



Real Estate Appraiser Board

Temporary Practice Permit

Application User Guide

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Temporary Practice Permit Application

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

RLD Intake

- Introduction
- Basic Information
- Licensure Information
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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.

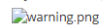
This application will confirm that each individual applying meets all requirements for licensure set by either state statute or rules governing the profession. These licensing requirements, along with continuing education, regular renewals, and compliance monitoring assist to safeguard the profession 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.

PLEASE NOTE THAT TEMPORARY PRACTICE PERMITS ARE ISSUED FOR A SPECIFIC ASSIGNMENT ONLY, AND ARE NOT VALID FOR ANY AND ALL WORK YOU MAY UNDERTAKE IN NEW MEXICO.

Temporary practice shall not be undertaken in New Mexico on a regular and frequent basis. Temporary practice permits expire at the end of the assignment for which the permit is sought. No permit will be valid for more than six (6) months (180 days) unless a written request for extension is made prior to expiration date. A 30-day extension to complete the specified assignment may be obtained upon written request submitted to the Board Office by the temporary practice permit holder.

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](#)

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

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

✓ Pre-Screening

✓ Introduction

● **Basic Information**

● Jurisprudence Exam

● Questions

● 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

- 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, 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.

* Mailing Street

* Mailing City * Mailing State

Mailing County (if in New Mexico) * Mailing Zip

* Mailing Country

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

3. In the **Licensure Information** section, you will answer questions about your licensure in other jurisdictions.

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

RLD Intake

- Introduction
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- Licensure Information**
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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.

Add New

License Number	Issuing State/Territory	Issue Date	Expiration Date	Action
----------------	-------------------------	------------	-----------------	--------

Save for later

Previous

Next

- b. 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**”.

Temporary Practice Permit

State Licenses

* License Number

* Issuing State/Territory

Select Issuing State/Territory

▼

* Issue Date

1/1/2025

📅

* Expiration Date

12/31/2026

📅

Cancel

Save

- c. You can use the **Action** dropdown in the **Licensure Information** table to **View**, **Edit**, or **Delete** the entry you have selected.

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.

[Add New](#)

License Number	Issuing State/Territory	Issue Date	Expiration Date	Action
		01/01/2025	12/31/2026	View Edit Delete

[Save for later](#)

[Previous](#)

[Next](#)

- d. Once you've added all your similar licenses in other jurisdictions, click "**Next**" to proceed.

4. In the **Questions** section, 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 the first prompt, then use the text field to **Describe the Assignment** by address(es), legal description or other identifiers, and be sure to include the city, county, or zip code.

RLD Intake

- Introduction
- Basic Information
- Licensure Information
- **Questions**
- Upload Documents

Questions

* Describe the assignment by address(es), legal description or other identifiers, and be sure to include the city, county, or zip code.

You must upload copy of current contract assignment on the document upload page, later in this application. The address(es), legal description or other identifiers must exactly match as you are entering in this box.

- b. Read the remaining questions carefully and then select your response by clicking “**Yes**” or “**No**” in the radio button next to the response you are choosing. If you select “**Yes**” to the final three questions, an additional text field will populate for you to **Provide Any Relevant Details**, and the **License Number and Statuses** into the relevant field. You will have an opportunity to upload **Supporting Documents** in a later section of the application.

* Do you certify that you will use the issued temporary practice permit for specific assignment only and not for any and all work you may undertake in New Mexico?

☒ Yes

* 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?

☐ 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

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.

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

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

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

Upload Documents

Document Name	Document Description	Upload a New File	Uploaded Files	Delete
* 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.			
* Copy of Contract Agreement	Contract describing the temporary assignment by address(es), legal description or other identifiers, and be sure to include the city, county, or zip code. If your assignment is associated with more than one address, please ensure they all are listed on same contract.			
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:

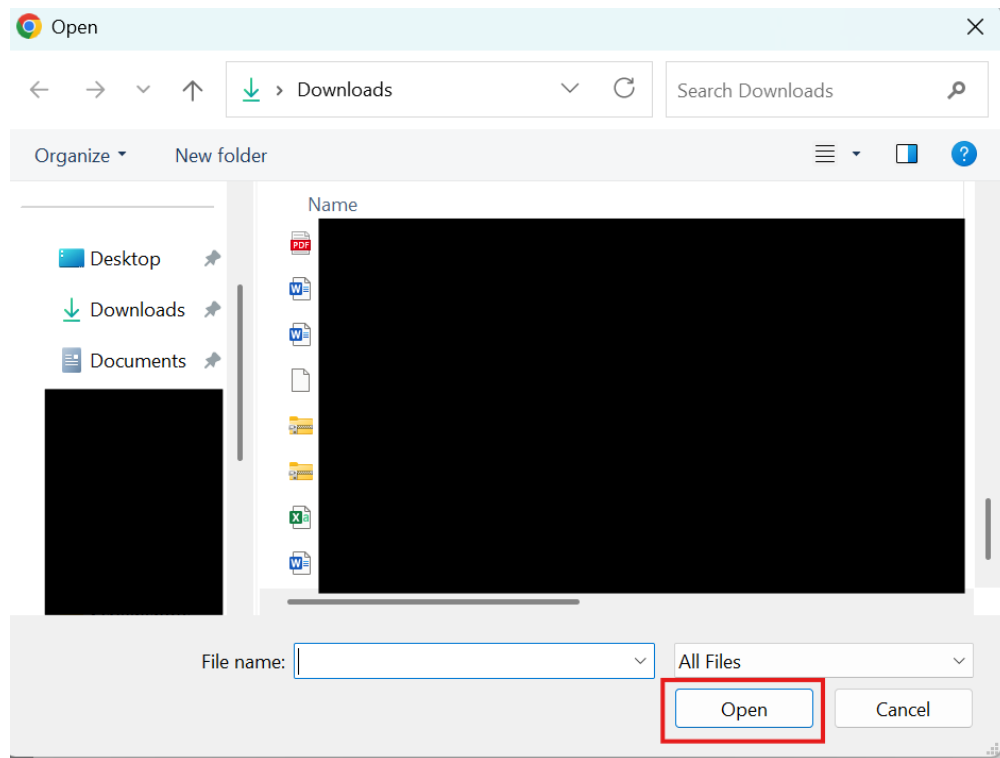
1. File size should not exceed 10MB.
2. File extensions will be accepted only of type doc, docx, pdf, png, tiff, jpg, jpeg, txt, csv.
3. Documents may be uploaded as individual files or as a single merged file on the next page.

 Upload Files

or drop files

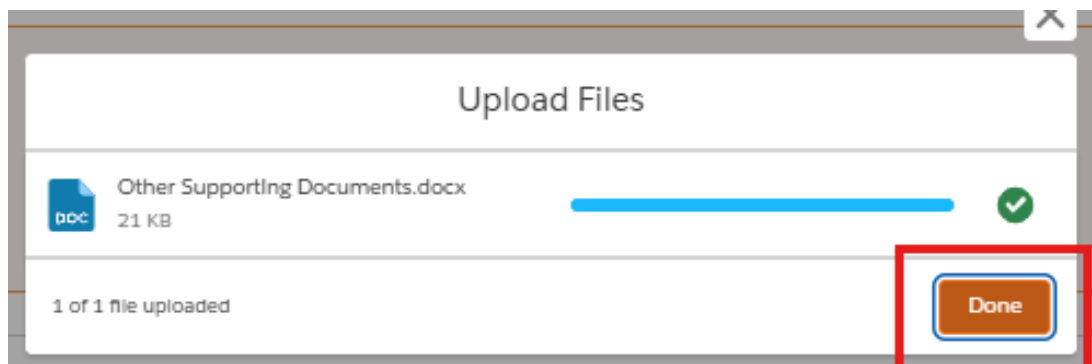
Close

- 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.

Upload

Please attach a copy of the required document.

Note that:

1. The size should not exceed 10MB.
2. File extensions will be accepted only of type doc, docx, pdf, png, jpg, jpeg, tiff, 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

- 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 red **“Trash Can”** icon to delete it from your application.

Upload Documents

Document Name	Document Description	Upload a New File	Uploaded Files	Delete
★ 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.		Your Document Name	
★ Copy of Contract Agreement	Contract describing the temporary assignment by address(es), legal description or other identifiers, and be sure to include the city, county, or zip code. If your assignment is associated with more than one address, please ensure they all are listed on same contract.		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 5 of this guide until all required documents (*) have been uploaded. Then click the **“Next”** button to proceed.

6. 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.

