



Real Estate Commission

Qualifying Broker Application User Guide

Table of Contents

Qualifying Broker Application

Pre-Screening	3
Introduction	4
Basic Information	4
License Information	7
Questions 1	8
Questions 2	10
Upload Documents	13
Attestation	16
Payment	16

Qualifying Broker Application

In the Pre-Screening, you will answer questions pertaining to your **Reciprocity** and **Military** status.

1. The first question of the **Pre-Screening** asks if you hold a license anywhere other than New Mexico. If you select **"No"** using the radio button, you may then proceed using the **"Start Application"** button.

RLD Intake

Pre-Screening

- Introduction
- Basic Information
- Questions 1
- Questions 2
- Upload Documents
- Attestation
- Payment
- Confirmation

Pre-Screening

To start your application answer the following questions. Once the questions are answered, you will see the requirements necessary to complete your application.

* Do you hold an active *Qualifying Broker* license that is current and in good standing, issued by another jurisdiction (other than New Mexico)?

☐ Yes ☒ No

** Jurisdiction means another state, territory or foreign country and does not include New Mexico.

Save for later

Start Application

- a. If you do hold a license outside of New Mexico and select **"Yes"**, you will be prompted with another question regarding your **Military Status**. If you have any Military associations matching the question, select the **"Yes"** radio button. Otherwise, you can select **"No"**. You may then proceed using the **"Start Application"** button.

RLD Intake

Pre-Screening

- Introduction
- Basic Information
- Questions 1
- Questions 2
- Licensure Information
- Upload Documents
- Attestation
- Payment
- Confirmation

Pre-Screening

To start your application answer the following questions. Once the questions are answered, you will see the requirements necessary to complete your application.

* Do you hold an active *Qualifying Broker* license that is current and in good standing, issued by another jurisdiction (other than New Mexico)?

☒ Yes ☐ No

** Jurisdiction means another state, territory or foreign country and does not include New Mexico.

* Are you a military service member, veteran, or the spouse of a person who is serving in the United States, a surviving spouse of a military service member who at the time of the member's death was serving on active duty, or a qualifying child/dependent of a military service member?

☒ Yes ☐ No

** Military service member means a person who is:

- serving in the armed forces of the United States as an active-duty member, or in an active reserve component of the armed forces of the United States, including the national guard;
- the spouse of a person who is serving in the armed forces of the United States or in an active reserve component of the armed forces of the United States, including the national guard, or a surviving spouse of a member who at the time of the member's death was serving on active duty; or
- the child of a military service member if the child is also a dependent of that person for federal income tax purposes; and

Veteran means a person who has received an honorable discharge or separation from military service.

Save for later

Start Application

2. In the **Introduction** step, read the information carefully, then click “**Next**”.

RLD Intake

Pre-Screening

Introduction

Basic Information

Questions 1

Questions 2

Upload Documents

Attestation

Payment

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 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.

Supervisory Qualifying Broker: Can establish a brokerage firm and operate with subordinate Associate Brokers. Licensee must have achieved at least four years of continuous active licensure to qualify for supervisory qualifying broker.

Non-Supervisory Qualifying Broker: Can establish a brokerage firm and operate without subordinate Associate Brokers. Can also operate as Associate Broker under the supervision of another active Supervisory Qualifying Broker. Licensee must have achieved at least two years of continuous active licensure to qualify for Non-Supervisory Qualifying Broker.

Real Estate Sales Agent license from other jurisdictions is not considered as an equivalent to a broker license in New Mexico.

If this will be your first broker license (either associate or qualifying) in New Mexico, you have to submit your background check using the ORI#NM920263Z. Your application must be submitted within 21 days of submitting your background check as fingerprints are only valid for 21 days.

If you have questions, please review the requirements on the Commission webpage at: <https://www.rld.nm.gov/boards-and-commissions/individual-boards-and-commissions/real-estate-commission/licensing-registration-and-renewal/>

If you are ready to apply, please click the Save & 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

