

# Instructions to Apply for a Concession Permit

## BEFORE YOU SUBMIT YOUR APPLICATION:

Your application will only be considered for approval if:

- You are in **Good Standing** with the **New Mexico Tax and Revenue Department**.
- You are in **Good Standing** with the **New Mexico Secretary of State** (if applicable).

### FIRST STEPS:

#### 1. Obtain Letters of Good Standing and attach them to your application:

- **New Mexico Tax and Revenue Department:** [www.tax.newmexico.gov/](http://www.tax.newmexico.gov/)
- **New Mexico Secretary of State:**  
Access the business search and request letters here:  
<https://enterprise.sos.nm.gov/search/business>

#### 2. For Sole Proprietors:

- Sole proprietors do not register with the Secretary of State.
- Instead, provide a copy of your **County Business License** with your application.

#### 3. For Out-of-State LLCs Only:

- Submit a copy of your **New Mexico Secretary of State Foreign LLC Good Standing Certificate**.
- The application form is available here: [FLLC.pdf \(rtsclients.com\)](http://FLLC.pdf(rtsclients.com))
- Filing Fee: \$100 | Processing Time: 30 days
- Visit the Secretary of State's website: [www.sos.nm.gov](http://www.sos.nm.gov)

#### 4. Confirm Good Standing:

- Ensure you are in good standing with **both** the New Mexico Tax and Revenue Department and the Secretary of State before proceeding.

## APPLICATION PROCESS:

#### 1. Complete the Application Form:

- Do **not** use your Social Security number as your CRS number.
- Use the name registered for your business with the Secretary of State.

#### 2. Provide Proof of Insurance:

- Include a **Certificate of Insurance** with the following coverage:
  - \$1,000,000 per occurrence
  - \$2,000,000 general aggregate
- The certificate must name the following as additional co-insured:
  - The **State of New Mexico, EMNRD** (Energy, Minerals, and Natural Resources Department), The **State Parks Division**, and \*If applicable, the **landowner** from whom the Division leases the land or reservoir. **See the parks list on the next page**

**Eagle Nest Lake/ Cimmaron**

State of New Mexico, EMNRD, State Parks Division,  
and the Department of Game and Fish  
1 Wildlife Way  
Santa Fe, NM 87507

**Elephant Butte, Caballo, and Percha Dam should list the following :**

State of New Mexico, EMNRD, and the State Parks Division,  
United States Government-Department of the Interior  
555 Broadway Blvd NE Ste 100  
Albuquerque, NM 87102

**Heron / El Vado**

United States Government-Department of the Interior  
555 Broadway Blvd NE Ste 100  
Albuquerque, NM 87102

**Pecos Canyon**

State of New Mexico, EMNRD, State Parks Division,  
NM State Land Office and  
NM State Game Commission, by and through, the Dept. of Game & Fish  
1 Wildlife Way  
Santa Fe, NM 87507

**Navajo Lake**

State of New Mexico, EMNRD, and the State Parks Division,  
and Western Colorado Area Office – Durango  
185 Suttle Street, Suite 2, Durango, CO 81303

**Ute Lake**

State of New Mexico, EMNRD, State Parks Division, OSE, Interstate Stream  
Commission  
407 Galisteo Street  
Santa Fe, N.M. 87504

**3. Submit Payment:**

- Payments can be submitted:
  - **In person** at the park
  - **By mail** to the park
  - **Over the phone**, if accepted by the park

**4. Submit Your Application:**

- The **Park Manager** will review and process for approval.
- DO not mail to headquarters. It will be mailed back to the park for approval.

---

**NOTES:**

By following these steps, you will streamline the application process and improve the likelihood of approval.  
For any questions or assistance, please contact the relevant authorities or the park directly.

**\*Navajo Lake State Park applicants' permits will be mailed to park office for pick up.**

# Concession Permit Application

Please send paperwork to park of choice.



Pursuant to [19.5.5.1 NMAC](#), Concession Permits are valid for one year or less. For outfitters and guides, the Concession Permit's full one-year period is from April 1 until March 31 annually. All other Concession Permits are valid for 12 months from the date of issue, unless otherwise indicated on the Concession Permit. Applicants must submit Concession Permit Applications to the Division Park Superintendent/Manager where the Applicant intends to operate, along with the applicable Concession Permit fee (see [19.5.6 NMAC](#)), and proof of insurance as specified below. Concession Permittees, their employees, and their clients are subject to appropriate local, federal, and state laws, rules, and policies.