- Introduction
- Basic Information
- Licensure Information
- Questions
- Upload Documents
- Attestation**
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Attestation

Application Attestation

I hereby certify under the penalty of perjury that I am the applicant and that the statements I hereby certify under the penalties of perjury that I am the applicant and that the statements contained in this application are true, correct, and complete to the best of my knowledge. I understand that any falsification, omissions, inaccuracies, or failure to make full disclosures may be deemed sufficient reason to deny permission to take an examination or to deny, withhold renewal of, suspend or revoke a registration, license or certificate issued by the Board. I hereby authorize the Regulation and Licensing Department and its agents to investigate any statements made by me in this application, including checking criminal, civil and administrative records. I hereby consent that suits and actions may be commenced against me in the proper court of any county in New Mexico in which a cause of action may arise from my actions as a state licensed or certified real estate appraiser or in which the plaintiff may reside. I further consent that service of any process or pleading authorized by the law of New Mexico directed to me and serviced upon the board shall be as valid as if I had been served personally in New Mexico. AND I certify that I understand and will comply with the foregoing conditions of temporary appraiser practice in New Mexico and that all statements made in this application are true and correct to the best of my knowledge. I hereby certify that my business in New Mexico is temporary and will not exceed (180) days unless a written request for extension is made prior to expiration of temporary practice permit and I hereby consent that suits and actions may be commenced against me in the proper court of any county of New Mexico arising from my actions as a New Mexico state-authorized Real Estate Appraiser.

* Applicant Name

Enter Full Name Here

Date

12/09/2025

[Save for later](#)
[Previous](#)
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7. On the **Payment** page, review the notice before making any selections.

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- Introduction
- Basic Information
- Business 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 \$ (Application Fee \$ + ASC Registry Fee \$)

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.*

- 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

- Introduction
- Basic Information
- Business 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 \$ (Application Fee \$ + ASC Registry Fee \$)

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.

- 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 *

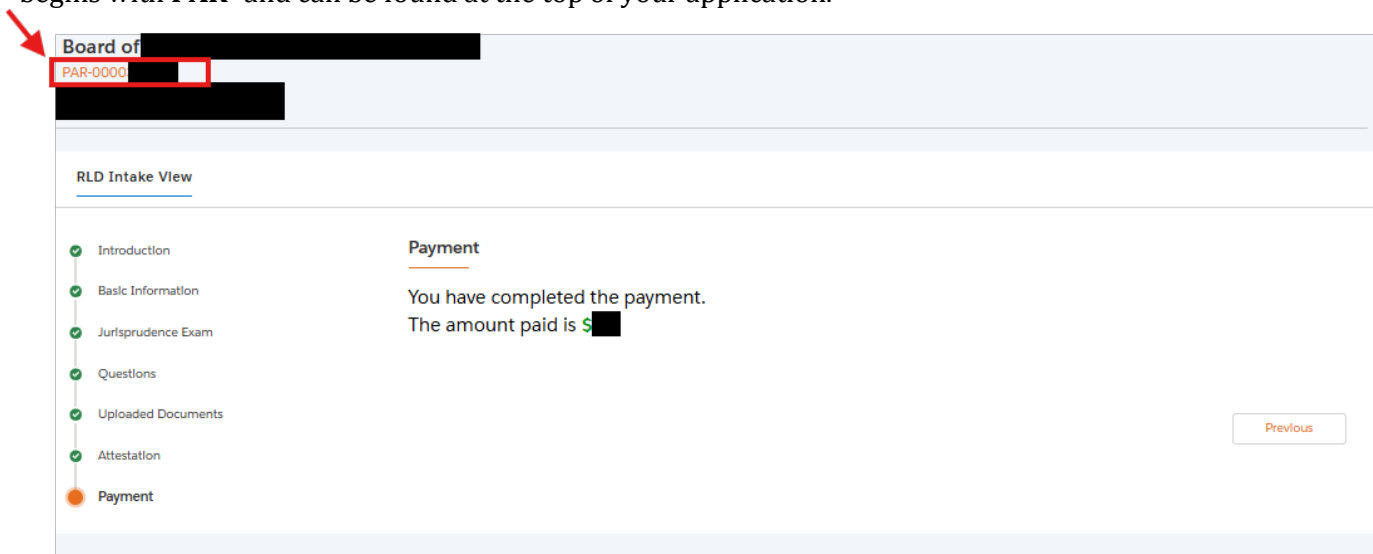
Next

Cancel Order

Your Order

Total amount \$

8. 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]

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9. On the **Home Page**, the application will appear under **My Applications** with **Submitted** status.
Visualization of the completion of step

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](#)