



Board of Body Art Practitioners

Guest Artist

Application Manual

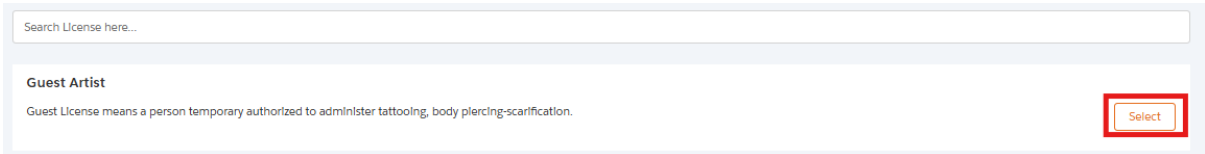
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Application for Guest Artist

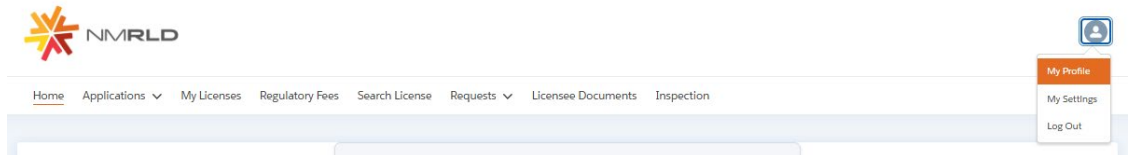
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Application for Guest Artist

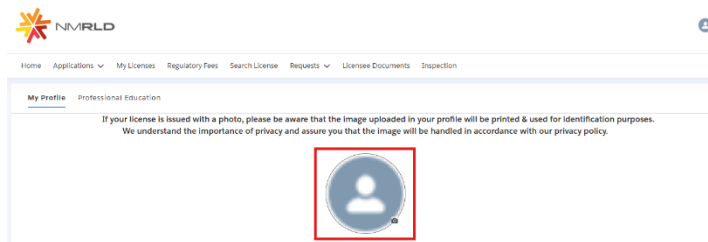
1. Click the “Select” button to the right of the Guest Artist license type.



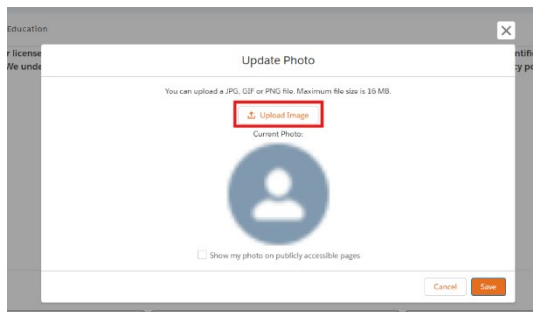
2. A profile picture is required to apply for this license. Please ensure that your profile picture has been uploaded to the portal before proceeding with your application.
 - a. If not, click on the profile picture circle in the upper right corner of your portal and select the “My Profile” button.



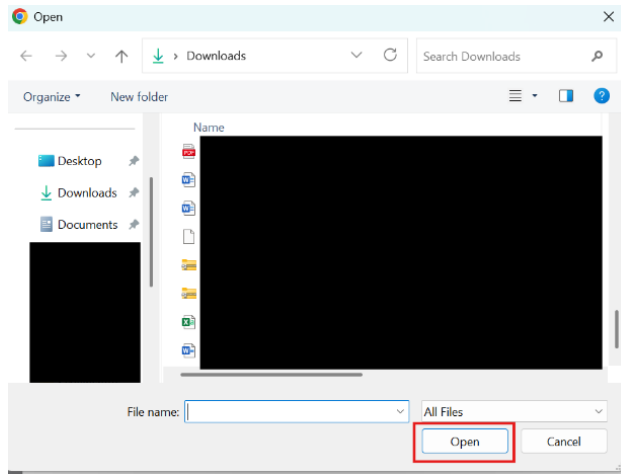
- b. Click on the profile picture circle to enable editing.



