

ABC Adding Personal Data Affidavit

This document will walk you through adding a Personal Data Affidavit.

Step 1: Log in to the External Site / Portal

<https://nmrldpi.my.site.com/abc/s/login/>

Step 2: Click on “Business Profile” from the navigation bar.

The screenshot shows the NMRD portal interface. The navigation bar includes links for Home, Business Profile (highlighted), My License, Applications, Amendments, Request, and Citation Fees. The main content area is titled 'My Licenses' and contains a table with the following data:

License Number	License Type	License Holder	License DBA	Lessee	Expiration Date	Renewal Due	Status	Renew	Action
D15-001314	Dispenser (Full Dispenser)	Punch Bar Two	Allsup'S #102343		6/30/2024	4/1/2024	Active	Ongoing Renewal Review	▼
DWS-000013	Direct Wine Shipment Permit	Punch Bar Two	Cast Rock		6/30/2024	4/1/2024	Active	Ongoing Renewal	▼
DWS-000031	Direct Wine Shipment Permit	Punch Bar Two	rr		6/30/2025	4/1/2025	Active		▼
default	Direct Wine Shipment Permit	Punch Bar Two	rr		6/30/2024	4/1/2024	Active	Renew	▼
DWS-000029	Direct Wine Shipment Permit	Punch Bar Two	County		6/30/2024	4/1/2024	Active	Renew	▼

Step 3: Click on “Manage Profile” next to the Business Name for which you would like to add a Personal Data Affidavit.

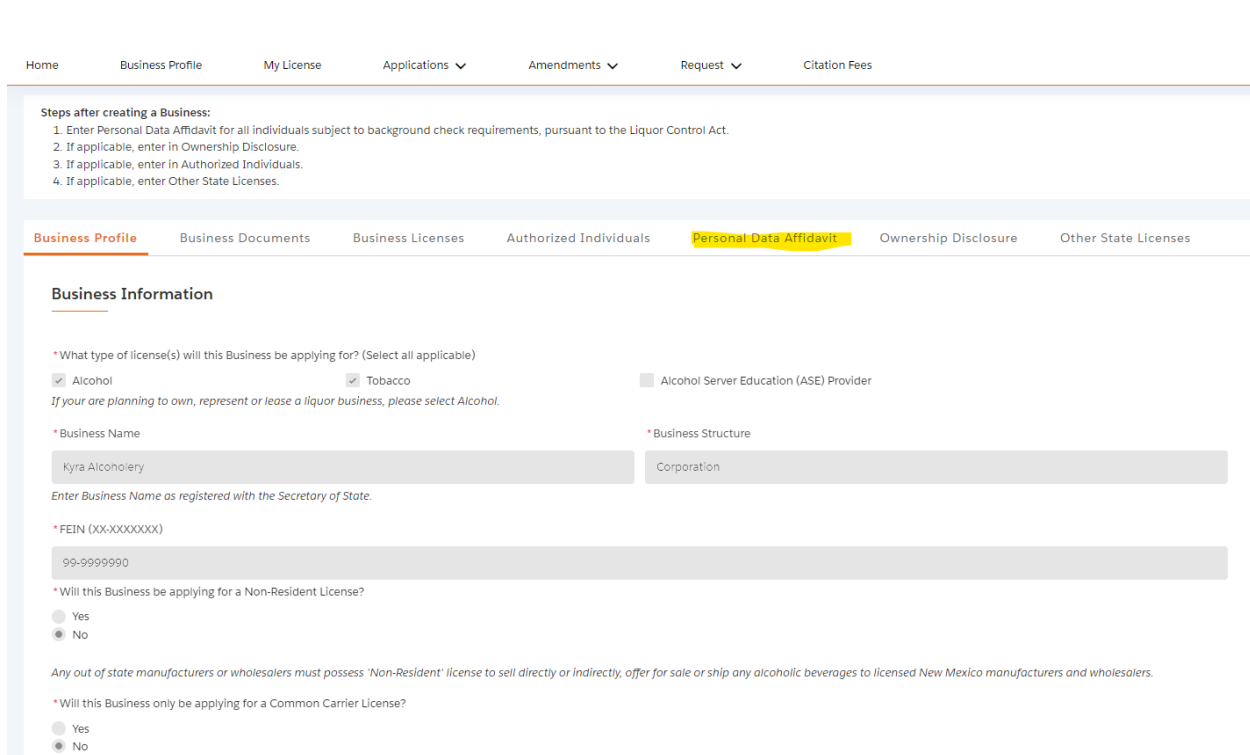
The screenshot shows the 'Business Profile' section of the NMRD portal. It includes a message: 'Only a Business Representative can link a Business. To link to a Business, click the 'Add Business' button below. Once you add a Business, you can click on 'Manage Profile' link, to view/edit Business information, Business Documents, Business Licenses, Authorized Individuals, Ownership Disclosure, and other pieces of information.' Below this is a table with the following data:

