ABC Adding Personal Data Affidavit

This document will walk you through adding a Personal Data Affidavit.

Step 1: Log in to the External Site / Portal https://nmrldlpi.my.site.com/abc/s/login/

Step 2: Click on "Business Profile" from the navigation bar.

	RLD								e
ome Bus	iness Profile My License	Application	s 🗸 Amendments 🗸	Request 🗸	Citation Fees				
My Licenses									
License Number	License Type	License Holder	License DBA	Lessee	Expiration Date	Renewal Due	Status	Renew	Action
DIS-001314	Dispenser (Full Dispenser)	Punch Bar Two	Allsup'5 #102343		6/30/2024	4/1/2024	Active	Ongoing Renewal Review	•
DWS-000013	Direct Wine Shipment Permit	Punch Bar Two	Cast Rock		6/30/2024	4/1/2024	Active	Ongoing Renewal	•
DWS-000031	Direct Wine Shipment Permit	Punch Bar Two	rr		6/30/2025	4/1/2025	Active		•
default	Direct Wine Shipment Permit	Punch Bar Two	rr		6/30/2024	4/1/2024	Active	Renew	•
DWS-000029	Direct Wine Shipment Permit	Punch Bar Two	County		6/30/2024	4/1/2024	Active	Renew	•

Step 3: Click on "Manage Profile" next to the Business Name for which you would like to add a Personal Data Affidavit.

ly a Business Repres	entative can link a Busines	ss. To link to a Business,	click the 'Add Bus	siness' button below. One	e you add a Busi	ness, you can click on 'Manage	Profile'
x, to view/edit busin	ess mornauon, business	Documents, Dusiness L	icenses, Authorize	a mainiaaas, Ownership	Disclosure, and	other pieces of information.	
							Add Busine
Business Name	Business Type	Business Structure	FEIN	State Business Tax ID	Status	Your Role	Action
Kyra Alcoholery	Alcohol;Tobacco	Corporation	99-9999990	99-999999-99-0	Verified	Business Representative	Manage Profile

A new tab will open in your browser and you will be routed to the screen shown in Step 4.

Step 4: Click on "Personal Data Affidavit" as highlighted below.

ome	Business Profile	My License	Applications \checkmark	Amendments 🗸	Request 🗸	Citation Fe	85	
Steps afte 1. Enter 2. If app 3. If app 4. If app	er creating a Business: r Personal Data Affidavit fo plicable, enter in Ownershi plicable, enter in Authorize plicable, enter Other State	r all individuals subject p Disclosure. d Individuals. Licenses.	to background check requi	rements, pursuant to the Liq	uor Control Act.			
Business	Profile Business	Documents	Business Licenses	Authorized Individual	s <mark>Personal Data</mark>	Affidavit	Ownership Disclosure	Other State Licenses
Busin	ess Information							
* What f	type of license(s) will this E bhol	lusiness be applying for	? (Select all applicable) Tobacco		Alcohol Server Educati	ion (ASE) Provid	er	
If your o	are planning to own, repres ess Name	ent or lease a liquor bus	iness, please select Alcoho	l.	* Business Structure			
Kyra A	Alcoholery				Corporation			
Enter Bu	isiness Name as registered	with the Secretary of St	ate.					
* FEIN (XX-XXXXXXXX)							
99-99	99990							
• Will th Yes • No	is Business be applying for	a Non-Resident License	2?					
Any out	of state manufacturers or	wholesalers must posse	ss 'Non-Resident' license to	sell directly or indirectly, offe	r for sale or ship any alcol	holic beverages	to licensed New Mexico manufact	urers and wholesalers.
* Will th Yes	is Business only be applyir	ig for a Common Carrie	r License?					

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Step 5: After carefully reading the instructions, click on "Add New" on the bottom right of the screen shown below.

Home	Business Profile	My License	Applications \checkmark	Amendments 🗸	Request 🗸 Cit	ation Fees	
Steps afte 1. Ente 2. If ap 3. If ap 4. If ap	er creating a Business: r Personal Data Affidavit fo plicable, enter in Ownersh plicable, enter in Authorizi plicable, enter Other State	or all individuals subjec ip Disclosure. ad Individuals. • Licenses.	rt to background check requ	uirements, pursuant to the Liquor	Control Act.		
Business	Profile Business	Documents	Business Licenses	Authorized Individuals	Personal Data Affida	vit Ownership Disclosure	Other State Licenses
· · · · ·	Instructions Enter Personal Data Affid To view or edit a record, o Once record is added, yo amendment request, yoo	avit information for al click on the View/Edit u could only modify co u vill be able to submi	l individuals subject to back link under the Actions colu ertain fields by clicking on V ta n amendment for reques	ground checks requirements, pur mn. fiew/Edit. To make any additional ted changes.	suant to the Liquor Control A changes, select 'Request Ame	it. ndment' from the drop down. Once dep	artment approves your
:	For additional options, cl Once you make the nece	ick on the down arrow ssary changes in Perso	r button. onal Data Affidavit, please co	ontinue to make necessary chang	es in Ownership Disclosure.		
				No records to	display.	-	Add New C