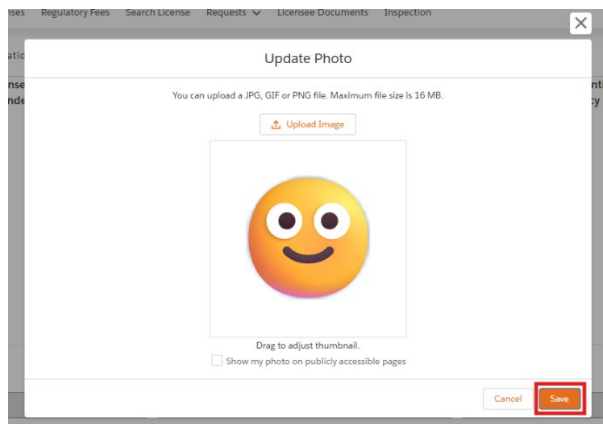
- c. Review the document size and type requirements before uploading, then select the “Upload Image” button.



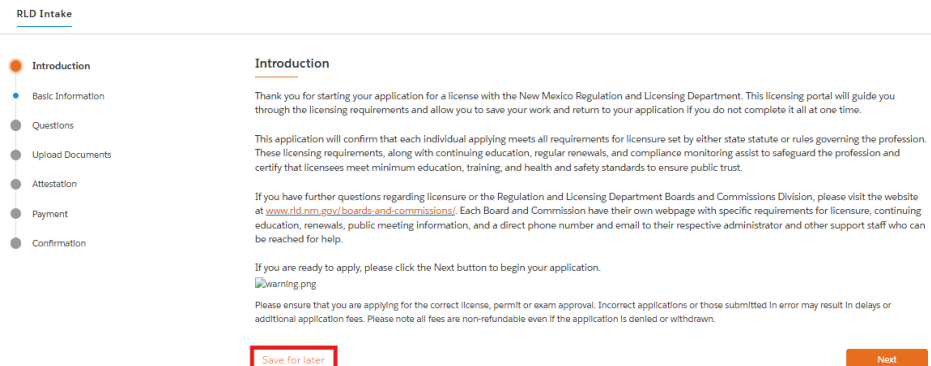
- d. Select the appropriate document from your files and then select “Open”



- e. You may click and drag the photo to center your thumbnail however you desire. Once you are finished, click on the “Save” button to save your changes. You may now start your application.



3. At any time of the application, you can select the “Save for later” option to save a draft of the application that you can return to and complete at your convenience. This will ensure you don’t lose any progress you have made if you can’t complete the application in one sitting.



- On the Introduction page, read through the information and select the “Next” button on the bottom right of the screen when you are done.

RLD Intake

- Introduction**
- Basic Information
- Questions
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- Attestation
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- Confirmation


Introduction

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 rules 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 Next button to begin your application.



Please ensure that you are applying for the correct license, permit or exam approval. Incorrect applications or those submitted in error may result in delays or additional application fees. Please note all fees are non-refundable even if the application is denied or withdrawn.

[Save for later](#)
Next

- On the Basic Information page, verify that all information is valid and up to date.

RLD Intake

- Introduction
- Basic Information**
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Basic Information

Carefully verify that all contact information is current and correct.

Communication regarding licensing and renewals may be sent through email, and any official legal communication regarding complaints and discipline will be sent to the mailing address on file. It is required that every applicant and licensee maintain a current email and mailing address with the board where mail is checked regularly.

Name changes or other updates to your personal information cannot be processed on this page. Any such changes must be made by clicking on the "My Profile" button below.

Note: If you change any profile information, you will need to restart your application, so that your application reflects your updates.