Business Name	Business Type	Business Structure	FEIN	State Business Tax ID	Status	Your Role	Action
Kyra Alcoholery	Alcohol;Tobacco	Corporation	99-9999990	99-999999-99-0	Verified	Business Representative	Manage Profile

At the bottom of the table, there is a pagination control showing 'Page 1 of 1' and navigation buttons.

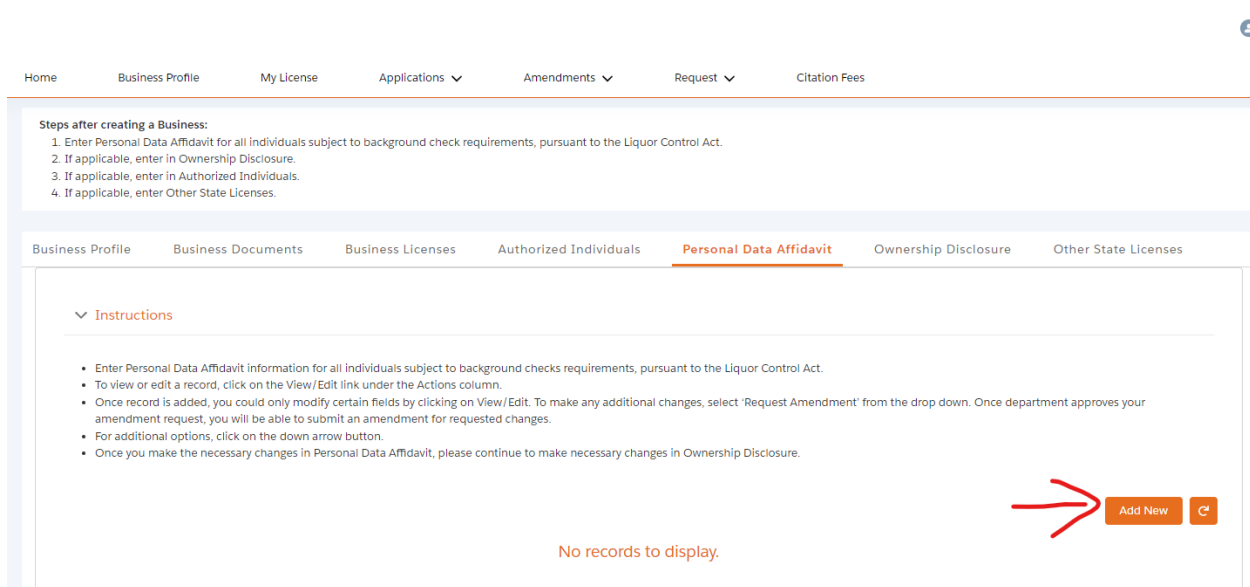
A new tab will open in your browser and you will be routed to the screen shown in Step 4.

Step 4: Click on “Personal Data Affidavit” as highlighted below.