Previous

Next

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

Pre-Screening

Introduction

Basic Information

Questions 1

Questions 2

Upload Documents

Attestation

Payment

Confirmation

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

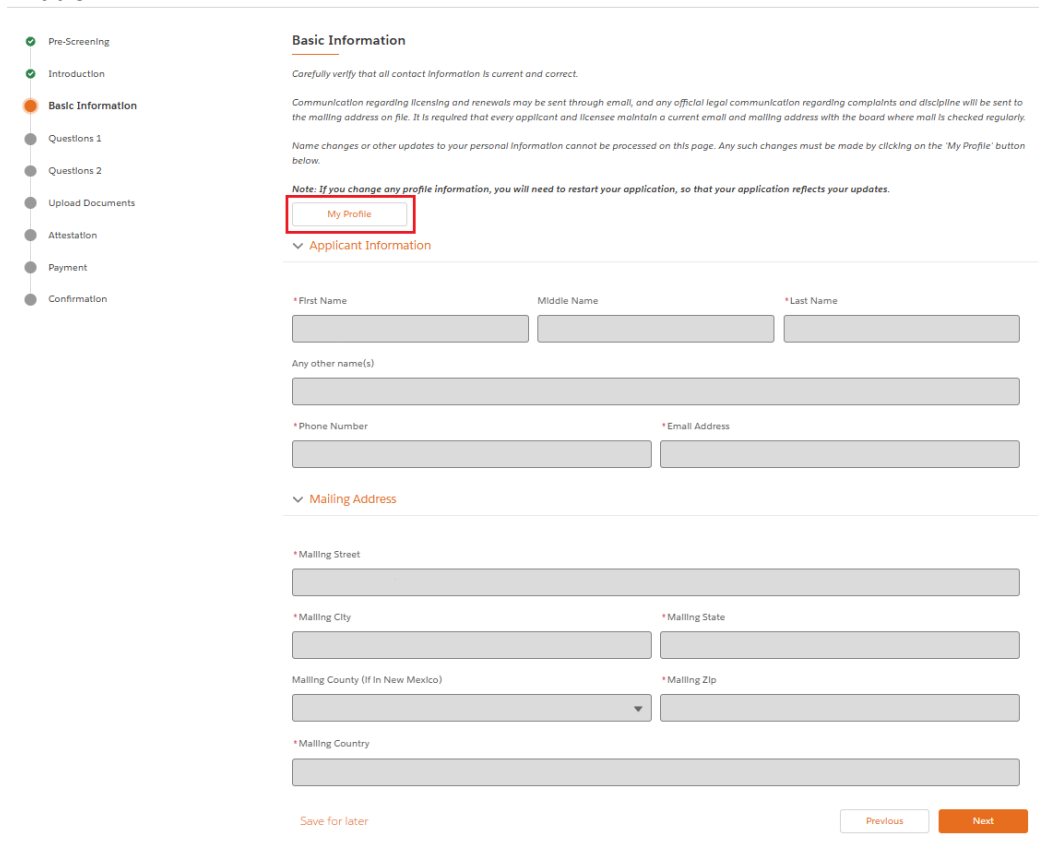
* Mailing Country

Save for later

Previous

Next

- a. If your information is **Not Up to Date**, select the **“My Profile”** button at the top left to update your information.



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 Next

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



My Profile

▼ Person Information

*First Name Middle Name *Last Name

Have you ever used another name under which records relating to your application, education, training or experience may be filed?

Race Ethnicity Preferred Language Are you a New Mexico Resident?

Date of Birth Gender

Primary Phone No Business Phone No

Identifier Type Identifier Number

SSN

▼ Mailing Address

Mailing Street

City State/Province

Country Zip Code County (if in New Mexico)

Edit

- ii. Enter in all relevant updated data and select **“Save”** at the bottom right when completed, then return to your application and click **“Next”**.

My Profile

Person Information

*First Name Middle Name *Last Name

Have you ever used another name under which records relating to your application, education, training or experience may be filed?

*Race *Ethnicity *Preferred Language *Are you a New Mexico Resident?

*Date of Birth *Gender

*Primary Phone No Business Phone No

*Identifier Type *Identifier Number

Mailing Address

*Mailing Street

*City State/Province

Country *Zip Code County (If in New Mexico)

Cancel Save

- b. If your information is **Up to Date**, select the **“Next”** button at the bottom right of the page.

Pre-Screening
Introduction
Basic Information
Questions 1
Questions 2
Upload Documents
Attestation
Payment
Confirmation

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 Next

Licensure Information (Reciprocity and Military)

If you select “**Yes**” to any of the questions in the **Pre-Screening**, you will have an additional application section for **Licensure Information**.

- Select the “**Add New**” button to begin entering your license information. A smaller window will then open asking for additional information.

RLD Intake

- Pre-Screening
- Introduction
- Basic Information
- Licensure Information**
- Questions
- Upload Documents
- Attestation
- Payment

Licensure Information

Specify all active licenses in another jurisdiction in similar profession
If you need to view, edit or delete any records, click the down arrow under action for that specific record.