[My Profile](#)

▼ Applicant Information

* First Name Middle Name * Last Name

Any other name(s)

* Phone Number * Email Address

▼ Mailing Address

* Mailing Street

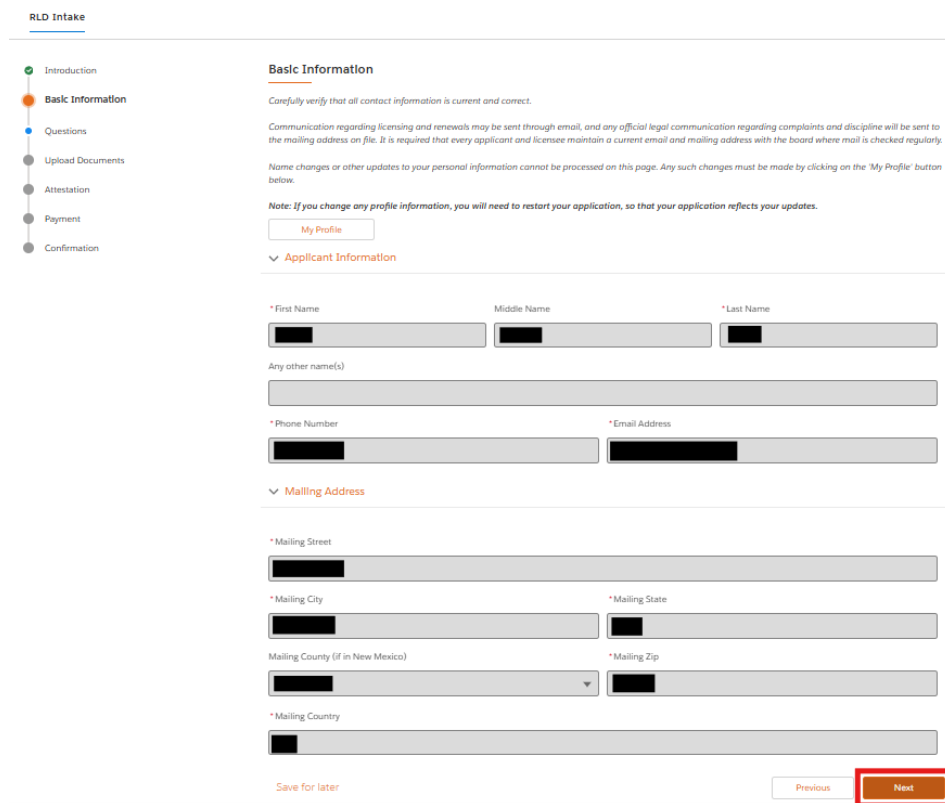
* Mailing City * Mailing State

Mailing County (if in New Mexico) * Mailing Zip

* Mailing Country

[Save for later](#)
[Previous](#)
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- If Yes, select the “Next” button at the bottom right of the page.



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Basic Information

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[My Profile](#)

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* First Name Middle Name * Last Name

Any other name(s)