The screenshot shows the 'Business Profile' page with a navigation bar at the top containing links: Home, Business Profile, My License, Applications, Amendments, Request, and Citation Fees. Below the navigation bar, a section titled 'Steps after creating a Business:' lists four steps: 1. Enter Personal Data Affidavit for all individuals subject to background check requirements, pursuant to the Liquor Control Act. 2. If applicable, enter in Ownership Disclosure. 3. If applicable, enter in Authorized Individuals. 4. If applicable, enter Other State Licenses. The 'Personal Data Affidavit' link is highlighted in yellow. Below this, the 'Business Information' section is visible, containing fields for Business Name (Kyra Alcoholery), Business Structure (Corporation), FEIN (99-9999990), and checkboxes for license types (Alcohol, Tobacco, Alcohol Server Education (ASE) Provider).

Step 5: After carefully reading the instructions, click on “Add New” on the bottom right of the screen shown below.



The screenshot shows the 'Personal Data Affidavit' page with a navigation bar at the top containing links: Home, Business Profile, My License, Applications, Amendments, Request, and Citation Fees. Below the navigation bar, a section titled 'Steps after creating a Business:' lists four steps: 1. Enter Personal Data Affidavit for all individuals subject to background check requirements, pursuant to the Liquor Control Act. 2. If applicable, enter in Ownership Disclosure. 3. If applicable, enter in Authorized Individuals. 4. If applicable, enter Other State Licenses. The 'Personal Data Affidavit' link is highlighted in orange. Below this, the 'Instructions' section is visible, containing a list of instructions: 1. Enter Personal Data Affidavit information for all individuals subject to background checks requirements, pursuant to the Liquor Control Act. 2. To view or edit a record, click on the View/Edit link under the Actions column. 3. Once record is added, you could only modify certain fields by clicking on View/Edit. To make any additional changes, select 'Request Amendment' from the drop down. Once department approves your amendment request, you will be able to submit an amendment for requested changes. 4. For additional options, click on the down arrow button. 5. Once you make the necessary changes in Personal Data Affidavit, please continue to make necessary changes in Ownership Disclosure. The 'Add New' button is highlighted in orange and has a red arrow pointing to it.

Step 6: This will route you to the Personal Data Affidavit application. Fill in all the fields and click “Next” to proceed to the next screen.

Personal Data Affidavit Intake

Personal Data Affidavit

Individual Information

* First Name

Middle Name

* Last Name

Any other name(s) used other than shown above

* Is this person currently married?

Yes

No

* Gender

* Identifier Type

* Identifier Number (XXX-XX-XXXX)

* Date of Birth

MM/DD/YYYY

Driving License Number

Driving License State

Phone Number ((XXX) XXX-XXXX)

* Email Address

Residence Address

* Physical Street

* Physical City

* Physical State

Personal Data Affidavit

Disciplinary Information

Upload Documents

Confirmation

Step 7: Next is the Disciplinary Information screen.

Home Business Profile My License Applications ▼ Amendments ▼ Request ▼ Citation Fees

Personal Data Affidavit Intake

Disciplinary Information

▼ Disciplinary Information

* Has this individual ever been convicted of a felony?

☐ Yes
☐ No

* Has this individual been convicted of two separate misdemeanor or petty misdemeanor violations of the New Mexico Liquor Control Act in any calendar year?

☐ Yes
☐ No

Has their spouse ever been convicted of a felony in any jurisdiction?

☐ Yes
☐ No

* Has this individual ever had an application for a Liquor License, in any US State or Jurisdiction, suspended or revoked?

☐ Yes
☐ No

▼ Operational Information

* Will this individual manage, direct, or control the sale of alcohol?

☐ Yes
☐ No

* Will this individual be present on the licensed premises on a regular basis?

☐ Yes
☐ No

Progress: Personal Data Affidavit (Completed), Disciplinary Information (Current), Upload Documents, Confirmation

Upon answering any question with “Yes,” additional text will be displayed, along with a text box for you to provide more details.

Step 8: Next is the Upload Documents screen.