License Number	Issuing State/Territory	Issue Date	Expiration Date	Action
				Add New

▼ Military Information

- In the newly opened window, enter your full **License Number** exactly as it appears on your out-of-state license. Then use the dropdown to select the **State/Territory** that issued your license. You can then enter the **Issue Date** and **Expiration Date** in their respective fields by using the calendar icon. The format for dates is MM/DD/YYYY. Once your information is entered, select “**Save**”.

If you need to view, edit or delete any records, click the down arrow under action for that specific record.

State Licenses

* License Number

* Issuing State/Territory

Select Issuing State/Territory ▼

* Issue Date

📅

* Expiration Date

📅

Cancel

Save

- c. If you select “**Yes**” to the military question in your **Pre-Screening**, a secondary question will populate in the **Licensure Information** section. Use the dropdown to select your **Military Status** among the options listed.

Payment

Confirmation

Military Information

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

Yes

Military service member means a person who is:

- serving in the armed forces of the United States or in an active reserve component of the armed forces of the United States, including the national guard;
- the spouse of a person who is serving in the armed forces of the United States or in an active reserve component of the armed forces of the United States, including the national guard; or
- the child of a person who is serving in the armed forces of the United States or in an active reserve component of the armed forces of the United States, including the national guard; provided that child is also a dependent of that person for federal income tax purposes; and

Recent veteran, means a person who has received an honorable discharge or separation from military service within the three years immediately preceding the date the person applied for a professional or license pursuant to this section.

* Military Status

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.

Save for later

Previous

Next

- d. With your license information added and your **Military Status** selected, click “**Next**” to proceed with the rest of your application.

4. In the **Questions 1** and **Questions 2** sections, you will answer questions about your licensure, education, and background. Please complete each section of this page, as they are all required to proceed.
- a. Read each question carefully, then select the answer that best applies to you and your application. Depending on your response, additional questions will populate regarding your licensure and application. Use the selection of responses below each question to answer the questions as accurately as possible.

Pre-Screening

Introduction

Basic Information

Questions 1

Questions 2

Upload Documents

Attestation

Payment

Confirmation

Questions 1

* Do you certify that you are minimum 18 years old?

Yes

You must be at least 18 years old to get a license with the New Mexico Real Estate Commission.

* Please read carefully and select the appropriate choice that applies to you:

☐ I hold a qualifying broker license(s) in New Mexico and have been an active broker for at least four (4) of the last five (5) years preceding the date of application.
 ☐ I hold a qualifying broker license(s) in New Mexico and have been an active broker for at least two (2) but not more than four (4) of the last five (5) years preceding the date of application.
 ☒ I hold an associate broker license in New Mexico and have been an active associate broker for at least four (4) of the last five (5) years preceding the date of application.
 ☐ I hold an associate broker license(s) in New Mexico and have been an active associate broker for at least two (2) but not more than four (4) of the last five (5) years preceding the date of application.

Are you upgrading from an Associate Broker to a Qualifying Broker?

Yes

Please mail your original Associate Broker license back to the NMREC at 5500 San Antonio Drive NE, Albuquerque, NM 87109 to be replaced with a new Qualifying Broker license and license number. Your Associate Broker license will be canceled upon issuance of the Qualifying Broker license.

Please read carefully and select the appropriate choice that specifies your purpose for applying Qualifying Broker license:

☐ I want to establish a Trade Name (brokerage firm) and I will act as Supervisory Qualifying Broker
 ☐ I want to work as Supervisory Qualifying Broker for an existing Trade Name (brokerage firm)
 ☒ I want to apply for a Qualifying Broker but operate as an Associate Broker

A Supervisory Qualifying Broker can supervise Associate Brokers whereas Non-Supervisory Qualifying Broker cannot supervise Associate Brokers. Both can establish a Trade Name (brokerage firm) or operate as Associate Broker under the supervision of another active Supervisory Qualifying Broker.

* Have you identified a New Mexico licensed Qualifying Broker who will be acting as your supervisor?

Yes

Note: Questions with only one response are a licensure requirement set by your Board/Commission. If you are unable to answer the question truthfully, you may need to contact your Board to inquire about meeting this license type's requirements.

- b. If you answered “**Yes**” to the question regarding your **Acting Supervisor**, a **Search Box** will populate for you to enter your supervisor’s **Qualifying Broker License Number**. Enter the license number into the **Search Box**, then select the correct number from the list that is generated underneath the search field.

* Have you Identified a New Mexico licensed Qualifying Broker who will be acting as your supervisor?

☒ Yes
☐ No

If you have not Identified your supervisory qualifying broker, then the Initial license will be Issued In Inactive status. You will not be able to operate In New Mexico as a broker with an Inactive license. Once you Identify your supervisory qualifying broker, you will submit a universal form to Commission and your license will activated.

