



Public Portal instructions for Permit and SHPO Directory Submissions

Continuing Education Credit, Permit Modifications

The [NMCRIIS Public Portal](#) should be used for Permit Applications and modifications, as well as SHPO Directory Listing and Continuing Education Credit submissions. However, the interface is project centered. This sheet provides instructions for entry headers that may not be self-explanatory when entering permit category applications. Please keep in mind that a SHPO Directory Application, though under the umbrella of “permits,” is not a permit application.

Project Name:

This is like an email header: “**General Investigation permit App for Firm Name**”, “**CEC for Guadalupe Smith**”, “**Application for Timmy Trident for Supervisory Archaeologist.**” The equivalent of an email body is below in [Project Details](#).

Project Number: not required, an existing permit number [could go here](#)

Sender Agency:

- **Permits:** Enter the *name of your firm*.
 - **If you do not find your firm name** in the drop-down use: *Private Company/Landowner*
- For **SHPO Directory** listing applications, enter: *Individual*.
 - If you are a permit manager and are submitting multiple SHPO Directory listing applications, enter the *name of your firm*.
- **Continuing Education Credits (CEC):** *see SHPO Directory above*
- For more on SHPO Directory listings and Continuing education guidelines: <https://nmhistoricpreservation.org/programs/permits/shpo-directory.html>
- For more on Permits: <https://nmhistoricpreservation.org/programs/permits/types.html>

Counties:

- *All Counties* for:
 - **3-year General Investigation Permits, Annual Burial Permit, SHPO Directory Listing Applications, Continuing Ed Credits**, anything else you can’t categorize
- *County of the work area* for:
 - **Project Specific Permits** applications, which include **Individual Case Burial Permits**

Program Area:

Archaeological Permits for:

- Continuing Education Credits
- SHPO Directory listings for all categories, including Architecture and History
- ALL permit types



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Project Details: This is like an email body.

Project Attachments:

Upload project attachments and categorize them. Please note:

- “General Permit Application” refers to a three-year **General Archaeological Investigation Permit for New Mexico State Land**
- “Application for Individual Case Permit” refers to a Burial permit for a specific situation