Home Business Profile My License Applications ▼ Amendments ▼ Request ▼ Citation Fees

Personal Data Affidavit Intake

Upload Documents

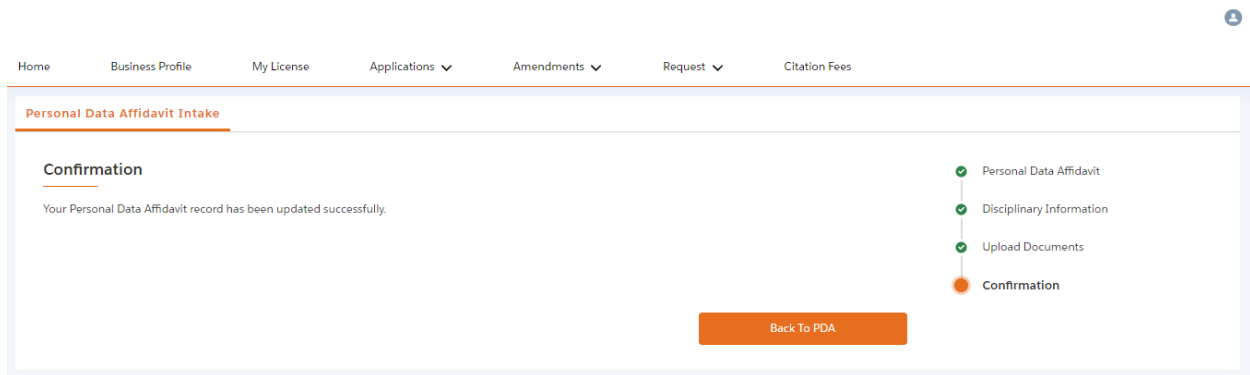
Document Name	Document Description	Uploaded Files
Receipt of Background Check	ABC uses IDEMIA. Need a copy of the receipt and the date fingerprints were taken.	

Progress: Personal Data Affidavit (Completed), Disciplinary Information (Completed), Upload Documents (Current), Confirmation