Specify an active New Mexico licensed Qualifying Broker who will be acting as your supervisor? You can search by entering the Qualifying Broker license number.

20

21

21

22

23

24

24

25

25

25

- c. Your **Supervisor Name** and **Supervisor License Number** will populate in the fields below the **Search Box**. If the information is correct, answer any remaining questions in the **Questions 1** section.

If you have not Identified your supervisory qualifying broker, then the Initial license will be Issued In Inactive status. You will not be able to operate In New Mexico as a broker with an Inactive license. Once you Identify your supervisory qualifying broker, you will submit a universal form to Commission and your license will activated.

Specify an active New Mexico licensed Qualifying Broker who will be acting as your supervisor? You can search by entering the Qualifying Broker license number.

* Supervisor Name

V B

Supervisor License Number

21

* Has your supervisory qualifying broker completed the 'Universal Form' ?

☒ Yes

You will be required to upload 'Universal Form' on the document upload page, later In the application. You can download the form by clicking the [link](#).

[Save for later](#)

Previous

Next

- d. Once all sections of the **Question 1** page are answered accurately, click “**Next**” to proceed.

5. The **Questions 2** section will be different depending on your answers in the **Question 1** section of the application.

- e. If you indicate that you have passed an exam or completed a course, enter the date of completion in **MM-DD-YYYY** format, or you can use the **Calendar** icon to select the date from the full calendar view. The Commission may require that an exam or course be completed after a specific date. If you enter a date prior to the required date, red text will appear alerting your exam or course must be completed after that date.

Pre-Screening

Introduction

Basic Information

Questions 1

Questions 2

Upload Documents

Attestation

Payment

Confirmation

Questions 2

* Have you taken and passed the National section of New Mexico Broker Examination within the last six months?

☒ Yes
☐ No as I have waiver
☐ No as my NM Associate Broker license was issued after January 1, 2006

If your New Mexico Associate Broker license was issued prior to January 1, 2006, then you are required to pass the National section of New Mexico Broker Examination to upgrade your Associate Broker license to Qualifying Broker license.

Applicants are required to pass both National and State sections of the exam with a minimum score of 75% no later than 90 days from passing the first section see NMAC 16.61.3.9.

* Date National Section of Broker Exam Passed

* Percentage Score on National Section of Broker Exam

Minimum 75% score is required to qualify for License.

- f. If prompted, enter the score you received on the exam as a number between **75** and **100**. A score below 75% is considered a failure by the Commission, and you will need to indicate that you have not passed the examination in an earlier question.

- g. If you indicated that you have insurance on any question in either section, a table will populate asking you to enter your **Insurance Information**. Click **"Add New"** to begin adding this information.

Transactions may include sales transactions, lease transactions, or a combination thereof. You will be required to upload duly filled 'Transaction Point Form' on the document upload page, later in the application. Transaction Point Form can be downloaded from available [link](#).

* Do you have errors and omissions insurance coverage meeting the requirements of NMAC 16.61.5?