* Phone Number * Email Address

▼ Mailing Address

* Mailing Street

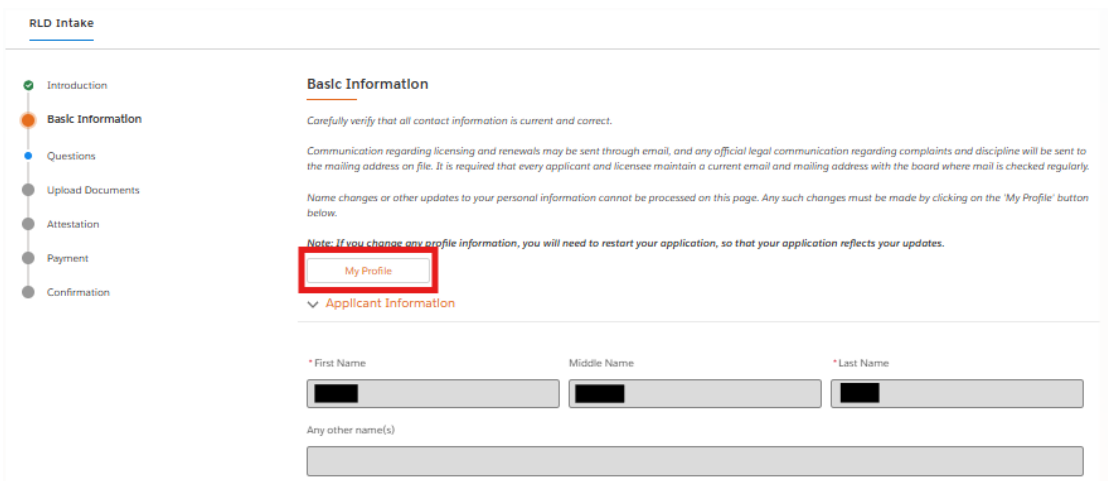
* Mailing City * Mailing State

Mailing County (if in New Mexico) * Mailing Zip

* Mailing Country

Save for later [Previous](#) [Next](#)

b. If **No**, select the “My Profile” button at the top left to update your information.



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Basic Information

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[My Profile](#)

▼ Applicant Information

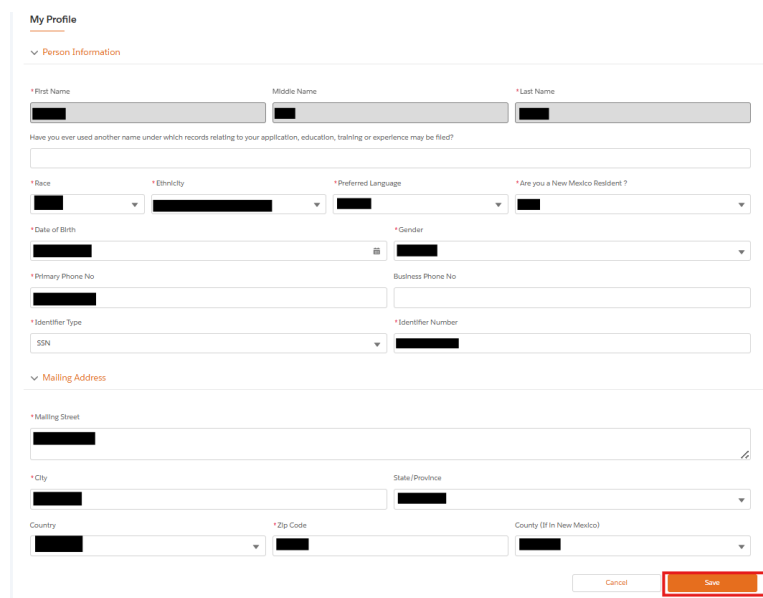
* First Name Middle Name * Last Name

Any other name(s)

i. Select the “Edit” button at the bottom right of the page.



- ii. Enter in all relevant updated data and select “Save” at the bottom right when completed.



- iii. You will need to restart your application to ensure the updated data is listed. Return to “Step 1: Guest Artist Application” to continue.

- 6. On the Questions page, please answer all questions accurately with the most recent information. Please provide any relevant details in the box below any questions marked with “Yes.” You are also required to upload any related documentation and other supporting documents on the Uploaded Documents page, later in this application.

RLD Intake

- Introduction
- Basic Information
- Questions**
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Questions

* Do you certify that you are atleast 18 years old?
 Yes

* I am applying as a guest artist in the following disciplines:
 Tattoo Artist
 Body Piercing-Scarification Practitioner
 Permanent Cosmetics

* Are you applying for a guest artist application to work at an event or in an establishment? (Please select one)
 To work at an event
 To work in an establishment

* Do you certify that you have completed the approved contagous and infectious diseases course within the past 12 months of todays application date?
 Yes

* Do you certify that you have completed the approved CPR and First Aid course within the past 12 months of todays application date?
 Yes

* Do you hold an active body artist license that is current and in good standing, issued by another jurisdiction?
 Yes
 No

* Do you certify that you have read and will abide by all guest artist rules and requirements outline in 16.36.7 NMAC.
 Yes

[Save for later](#) [Previous](#) [Next](#)

7. To complete the Questions page, select the “Next” button at the bottom right of the page.

RLD Intake

- Introduction
- Basic Information
- Questions**
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- Confirmation