<b>Applicant Name:</b>	
<b>Name of Business (That matches <a href="#">NM Tax ID</a>):</b>	
<b>Name that is registered under NM Secretary of State <i>if different</i>.</b>	
<b>Address:</b>	
<b>Telephone number (include area code):</b>	
<b>URL for business</b>	
<b>E-mail address:</b>	
<b>New Mexico CRS Tax Identification Number: (Combined Reporting System ID Number)</b>	
<b>Name of the State Park(s):</b>	
<b>Date(s) of the proposed activity:</b>	
<b>Number of people involved:</b>	
<b>Last 4 digits of FEIN or SSN or ITIN (For tax verification) or provide a good standing letter from <a href="#">NM Tax and Rev</a>)</b>	
<input type="checkbox"/> <b>Extra Guide Cards      How Many:</b> <b>Names of Guides:</b>	
<b>Detailed description and location of the proposed activity:</b>	

## INDEMNIFICATION

By signing below, Applicant certifies Applicant shall defend, indemnify, and hold harmless EMNRD, the Division, and the State of New Mexico from all actions, proceedings, claims, demands, costs, damages, attorneys' fees, and all other liabilities and expenses of any kind from any source that may arise from a Concession Permit issued pursuant to this Application, caused by the negligent act or failure to act of the Permittee, its officers, employees, servants, subcontractors, or agents, or if caused by the actions of any client of the Permittee resulting in injury or damage to persons or property during the time when the Permittee or any officer, agent, employee, servant, or subcontractor thereof has or is performing services pursuant to the Concession Permit. In the event that any action, suit, or proceeding related to the services performed by the Permittee or any officer, agent, employee, servant, or subcontractor under the Concession Permit is brought against the Permittee, the Permittee shall, as soon as practicable but no later than two days after it receives notice thereof, notify EMNRD's legal counsel and the Risk Management Division of the New Mexico General Services Department by certified mail. Nothing in this section shall be deemed to be a waiver by the State of New Mexico of the provisions of the Tort Claims Act, NMSA 1978, §§ 41-4-1 et seq.

## FEES & INSURANCE

**Note:** Along with the applicable Concession Permit fee, prior to issuance of a Concession Permit, Applicant shall provide the Division with proof of insurance which shall at a minimum provide a \$1,000,000 limit for each occurrence and a \$2,000,000 general aggregate limit, and shall name the State of New Mexico, EMNRD, and the State Parks Division and if applicable the landowner from which the Division leases the land or reservoir, as additional co-insured.

[NMAC 19.5.5 \(F\)](#)

### TOTAL OF PERMIT FEE

PARK FEE \$300	
<b>Additional Outfitter Guide Cards: \$300 per card</b>	
<b>Non-Outfitter / Other Activities \$300 Additional cards \$300</b>	
<b>Total of Permit</b>	<b>\$</b>

### NAVAJO LAKE STATE PARK ONLY

Outfitters and Guides: \$500	
<b>Additional Outfitter Guide Cards: \$500 per card at Navajo Lake State Park</b>	
<b>Non-Outfitter / Other Activities \$300 Additional cards \$300</b>	
<b>Total of Permit</b>	<b>\$</b>

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

# Concession Permit

## FOR DIVISION USE ONLY

\_\_\_\_ Park Manager /Superintendent shall review the Application and determine whether the service or activity meets the following criteria:

____	does not significantly adversely impact an existing concessionaire's operation.
____	provides a needed service to park visitors or a service in which the public has shown a substantial interest.
____	enhances, improves, or protects park resources or enjoyment thereof.
____	meets the Concession Permit definition in <a href="#">19.5.1.7 NMAC</a> - services the Division may authorize under a Concession Permit include guiding and outfitting services for fishing, boating, and rafting excursions; educational and park resource protection services; and other services, including commercial services, that enhance visitors' experience and enjoyment, such as sales of firewood, propane, ice, food, or refreshments.

The Superintendent/Manager shall contact the Applicant within 15 calendar days if the Application is incomplete. The Superintendent/Manager may request additional information from the Applicant as necessary for the Application's review and evaluation. The Park Superintendent/Manager works directly with the Business Enterprise Coordinator for processing and review. The final approval is granted upon the sign-off by EMNRD's Deputy Secretary.

### Permit is:

\_\_\_\_ **Approved**, subject to Applicant providing the required insurance.

- Certificate of Insurance
- Certificate of Good Standing from NM Tax and Rev
- Good Standing with Secretary of State
- Payment

\_\_\_\_ **Disapproved**, for the following reasons:

**Park Manager:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **Requirements for an Approved Permit:**

- Permittee shall not maintain fixed assets within the Park.
- Permittee's business address shall be outside of the Park.
- Permittee, Permittee's employees, and Permittee's clients shall pay applicable fees associated with a Park's use.
- A permit is valid only within the Park(s) for which it is issued. Exception: Permittee may use a single Concession Permit for:
  - Heron Lake and El Vado Lake State Parks
  - Elephant Butte Lake, Percha Dam, and Caballo Lake State Parks.
- Permits are not transferrable.
- EMNRD must receive applicable fees, good standing letters and proof of insurance before a permit is effective.
- EMNRD has the right to close down a concession operation at any time without prior notice in order to protect the safety and health of Parks, visitors, and staff. [NMAC 19.5.5.18](#)

### **ENERGY, MINERALS AND NATURAL RESOURCES DEPARTMENT, STATE PARKS DIVISION**

**Energy, Minerals and Natural Resources Department (EMNRD) - State Parks Division (Division)**

**1220 S. St. Francis Drive | Santa Fe, NM 87505**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Business Enterprise Coordinator or Designee

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Cabinet Secretary or Designee

Permit issued on \_\_\_\_\_ (insert date) by \_\_\_\_\_  
Business Enterprise Coordinator or Designee

Permit Number/Numbers: \_\_\_\_\_