☒ Yes

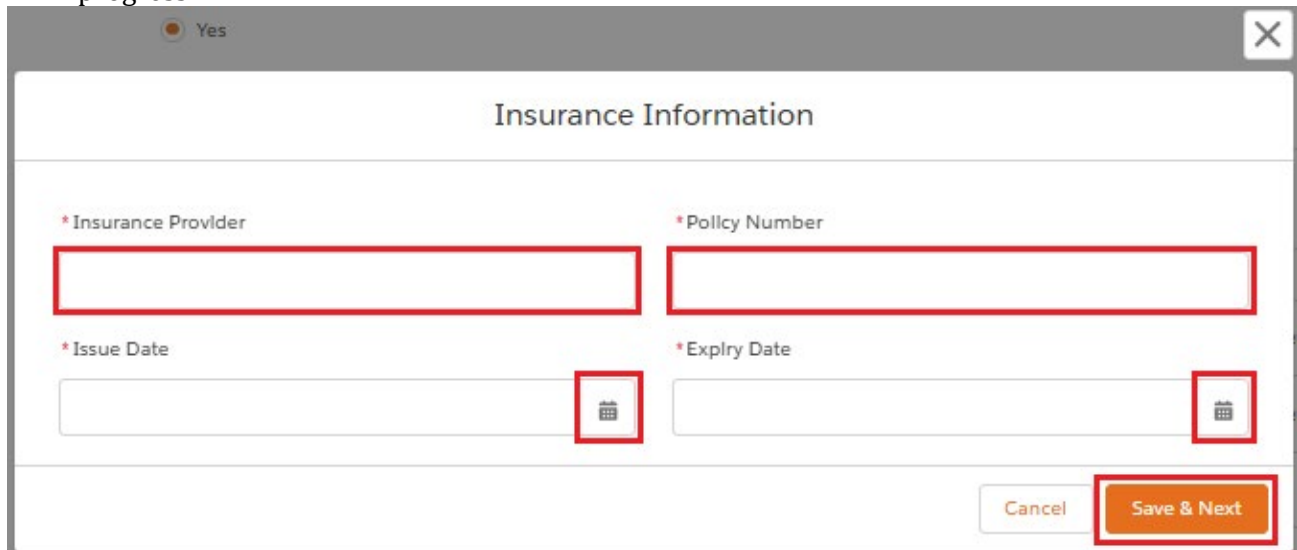
Insurance Information

if you need to view, edit or delete any record, click the down arrow under the action for that specific record.

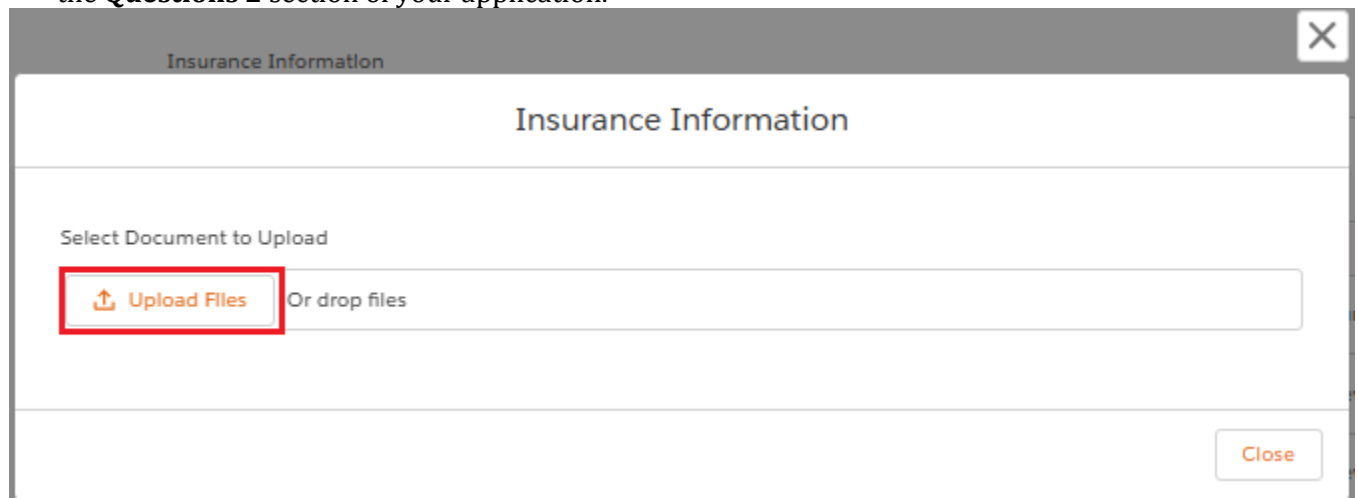
Add New

Insurance Provider	Issue Date	Expiry Date	Status	Action

- h. Enter the **Insurance Provider** and **Policy Number** into the **Insurance Information** form. Then enter the **Issue Date** and **Expiry Date** into the corresponding fields in **MM/DD/YYYY** format, or you can use the **Calendar** icon to select the date from the full calendar view. Finally, click **“Save & Next”** to progress.



- i. Click **Upload Files** to open your computer’s File Explorer and select your **Proof of Coverage** for this Insurance Information entry. After your file has been uploaded, click **“Done”** then **“Close”** to return to the **Questions 2** section of your application.



- j. Your **Insurance information** will enter “**Pending Review**” status and be reviewed by your Board/Commission. You can use the **Action** dropdown to **View**, **Edit**, or **Delete** your entry when it is not pending. Repeat steps g. through j. as necessary until all of your **Insurance Information** has been entered.

Insurance Information

If you need to view, edit or delete any record, click the down arrow under the action for that specific record.

[Add New](#)

Insurance Provider	Issue Date	Expiry Date	Status	Action
Insurance Provider Name	1/1/2025	12/31/2025	Pending Review	View Edit Delete

- k. Answer the remaining questions in this section by clicking “**Yes**” or “**No**” in the radio button next to the response you are choosing. If you select “**Yes**” to any of the final three questions, an additional text field will populate for you to **Provide Any Relevant Details** pertaining to the question. You will have an opportunity to upload **Supporting Documents** in a later section of the application.