Questions

* Do you certify that you are atleast 18 years old?
 Yes

* I am applying as a guest artist in the following disciplines:
 Tattoo Artist
 Body Piercing-Scarification Practitioner
 Permanent Cosmetics

* Are you applying for a guest artist application to work at an event or in an establishment? (Please select one)
 To work at an event
 To work in an establishment

* Event Name * Start Date * End Date

* Do you certify that you have completed the approved contagous and infectious diseases course within the past 12 months of todays application date?
 Yes

* Do you certify that you have completed the approved CPR and First Aid course within the past 12 months of todays application date?
 Yes

* Do you hold an active body artist license that is current and in good standing, issued by another jurisdiction?
 Yes
 No

* Do you certify that you have read and will abide by all guest artist rules and requirements outline in 16.36.7 NMAC.
 Yes

Specify the Name and License Number of the New Mexico licensed Body Art Apprentice Sponsor you will be working under.
Search by entering an active Sponsor license number

* Sponsor Name * Sponsor License Number

[Save for later](#) [Previous](#) [Next](#)

8. On the Upload Documents page, attach all requested and relevant documents to their designated column if required.

RLD Intake

- Introduction
- Basic Information
- Questions
- Upload Documents
- Attestation
- Payment
- Confirmation

Upload Documents

Document Name	Document Description	Upload a New File	Uploaded Files	Delete
Bloodborne Pathogens Certificate	Certificate of Completion			
CPR Certification	Certificate of Completion			
First Aid Certification	Certificate of Completion			
Active License(s) from Other State(s)	Official verification of active License(s) in similar profession in another State(s). Photocopy of license is not acceptable.			
Other Supporting Documents	Any supporting documents that could assist in review of the application.			

Save for later

Previous Next

- a. Select the blue upload icon in each section to upload a document.

RLD Intake

- Introduction
- Basic Information
- Questions
- Upload Documents
- Attestation
- Payment
- Confirmation

Upload Documents

Document Name	Document Description	Upload a New File	Uploaded Files	Delete
Bloodborne Pathogens Certificate	Certificate of Completion			
CPR Certification	Certificate of Completion			
First Aid Certification	Certificate of Completion			
Active License(s) from Other State(s)	Official verification of active License(s) in similar profession in another State(s). Photocopy of license is not acceptable.			
Other Supporting Documents	Any supporting documents that could assist in review of the application.			

Save for later

Previous Next

- b. Review the document size and type requirements before uploading, then select the Upload File button.

Upload

Please attach a copy of the required document.

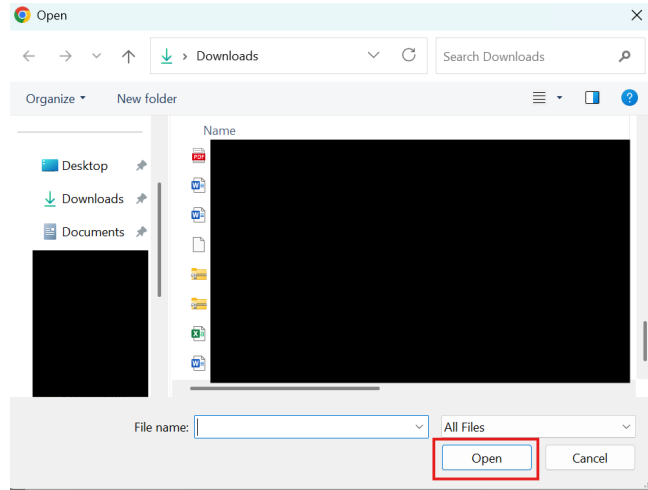
Note that:

- File size should not exceed 10MB.
- File extensions will be accepted only if type doc, docx, pdf, png, ppt, jpeg, txt, xls.
- Documents may be uploaded as individual files or as a single merged file on the next page.