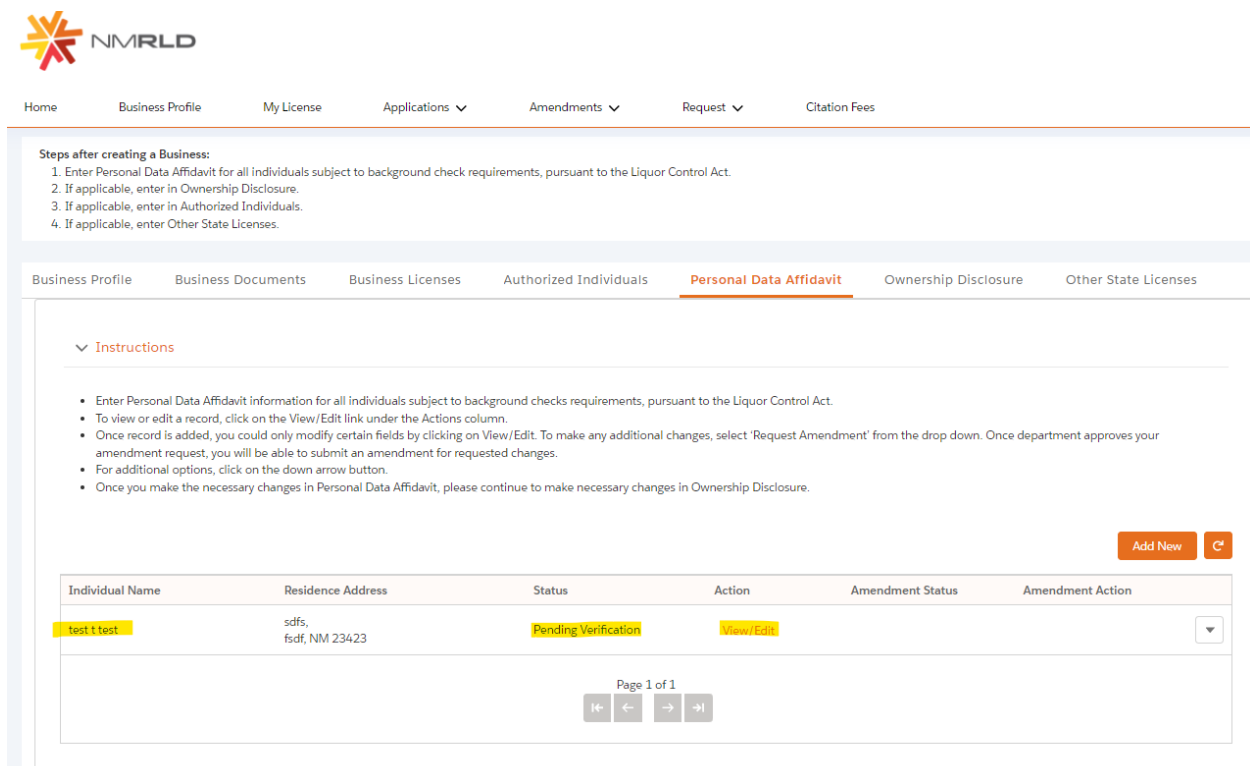
Previous Next

This is optional, however, you can choose to upload one or multiple files to this affidavit.

Step 9: Lastly, the confirmation screen, which states your Personal Data Affidavit record has been updated successfully.



Step 10: Click Back to PDA to return to the Business Profile screen. From here, you will see your Personal Data Affidavit entry, with some key fields. The status will be defaulted to Pending Verification and will be updated once the board reviews/approves.



If you wish to view/edit anything, please click on “View/Edit” and you will be routed back inside the submitted affidavit with very limited number of fields which you will be able to edit at this time.

Lastly, there are a few additional actions you can take to the submitted affidavit. By clicking on the dropdown arrow on the far right of the affidavit, you can see the available actions.

[Home](#)[Business Profile](#)[My License](#)[Applications](#)▼[Amendments](#)▼[Request](#)▼[Citation Fees](#)

Steps after creating a Business:

1. Enter Personal Data Affidavit for all individuals subject to background check requirements, pursuant to the Liquor Control Act.
2. If applicable, enter in Ownership Disclosure.
3. If applicable, enter in Authorized Individuals.
4. If applicable, enter Other State Licenses.

[Business Profile](#)[Business Documents](#)[Business Licenses](#)[Authorized Individuals](#)[Personal Data Affidavit](#)[Ownership Disclosure](#)[Other State Licenses](#)

▼ **Instructions**

- Enter Personal Data Affidavit information for all individuals subject to background checks requirements, pursuant to the Liquor Control Act.
- To view or edit a record, click on the View/Edit link under the Actions column.
- Once record is added, you could only modify certain fields by clicking on View/Edit. To make any additional changes, select 'Request Amendment' from the drop down. Once department approves your amendment request, you will be able to submit an amendment for requested changes.
- For additional options, click on the down arrow button.
- Once you make the necessary changes in Personal Data Affidavit, please continue to make necessary changes in Ownership Disclosure.

Add New

Individual Name	Residence Address	Status	Action	Amendment Status	Amendment Action
Michael Scott	55 Main Street, Paterson, NM 23423	Pending Verification	View/Edit		▼
John Doe	200 Smith Street, Perth Amboy, NM 84512	Pending Verification	View/Edit		▼

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Request Deletion

Request Amendment

Manage Background

Step 11: From the drop-down, select “Request Amendment” as shown above.

Step 12: You will see below prompt requesting you to specify reason for requesting amendment.

Amendment Request

*Specify reason for requesting Amendment.

Close

Submit

Once you provide the reason and click “submit,” internal staff is notified, and once they provide their authorization for the amendment, you will be able to proceed with the amendment, following the steps below.

Step 13: Once internal staff reviews and approves the amendment request, the status of the amendment will be updated to “Amendment Allowed” and a new button “Initiate Amendment” will appear as shown below.

HomeBusiness ProfileMy LicenseApplications ▼Amendments ▼Request ▼Citation Fees

Steps after creating a Business:
1. Enter Personal Data Affidavit for all individuals subject to background check requirements, pursuant to the Liquor Control Act.
2. If applicable, enter in Ownership Disclosure.
3. If applicable, enter in Authorized Individuals.
4. If applicable, enter Other State Licenses.