* Will you be performing property management services?

☒ Yes
☐ No

Property Management requires additional education credits. You must have an active Broker license in New Mexico to qualify for Property Management Services. Please fill the separate intake application for property management endorsement

* Have you ever had an application or license in this profession denied, suspended, revoked, surrendered, or had any other form of discipline or disciplinary action by a licensing board in another state or jurisdiction?

☐ Yes
☒ No

* Have you been convicted of a felony offense in any jurisdiction that would be considered a disqualifying criminal conviction, as outlined in NMAC 16.61.3.15(A)?

☐ Yes
☒ No

* Are you currently more than thirty days in arrears in payment of amounts required to be paid pursuant to an outstanding judgment and order for child support in New Mexico or any other state?

☒ Yes
☐ No

A person who submits an application for an initial license or renewal of a license is not eligible for issuance of the license if the applicant is not in compliance with a judgment and order for support or subpoenas or warrants relating to paternity or child support proceedings.

* Provide any relevant details below. It is also recommended that you upload any supporting documentation on the document upload page, later in this application.

[Save for later](#)

[Previous](#)

[Next](#)

- l. Once all sections of the **Question 2** page are complete and correct, click “**Next**” to proceed.

6. In the **Upload Documents** section, click the orange **“Upload”** icon to begin selecting the document to upload. All fields marked with a red asterisk (*) are mandatory for your application.

- Pre-Screening
- Introduction
- Basic Information
- Questions 1
- Questions 2
- Upload Documents**
- Attestation
- Payment
- Confirmation

Upload Documents

Document Name	Document Description	Uploaded Files
* Certificate of Broker Office Administration (30) Course	Certificate of Broker Office Administration (30) Course	
* National Section of New Mexico Broker Exam Score	Copy of official test scores for State Section of New Mexico Broker Exam	
* Universal Form	Form is available on RLD website. Your Supervisory Qualifying Broker must complete and sign the form.	
* Certificate or Email Showing Meeting Attended	Certificate or Email to show you attended a commission meeting, rule hearing, or disciplinary hearing for at least three (3) hours or until the Commission enters into executive session.	
* Proof of 'Understanding and Using RANM Forms' Course	Proof of 'Understanding and Using RANM Forms' Course OR Commission Approved Contract Course	
* Transaction Point Form	Transactional Experience totaling 100 points with one transaction accomplished during each of the last four years. Transactions may include sales transactions, lease transactions, or a combination thereof.	
Other Supporting Documents	Any supporting documents that could assist in review of the application.	

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

- a. Select the **“Upload Files”** button to open the file directory of your computer.

Upload

Please attach a copy of the required document.

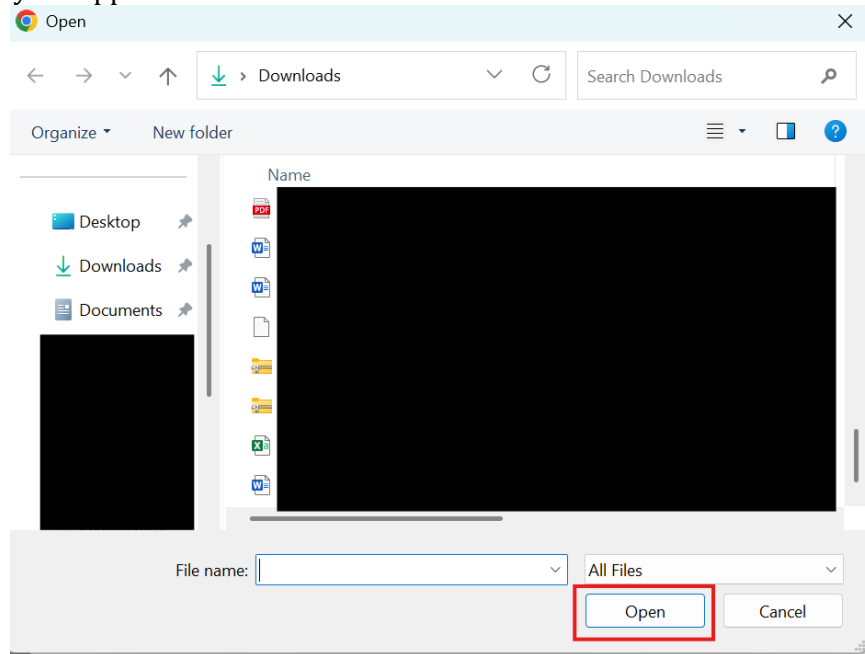
Note that:

1. File size should not exceed 10MB.
2. File extensions will be accepted only of type doc, docx, pdf, png, tiff, jpg, jpeg, txt, csv.
3. Documents may be uploaded as individual files or as a single merged file on the next page.