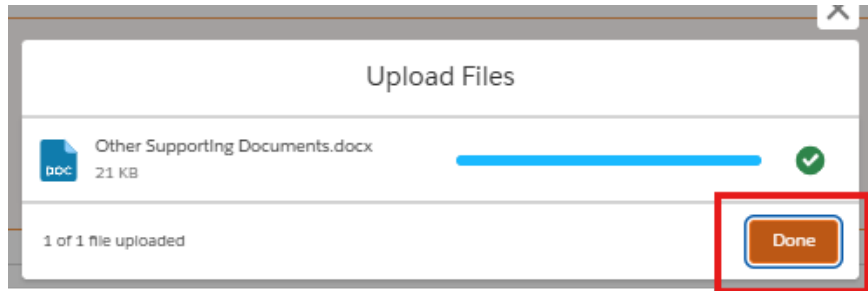
Upload File

Open

- c. Select the appropriate document from your files and then select "Open"



- d. The file will notify you when it's completed. Select the "Done" button when it's completed.



- e. You will be able to see your document added and can then select the "Close" option.

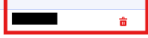





- f. You will be able to see the documents in each section once you have completed the uploads.

RLD Intake

- Introduction
- Basic Information
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Upload Documents

Document Name	Document Description	Upload a New File	Uploaded Files	Delete
Bloodborne Pathogens Certificate	Certificate of Completion	📄		🗑️
CPR Certification	Certificate of Completion	📄		🗑️
First Aid Certification	Certificate of Completion	📄		🗑️
Active License(s) from Other State(s)	Official verification of active License(s) in similar profession in another State(s). Photocopy of license is not acceptable.	📄		🗑️
Other Supporting Documents	Any supporting documents that could assist in review of the application.	📄		





Save for later Previous **Next**

g. Once all documents are added, select the orange “Next” button.

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- Introduction
- Basic Information
- Questions
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Upload Documents

Document Name	Document Description	Upload a New File	Uploaded Files	Delete
Bloodborne Pathogens Certificate	Certificate of Completion	📄		🗑️
CPR Certification	Certificate of Completion	📄		🗑️
First Aid Certification	Certificate of Completion	📄		🗑️
Active License(s) from Other State(s)	Official verification of active License(s) in similar profession in another State(s). Photocopy of license is not acceptable.	📄		🗑️
Other Supporting Documents	Any supporting documents that could assist in review of the application.	📄		

Save for later Previous **Next**

9. On the Attestation page, review the statement on the screen. Then select the checkbox to certify your agreement. After, enter your name and select the “Next” button at the bottom right.

RLD Intake

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Attestation

Application Attestation

I hereby certify that I am the person described and identified in this application; this application contains no willful misrepresentation; and the information given by me is true and complete to the best of my knowledge and belief. I further certify I will, upon receipt, read the New Mexico Dental Health Care Act and Rules and fully understand that I bind myself to be governed by them.

* Applicant Name Date

Save for later Previous **Next**

10. On the Payment page, review the notice before making any selections.

RLD Intake

- Introduction
- Basic Information
- Questions
- Upload Documents
- Attestation
- Payment**
- Confirmation

Payment

Select your mode 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 RLD. Payments made by e-check will not result in any transaction fee.

Note: Only select "Operating Transfer" if your fee will be paid by another New Mexico state agency and you have received formal confirmation from the agency that it is transferring the funds to RLD through an operating transfer. Renewals will not be approved until an operating transfer is confirmed by RLD. If this option is selected, users can bypass the fee payment.

