded documents. The document names with a red asterisk (*) are mandatory.



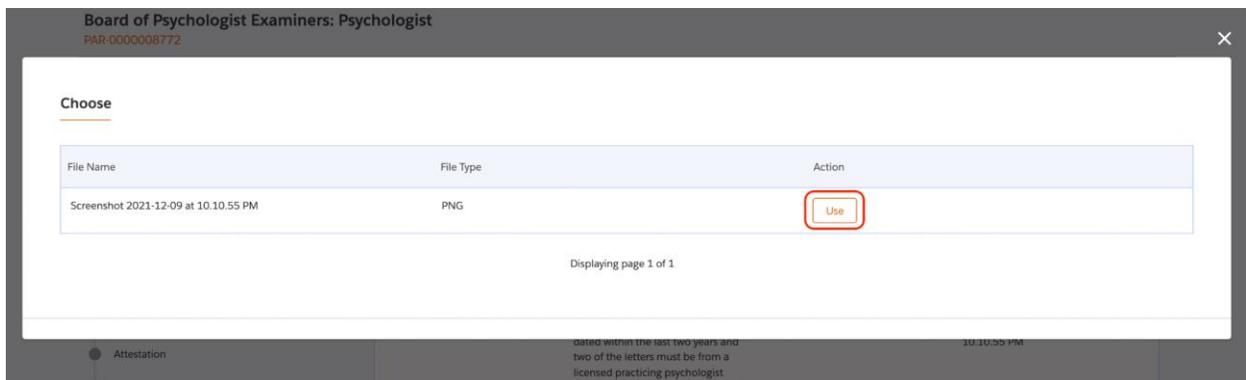
a. If you click on **Upload Files**, the following screen will appear.



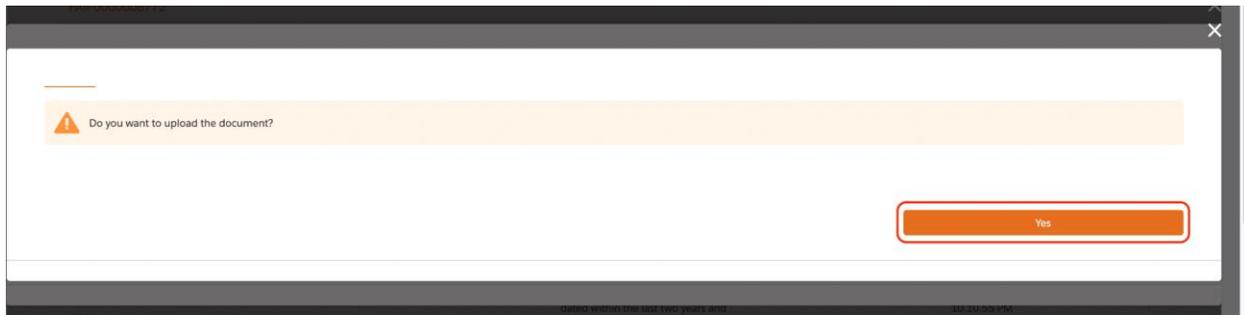
b. Click **Upload Files**, select the file, then click **Done** and click **Close**.



c. If you click on **Select Existing**, the following screen will appear. Click **Use** to select the required file.



d. Click **Yes**.



e. Once you upload all documents, click **Save & Next**.

9. Select the **Attestation** checkbox to give your consent, enter your name in the **Attestation Signature** field, and click **Save & Next**.

The screenshot shows the "Attestation" step of a "Real Estate Commission: Associate Broker" application. The application ID is "PAR-0000010840". On the left, a vertical progress bar shows steps from "Getting Started" to "Payment", with "Attestation" currently selected. The main content area includes:

- An "Attestation" section with a red asterisk and a checked checkbox. The text reads: "I hereby depose and state under penalty of perjury, I am the person described and identified in this application, the information given by me is true, correct, and complete to the best of my knowledge and belief. I understand that any information contained in this application may be investigated and any false or dishonest answer to any question in this application may be grounds for denial or revocation of my license. I agree that I meet all requirements for this license." A red arrow points to the checkbox.
- An "Attestation Signature" field with a red asterisk and the instruction "(Please type your full name to sign)". The text "Allen D" is entered in the field. A red arrow points to the text.
- An "Attestation Date" field with the date "12-24-2021" and a calendar icon.
- At the bottom right, there are two buttons: "Previous" and "Save & Next". The "Save & Next" button is highlighted with a red border.

10. In the **Payment** step, read the information in orange and then select a payment mode from the **Mode of Payment** drop-down.

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PAR-000010840

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Payment

Select your method of payment and click "Pay and Submit" to input your payment information.

Payments made with a Visa or Mastercard will be charged a 2.5% transaction fee. This is a fee imposed directly by the bank, and no portion of the fee is paid to or collected by the Regulation and Licensing Department.

Payments made by E-Check will not result in any transaction fee.