Business ProfileBusiness DocumentsBusiness LicensesAuthorized IndividualsPersonal Data AffidavitOwnership DisclosureOther State Licenses

Instructions

- Enter Personal Data Affidavit information for all individuals subject to background checks requirements, pursuant to the Liquor Control Act.
- To view or edit a record, click on the View/Edit link under the Actions column.
- Once record is added, you could only modify certain fields by clicking on View/Edit. To make any additional changes, select 'Request Amendment' from the drop down. Once department approves your amendment request, you will be able to submit an amendment for requested changes.
- For additional options, click on the down arrow button.
- Once you make the necessary changes in Personal Data Affidavit, please continue to make necessary changes in Ownership Disclosure.

Add New↻

Individual Name	Residence Address	Status	Action	Amendment Status	Amendment Action
Michael Scott	55 Main Street, Paterson, NM 23423	Pending Verification	View/Edit		↓
John Doe	200 Smith Street, Perth Amboy, NM 84512	Pending Verification	View/Edit	Amendment Allowed	Initiate Amendment

Page 1 of 1
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Click “Initiate Amendment” to proceed.

Step 14: This will launch the PDA (Personal Data Affidavit Request Application), starting with the Individual Information screen.

[Home](#) [Business Profile](#) [My License](#) [Applications](#) [Amendments](#) [Request](#) [Citation Fees](#)

Personal Data Affidavit Request

Individual Information

Preview Existing Details

Requested Individual Information

*First Name

John

Middle Name

*Last Name

Doe

Any other name(s) used other than shown above

*Is this person currently married?

☒ Yes

☐ No

*Gender

Male

*Identifier Type

SSN

*Identifier Number (XXX-XX-XXXX)

999-99-9999

*Date of Birth

01/01/2000

Next

Individual Information

Residence Address

Disciplinary Information

Operational Information

Upload Documents

Confirmation

Step 15: All fields will be auto populated with the information you provided upon applying for a Personal Data Affidavit Amendment, however, you will still have the ability to make changes. Click “next” to proceed to the Residence Address screen.

[Home](#) [Business Profile](#) [My License](#) [Applications](#) [Amendments](#) [Request](#) [Citation Fees](#)

Personal Data Affidavit Request

Residence Address

Preview Existing Details

Requested Residence Address

*Physical Street

200 Smith Street

*Physical City

Perth Amboy

*Physical State

New Mexico

*Physical Zip

84512

*Physical Country

United States

*Physical County

Bernalillo

Previous

Next

Individual Information

Residence Address

Disciplinary Information

Operational Information

Upload Documents

Confirmation

To see what you have entered in the PDA Amendment, click on the “Preview Existing Details” button as shown below.

[Home](#) [Business Profile](#) [My License](#) [Applications](#) [Amendments](#) [Request](#) [Citation Fees](#)

Personal Data Affidavit Request

Residence Address

Preview Existing Details

Requested Residence Address

* Physical Street

200 Smith Street

* Physical City

Perth Amboy

* Physical State

New Mexico

* Physical Zip

84512

* Physical Country

United States

* Physical County

Bernalillo

Previous

Next

Individual Information

Residence Address

Disciplinary Information

Operational Information

Upload Documents

Confirmation

The data you entered will appear on the top half of the screen and will be read-only.

Personal Data Affidavit Request

Individual Information

▼ Existing Individual Information

First Name: John Middle Name: Last Name: Doe

Any other name(s) used other than shown above

Is this person currently married?
☒ Yes ☐ No

Gender: Male Identifier Type: SSN

Identifier Number (XXX-XX-XXXX): 999-99-9999 Date of Birth: 01/01/2000

[Close Preview](#)

▼ Requested Individual Information

*First Name: John Middle Name: Last Name: Doe

Any other name(s) used other than shown above

*Is this person currently married?
☒ Yes ☐ No

*Gender: Male *Identifier Type: SSN

*Identifier Number (XXX-XX-XXXX): 999-99-9999 *Date of Birth: 01/01/2000

[Next](#)

- Individual Information
- Residence Address
- Disciplinary Information
- Operational Information
- Upload Documents
- Confirmation

Click “Close Preview” to close the top read only section.

Click “Next” to proceed.