* Mode of Payment

The amount to be paid is \$

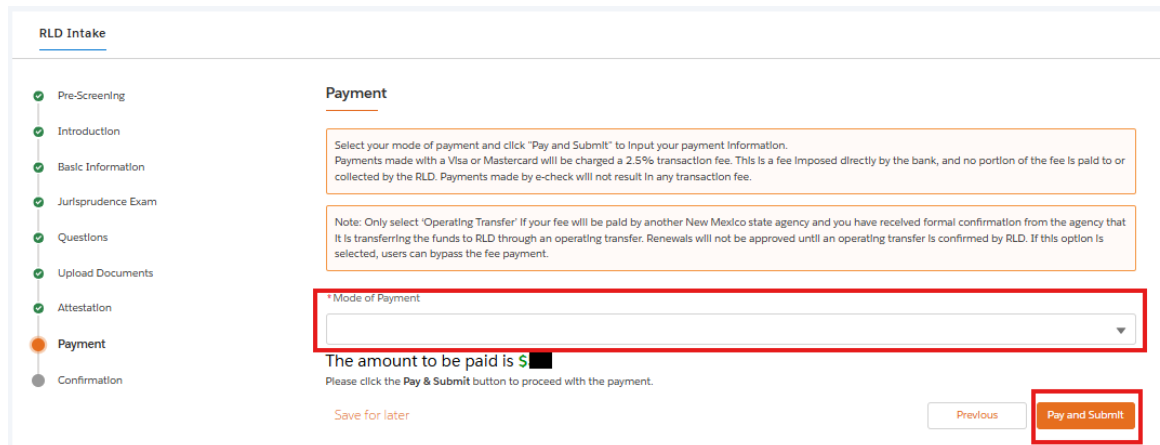
Please click the **Pay & Submit** button to proceed with the payment.

[Save for later](#)

[Previous](#)

[Pay and Submit](#)

- a. Select a Mode of Payment then the "Pay and Submit" button. When selecting either Credit Card (Visa or Mastercard) or E-Check as your payment method, a new tab will open directing you to the Cybersource Payment Gateway screen. Please disable any pop-up blockers to ensure the page opens correctly in the new tab.
- b. *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. Upon payment completion, you will receive a payment receipt to the email address you have entered in the Payment Gateway.*



RLD Intake

- Pre-Screening
- Introduction
- Basic Information
- Jurisprudence Exam
- Questions
- Upload Documents
- Attestation
- Payment**
- Confirmation

Payment

Select your mode 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 RLD. Payments made by e-check will not result in any transaction fee.

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The amount to be paid is \$

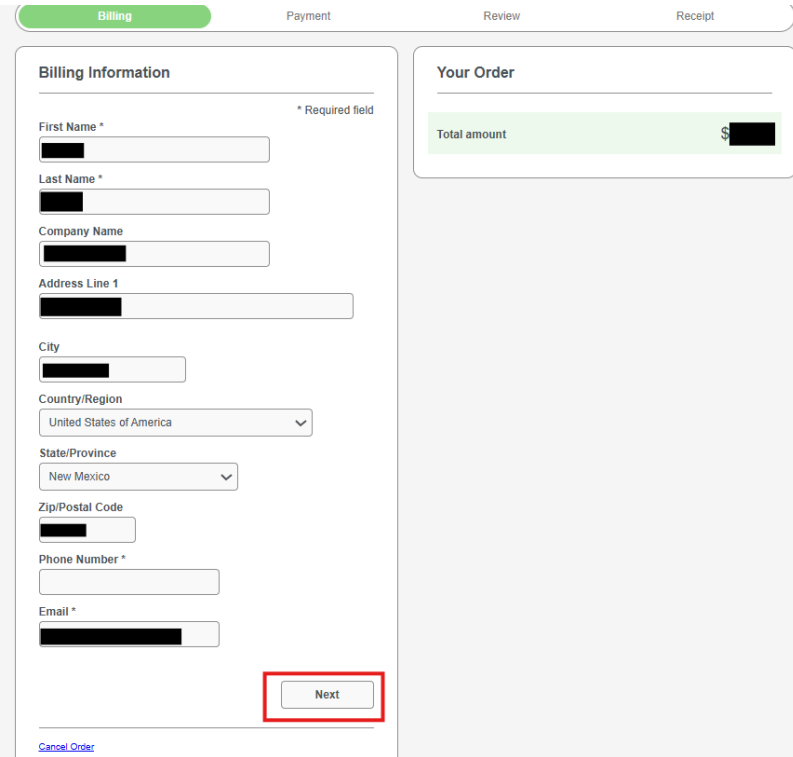
Please click the **Pay & Submit** button to proceed with the payment.