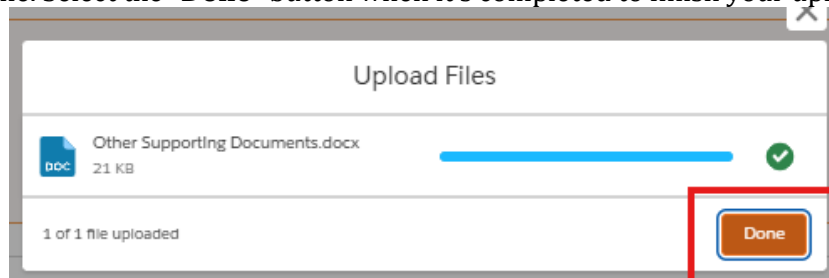
[Close](#)

- b. Select the appropriate document requested by your Board from your files, and then select **“Open”** to upload it to your application.

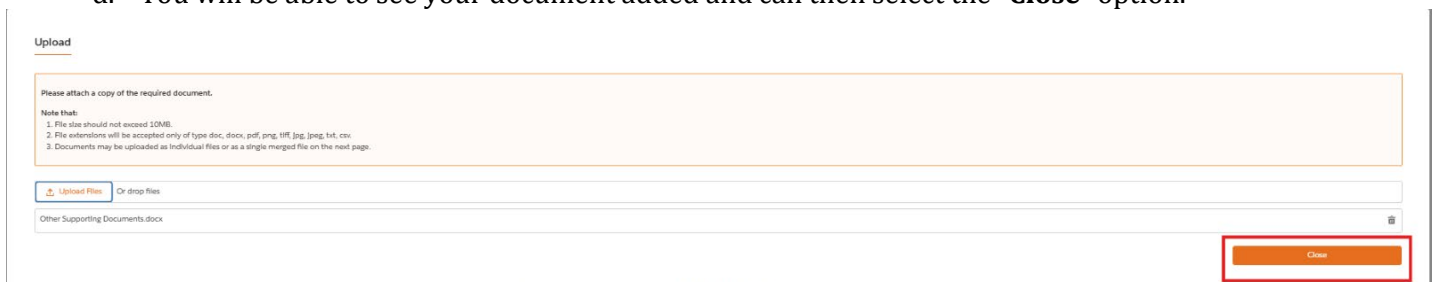


Note: The document must be under 10MB, and of a supported file type (.doc, .docx, .pdf, .png, .tiff, .jpg, jpeg, txt, csv). If you experience issues, we recommend clearing your cache and cookies for the site and then trying to upload the documents again. If the secondary window does not appear when you click the upload button, you may need to enable pop-ups in your web browser as well.

- c. The file will notify you when it has finished uploading with a green check mark to the right of the document name. Select the **“Done”** button when it’s completed to finish your upload.



- d. You will be able to see your document added and can then select the **“Close”** option.



- e. You will be able to see the documents in each section once you have completed an upload. If you would like to remove any uploaded documents, you can click the **“Trash Can”** icon to delete them from your application. Use the orange **Eye** icon to preview your document and the green **Download** icon to save the uploaded document to your computer.

- Pre-Screening
- Introduction
- Basic Information
- Questions 1
- Questions 2
- Upload Documents**
- Attestation
- Payment
- Confirmation

Upload Documents

Document Name	Document Description	Uploaded Files
* Certificate of Broker Office Administration (30) Course	Certificate of Broker Office Administration (30) Course	Your Document Name
* National Section of New Mexico Broker Exam Score	Copy of official test scores for State Section of New Mexico Broker Exam	Your Document Name
* Universal Form	Form is available on RLD website. Your Supervisory Qualifying Broker must complete and sign the form.	Your Document Name
* Certificate or Email Showing Meeting Attended	Certificate or Email to show you attended a commission meeting, rule hearing, or disciplinary hearing for at least three (3) hours or until the Commission enters into executive session.	Your Document Name
* Proof of 'Understanding and Using RANM Forms' Course	Proof of 'Understanding and Using RANM Forms' Course OR Commission Approved Contract Course	Your Document Name
* Transaction Point Form	Transactional Experience totaling 100 points with one transaction accomplished during each of the last four years. Transactions may include sales transactions, lease transactions, or a combination thereof.	Your Document Name
Other Supporting Documents	Any supporting documents that could assist in review of the application.	

