



Board of Barbers and Cosmetologists

Special Event Permit

Application Manual

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Application for Special Event Permit

1. Click the “Select” button to the right of the Special Event Permit license type.

Special Event Permit

Any licensee desiring to sponsor a special event such as a fund-raiser, garage sale, telethon, etc. that will not be conducted at the licensed establishment, must first obtain approval from the board office.

Select

2. 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.

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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.

16.34.7.14 SPECIAL EVENTS PERMIT: Any licensee desiring to sponsor a special event such as a fund-raiser, garage sale, telethon, etc. that will not be conducted at the licensed establishment, must first obtain approval from the board office. The purpose of prior approval is to ensure professional integrity and that sanitation and safety requirements are met. An application must be submitted at least ten days prior to the event. Approval for the special events may be made administratively. An establishment must have a licensed instructor to qualify for special event.

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

warning.png

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

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

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Introduction

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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.

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Next

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

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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](#) [Next](#)

a. 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

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*Phone Number *Email Address

✓ **Mailing Address**

*Mailing Street

*Mailing City *Mailing State

Mailing County (if in New Mexico) *Mailing Zip

*Mailing Country

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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

- 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

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.

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 Country (If in New Mexico)

iii. You will need to restart your application to ensure the updated data is listed. Return to “Step 1: Select Special Event Permit Application” to continue.

5. 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.

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Questions

*Name of Special Event *Event Start Date

*Event End Date *Event Coordinator Name

*Event Coordinator Phone *Event Coordinator Email

*Event Zip Code *Event Street

*Event Mailing Country *Event City

*Event State *Event County

*Does this event qualify as a charity event?
☐ Yes
☐ No

If yes, you will be required to upload proof of tax identification number associated with the event on the document upload page, later in the application.

*Please specify the name(s) and license number(s) of all participants who will provide services at the event. Provide any additional details, if needed.

*Do you certify that you have read and will abide by the special event permit rules and requirements outline in 16.34.7.14 NMAC?
☐ Yes
☐ No

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

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Questions

* Name of Special Event

* Event Start Date

* Event End Date

* Event Coordinator Name

* Event Coordinator Phone

* Event Coordinator Email

* Event Zip Code

* Event Street

* Event Mailing Country

* Event City

* Event State

* Event County

* Does this event qualify as a charity event?

☐ Yes

☒ No

If yes, you will be required to upload proof of tax identification number associated with the event on the document upload page, later in the application.

* Please specify the name(s) and license number(s) of all participants who will provide services at the event. Provide any additional details, if needed.

* Do you certify that you have read and will abide by the special event permit rules and requirements outline in 16.34.7.14 NMAC ?

☒ Yes

[Save for later](#)

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

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Upload Documents

Document Name	Document Description	Uploaded Files
Other Supporting Documents	Any supporting documents that could assist in review of the application.	

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

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Upload Documents

Document Name	Document Description	Uploaded Files
Other Supporting Documents	Any supporting documents that could assist in review of the application.	

Save for later

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- 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.

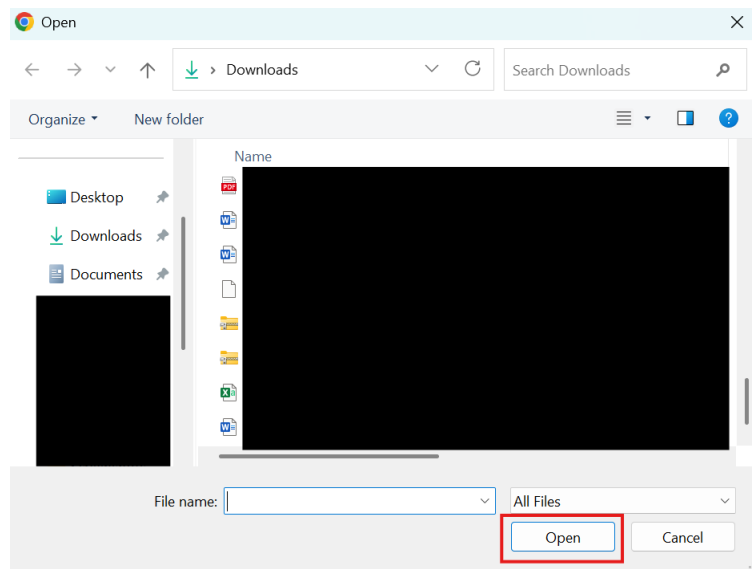
Note:

- 1. File size should not exceed 25MB.
- 2. File extensions will be accepted only of type doc, docx, pdf, png, ttf, jpg, jpeg, gif, xls.
- 3. Documents may be submitted as individual files or as a single merged file on the next page.

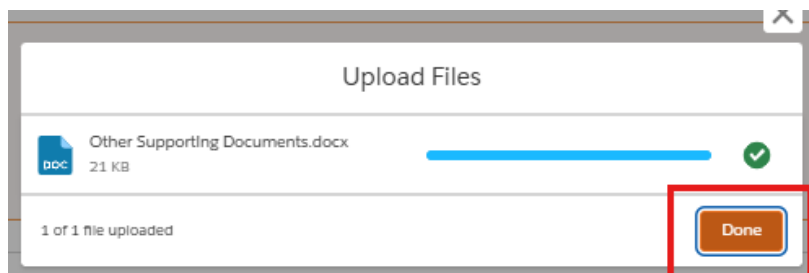
 Upload File

Cancel

- 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.