* Mode of Payment

-- Clear --

Credit Card (Visa or Mastercard)

E-Check

11. Click **Pay and Submit**. You will be redirected to the following Payment Gateway screen.

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PAR-000010840

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- Attestation
- Payment**

Payment

Select your method of payment and click "Pay and Submit" to input your payment information.

Payments made with a Visa or Mastercard will be charged a 2.5% transaction fee. This is a fee imposed directly by the bank, and no portion of the fee is paid to or collected by the Regulation and Licensing Department.

Payments made by E-Check will not result in any transaction fee.

* Mode of Payment

Credit Card (Visa or Mastercard)

The amount to be paid is \$270.

Please click the **Pay & Submit** button to proceed with the payment.

Previous **Pay and Submit**

Note:

- *Payment is a separate system and your credit card info is not stored or saved by RLD.*
- *Cybersource is a SoNM billing platform, and this is not phishing or other malware.*

PAYMENT GATEWAY

1. Verify your billing information and click **Next**.

cybersource
A Visa Solution

Billing Payment Review Receipt

Billing Information

* Required field

First Name
Mythri

Last Name
K

Company Name
Mythri K

Address Line 1 *
NM

City *
NM

Country/Region *
United States of America

State/Province *
New Mexico

Zip/Postal Code *
56565

Phone Number
9999999999

Email *
mythri.kukkala@mtxb2b.com

Next

Your Order

Total amount \$270.00

2. Enter the payment details and click **Next**.

cybersource
A Visa Solution

Billing | **Payment** | Review | Receipt

Payment Details

* Required field

Card Type *
 VISA Visa Mastercard

Card Number *
.....1111

Expiration Month *
04

Expiration Year *
2024

CVN *
This code is a three or four digit number printed on the back or front of credit cards.
...

Back **Next**

[Cancel Order](#)

Your Order

Total amount \$270.00

3. Review the order and click **Pay**.

cybersource
A Visa Solution

Billing | Payment | **Review** | Receipt

Review your Order

Billing Address

Mythri K
Mythri K
NM
NM
New Mexico
56565
United States of America

Payment Details

Card Type Visa
Card Number xxxxxxxxxxxx1111
Expiration Date 04-2024

Your Order

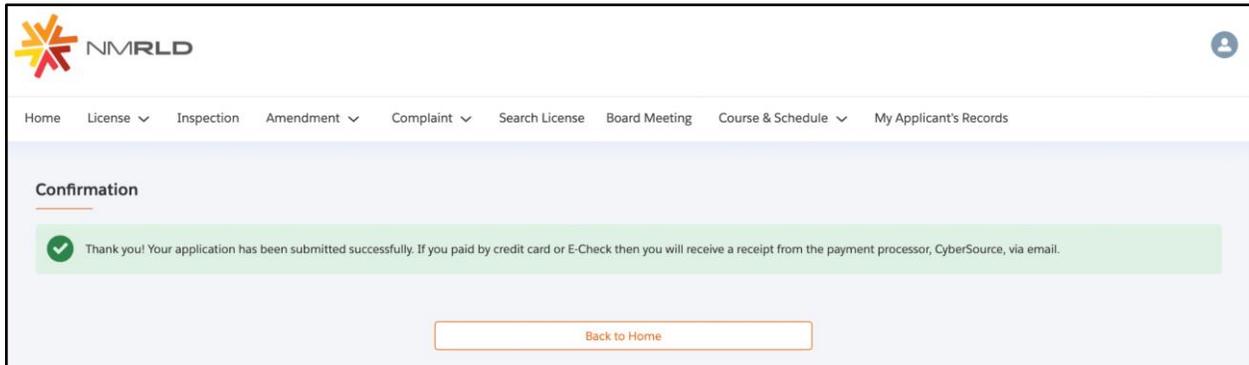
Subtotal \$270.00
Service fee \$6.75
Total amount \$276.75

By clicking Pay, I agree to the [Service Fee Terms & Conditions](#)

Back **Pay**

[Cancel Order](#)

4. A confirmation message will appear once the payment is complete.



Note: You will receive a payment receipt to the email address you have entered in the Payment Gateway.

VIEW SUBMITTED APPLICATIONS

- On the Home Page, the application will appear under the **My Applications** with submitted status.

My Applications

Application ID	License Type	Application Type	Applied Date	Status	Action	Issuance
PAR-0000010840	Associate Broker	New	12/24/2021	Submitted	View	
PAR-0000008877	Psychologist License	New	12/10/2021	Draft	Continue	
PAR-0000008772	Psychologist License	New	12/9/2021	Approved	View	

[View All](#)

- Once the RLD team approves your license, the status will change to Approved. You can print a copy of the license from the My Licenses section.

My Licenses (4)

License Number	License Type	Issued Date	Expiration Date	Status	Print	Renew	Request Inspection
REC-2021-0326	Associate Broker	12/23/2021	1/31/2024	Active	Print		
REC-2021-0290	Associate Broker	11/30/2021	1/31/2024	Active	Print		
PSY-2021-0135	Psychologist License	11/30/2021	12/8/2021	Expired		Renew	
PSY-2021-0131	Psychologist License	12/8/2021	7/1/2023	Active	Print		

[View All](#)