[Save for later](#)

[Previous](#)

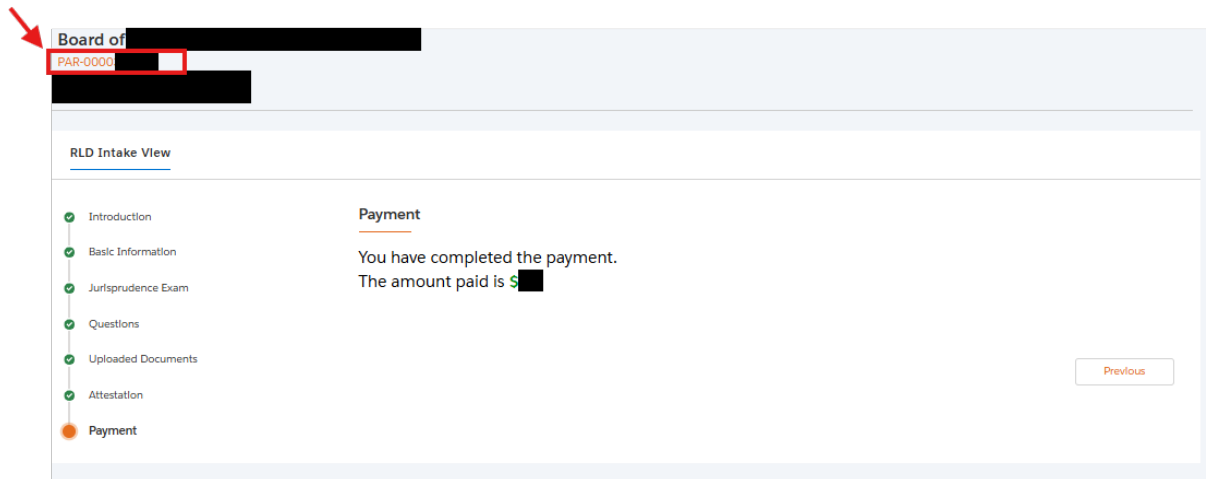
[Pay and Submit](#)

- c. Ensure all required fields are completed and click "Next" button to proceed through entire payment.



The screenshot shows a web form with a progress bar at the top containing 'Billing', 'Payment', 'Review', and 'Receipt'. The 'Billing' tab is active. The form is titled 'Billing Information' and includes several required fields: First Name, Last Name, Company Name, Address Line 1, City, Country/Region (set to 'United States of America'), State/Province (set to 'New Mexico'), Zip/Postal Code, Phone Number, and Email. A 'Next' button is highlighted with a red box at the bottom right of the form. A 'Cancel Order' link is visible at the bottom left. To the right of the form is a 'Your Order' section showing a 'Total amount' of \$[REDACTED].

- Once your payment is completed, your application is now complete and will be submitted for approval. To check the status of your application, please contact your board or division directly. Please be sure to reference your application number, which begins with **PAR-** and can be found at the top of your application.



The screenshot shows the 'RLD Intake View' page. At the top, the text 'Board of [REDACTED]' is visible, with a red arrow pointing to it. Below this, the application number 'PAR-0000 [REDACTED]' is displayed in a red box. The main content area shows a progress bar with steps: Introduction, Basic Information, Jurisprudence Exam, Questions, Uploaded Documents, Attestation, and Payment. The 'Payment' step is currently active and highlighted with an orange circle. To the right of the progress bar, the text reads: 'Payment', 'You have completed the payment.', and 'The amount paid is \$[REDACTED]'. A 'Previous' button is located at the bottom right of the page.

- On the home page, the application will appear under My Applications with **Submitted** status.

Licenses & Applications

My Applications

Application ID	License Type	Application Type	Applied Date	Status	Action
PAR-0000 [REDACTED]	[REDACTED]	New	10/7/2025	Draft	
PAR-0000 [REDACTED]	[REDACTED]	New	7/29/2025	Draft	
PAR-0000 [REDACTED]	[REDACTED]	New	7/28/2025	Submitted	View Review Checklist

[View All](#)