Save for later

Previous
Next

- f. Repeat step 6 of this guide until all required documents (*) have been uploaded. Then click the **“Next”** button to proceed.

7. 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

- Pre-Screening
- Introduction
- Basic Information
- Questions 1
- Questions 2
- Upload Documents
- Attestation**
- Payment
- Confirmation

Attestation

Application Attestation

☒ 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 further certify I have read the Real Estate Brokers and Salesmen Act and Rules and fully understand that I bind myself to be governed by them.

* Applicant Name Date

Enter Full Name Here 11/10/2025

Save for later Previous **Next**

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

RLD Intake

- Pre-Screening
- Introduction
- Basic Information
- Questions 1
- Questions 2
- 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 \$ (Application Fee \$ + Real Estate Recovery Fund \$)

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

Save for later Previous **Pay and Submit**

Note: Military Applications DO NOT require payment.

- 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.

RLD Intake

- Pre-Screening
- Introduction
- Basic Information
- Questions 1
- Questions 2
- 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 \$ (Application Fee \$ + Real Estate Recovery Fund \$)

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

[Save for later](#) [Previous](#) [Pay and Submit](#)

Note: Payments are processed through 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.

- b. Fill out all fields in the **Billing Information** and **Payment Information** portions, then **Review** the transaction information before paying. Click the **“Next”** button to proceed through the entire payment process. Once your payment is completed, you may close your tab with Cybersource where you processed your payment.

Billing Payment Review Receipt

Billing Information

* Required field

First Name *

Last Name *

Company Name

Address Line 1

City

Country/Region

United States of America

State/Province

New Mexico

Zip/Postal Code

Phone Number *

Email *

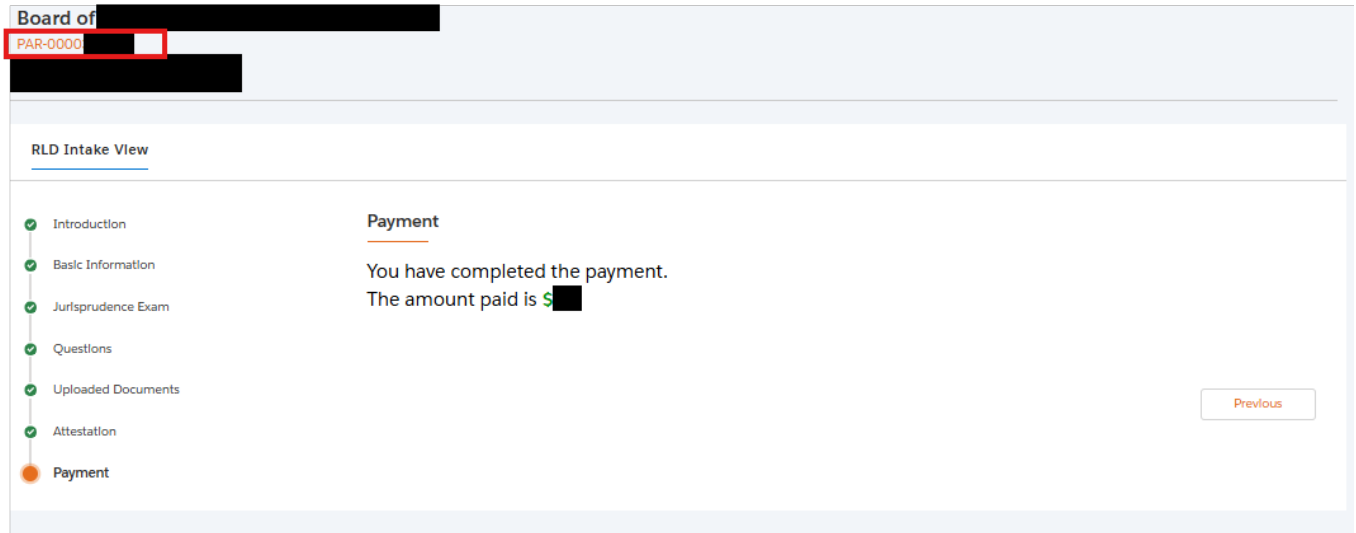
[Next](#)

[Cancel Order](#)

Your Order

Total amount \$

9. 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.



Board of [redacted]
PAR-0000 [redacted]

RLD Intake View

- Introduction
- Basic Information
- Jurisprudence Exam
- Questions
- Uploaded Documents
- Attestation
- Payment**

Payment

You have completed the payment.
The amount paid is \$[redacted]

[Previous](#)

10. 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](#)