Step 16: Next is the Disciplinary Information screen.

[Home](#) [Business Profile](#) [My License](#) [Applications](#) [Amendments](#) [Request](#) [Citation Fees](#)

Personal Data Affidavit Request

Disciplinary Information

Preview Existing Details

Requested Disciplinary Information

* Has this individual ever been convicted of a felony?

☐ Yes

☒ No

* Has this individual been convicted of two separate misdemeanor or petty misdemeanor violations of the New Mexico Liquor Control Act in any calendar year?

☐ Yes

☒ No

Has their spouse ever been convicted of a felony in any jurisdiction?

☐ Yes

☒ No

* Has this individual ever had an application for a Liquor License, in any US State or Jurisdiction, suspended or revoked?

☐ Yes

☒ No

Previous

Next

☒ Individual Information

☒ Residence Address

☒ Disciplinary Information

☐ Operational Information

☐ Upload Documents

☐ Confirmation

These will auto populate based on your initial entry, however, you can make changes as needed. Click “Next” to proceed.

Step 17: Next is the Operational Information screen.

[Home](#) [Business Profile](#) [My License](#) [Applications](#) [Amendments](#) [Request](#) [Citation Fees](#)

Personal Data Affidavit Request

Operational Information

Preview Existing Details

Requested Operational Information

* Will this individual manage, direct, or control the sale of alcohol?

☐ Yes

☒ No

* Will this individual be present on the licensed premises on a regular basis?

☐ Yes

☒ No

Previous

Next

☒ Individual Information

☒ Residence Address

☒ Disciplinary Information

☒ Operational Information

☐ Upload Documents

☐ Confirmation

These will auto populate based on your initial entry, however, you can make changes as needed. Click “Next” to proceed.

Step 18: Next is the Upload Document screen. You will be required to upload a supporting document for “Proof of Change” in order to proceed.

[Home](#) [Business Profile](#) [My License](#) [Applications](#) ▾ [Amendments](#) ▾ [Request](#) ▾ [Citation Fees](#)

Personal Data Affidavit Request

Upload Documents

Document Name	Document Description	Uploaded Files
★ Proof of Change	Please upload supporting document(s) for the requested changes.	

[Previous](#) [Next](#)

- ✓ Individual Information
- ✓ Residence Address
- ✓ Disciplinary Information
- ✓ Operational Information
- Upload Documents**
- Confirmation

Step 19: The last screen is the Confirmation screen.

[Home](#) [Business Profile](#) [My License](#) [Applications](#) ▾ [Amendments](#) ▾ [Request](#) ▾ [Citation Fees](#)

Personal Data Affidavit Request

Confirmation

The Amendment for your Personal Data Affidavit record has been submitted successfully.


[Back To PDA](#)

- ✓ Individual Information
- ✓ Residence Address
- ✓ Disciplinary Information
- ✓ Operational Information
- ✓ Upload Documents
- Confirmation**

Click “Back to PDA” to return to your Business Profile screen.
Here you can see the amendment status update to “Submitted.”

HomeBusiness ProfileMy LicenseApplicationsAmendmentsRequestCitation Fees

Steps after creating a Business:

1. Enter Personal Data Affidavit for all individuals subject to background check requirements, pursuant to the Liquor Control Act.

2. If applicable, enter in Ownership Disclosure.

3. If applicable, enter in Authorized Individuals.

4. If applicable, enter Other State Licenses.

Business ProfileBusiness DocumentsBusiness LicensesAuthorized IndividualsPersonal Data AffidavitOwnership DisclosureOther State Licenses

Instructions

Enter Personal Data Affidavit information for all individuals subject to background checks requirements, pursuant to the Liquor Control Act.

To view or edit a record, click on the View/Edit link under the Actions column.

Once record is added, you could only modify certain fields by clicking on View/Edit. To make any additional changes, select 'Request Amendment' from the drop down. Once department approves your amendment request, you will be able to submit an amendment for requested changes.

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Add New

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John Doe	200 Smith Street, Perth Amboy, NM 84512	Pending Verification	View/Edit	Submitted	View Amendment

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