Upload

Please attach a copy of the required document.

Note:

- 1. File size should not exceed 10MB.
- 2. The extension will be accepted only if type doc, docx, pdf, png, jpg, gif, zip, rar, tar, etc.
- 3. Documents may be uploaded as individual files or as a single merged file on the next page.

[Upload Files](#) [Or drag files](#)

Other Supporting Documents.docx

[Close](#)

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

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Upload Documents

Document Name	Document Description	Uploaded Files
Other Supporting Documents	Any supporting documents that could assist in review of the application.	Upload  Delete Download

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

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Upload Documents

Document Name	Document Description	Uploaded Files
Other Supporting Documents	Any supporting documents that could assist in review of the application.	Upload  Delete Download

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

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.

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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 that I have read the Barbers and Cosmetologist Act and Rules and fully understand that I bind myself to be governed by them.

☐

* Applicant Name Date

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

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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 \$ [REDACTED]

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

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

- 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.
- 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.*

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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.

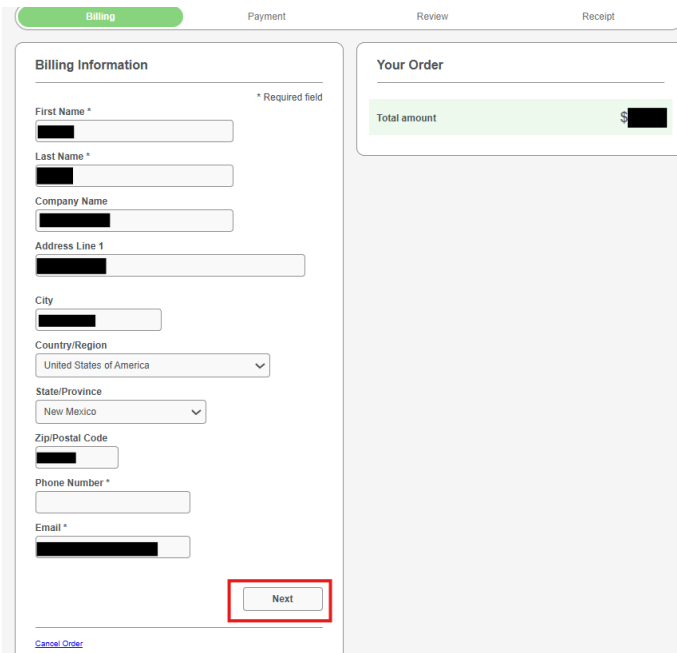
* Mode of Payment

The amount to be paid is \$ [REDACTED]

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

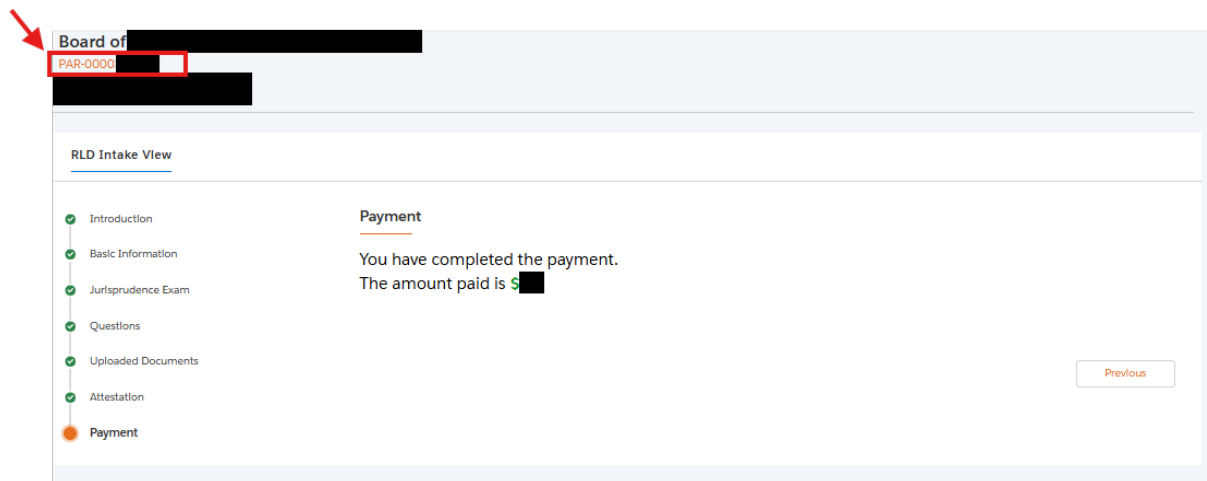
[Save for later](#) [Previous](#) [Pay and Submit](#)

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



The form is titled "Billing Information" and is part of a multi-step process with tabs for Billing, Payment, Review, and Receipt. It contains several required fields marked with an asterisk: 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 located at the bottom left. To the right of the form, under the heading "Your Order", there is a "Total amount" field showing a dollar sign and a redacted amount.

9. 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 form is titled "RLD Intake View" and 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. A red arrow points to the "Board of" section at the top left, which contains a redacted name and a red box around the application number "PAR-0000". To the right, under the heading "Payment", it states "You have completed the payment. The amount paid is \$" followed by a redacted amount. A "Previous" button is located at the bottom right of the form.

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](#)