Step 6: This will route you to the Personal Data Affidavit application. Fill in all the fields and click "Next" to proceed to the next screen.

rsonal Data Affidavit Intake					
Personal Data Affidavit					Personal Data Affidavit
✓ Individual Information					Disciplinary Information
					Upload Documents
* First Name	Middle Name		*Last Name		Confirmation
Any other name(s) used other than show	vn above				
* Is this person currently married? Yes No					
*Gender		* Identifier Type			
	•			•	
*Identifier Number (XXX-XX-XXXX)		* Date of Birth			
		MM/DD/YYYY		苗	
Driving License Number		Driving License State			
				•	
Phone Number ((XXX) XXX-XXXX)		*Email Address			
✓ Residence Address					
* Physical Street					
3					
* Physical City		* Physical State			

Step 7: Next is the Disciplinary Information screen.

me	Business Profile	My License	Applications \checkmark	Amendments 🗸	Request 🗸	Citation Fees	
ersonal I	Data Affidavit Intake	_					
Discip							 Personal Data Affidavit Disciplinary Information
*Has this Yes No	is individual ever been conv	victed of a felony?					 Upload Documents Confirmation
*Has thi Yes No	is individual been convicted	d of two separate mis	demeanor or petty misdeme	eanor violations of the New M	lexico Liquor Control Ac	:t in any calendar year?	
Has their Yes No	ir spouse ever been convicto	ed of a felony in any j	jurisdiction?				
*Has thi OYes No	is individual ever had an ap	plication for a Liquor	License, in any US State or J	urisdiction, suspended or rev	oked?		
V Ope	erational Information						
*Will thi O Yes O No	is individual manage, direct	t, or control the sale o	of alcohol?				
*Will thi O Yes O No	is individual be present on t	the licensed premise:	s on a regular basis?				

Upon answering any question with "Yes," additional text will be displayed, along with a text box for you to provide more details.

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Step 8: Next is the Upload Documents screen.

Business Profile	My License	Applications \checkmark	Amendments 🗸	Request 🗸	Citation Fees		
onal Data Affidavit Inta	ike						
pload Documents						Ø	Personal Data Affidavit
[•	Disciplinary Information
Document Name	Document Description		Uploaded	Files		•	Upload Documents
Receipt of Background Check	ABC uses IDEMIA. Need date fingerprints were ta	a copy of the receipt and the	ie 🗘			•	Confirmation
	1		I	Previous	Next		

This is optional, however, you can choose to upload one or multiple files to this affidavit.

Step 9: Lastly, the confirmation screen, which states your Personal Data Affidavit record has been updated successfully.

Home	Business Profile	My License	Applications \checkmark	Amendments 🗸	Request 🗸	Citation Fees	
Personal	Data Affidavit Intake	-					
Confi	rmation						Personal Data Affidavit
Your Pe	rsonal Data Affidavit record	has been updated suc	cessfully.				 Disciplinary Information
							Upload Documents
							onfirmation
						Back To PDA	

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Step 10: Click Back to PDA to return to the Business Profile screen. From here, you will see your Personal Data Affidavit entry, with some key fields. The status will be defaulted to Pending Verification and will be updated once the board reviews/approves.

	Profile	My License	Applications \checkmark	Amendments 🗸	Request 🗸	Citation Fe	262	
a after creating a B Enter Personal Data If applicable, enter If applicable, enter If applicable, enter	a Affidavit for all a Affidavit for all in Ownership E in Authorized I Other State Lic	l individuals subjec Jisclosure. ndividuals. enses.	ct to background check req	juirements, pursuant to the Liqu	or Control Act.			
ess Profile	Business Do	ocuments	Business Licenses	Authorized Individuals	Personal Data	Affidavit	Ownership Disclosure	e Other State License
 Instruction Enter Persona To view or ed Once record i amendment For additiona 	IS al Data Affidavit it a record, click is added, you co request, you wil I options, click (information for al con the View/Edit ould only modify c ll be able to submi on the down arrow	l individuals subject to bac link under the Actions colu ertain fields by clicking on ' it an amendment for reque v button.	kground checks requirements, p mn. View/Edit. To make any addition isted changes.	ursuant to the Liquor Co al changes, select 'Reque	ntrol Act. Ist Amendmer	nt' from the drop down. Once d	department approves your
 Instruction Enter Persona To view or ed Once record i amendment For additiona Once you ma 	IS al Data Affidaviti it a record, click is added, you cc request, you wil I options, click i ke the necessar	information for al con the View/Edit uld only modify o l be able to submi on the down arrow y changes in Perso	l individuals subject to bac link under the Actions colu ertain fields by clicking on it an amendment for reque v button. nnal Data Affidavit, please o	kground checks requirements, p urm. View/Edit. To make any addition isted changes. continue to make necessary char	ursuant to the Liquor Co al changes, select 'Reque ges in Ownership Disclo	ntrol Act. Ist Amendmer sure.	nt' from the drop down. Once d	department approves your
Instruction Enter Person To view or ecord amendment For additiona Once you ma Individual Name	IS al Data Affidavit it a record, click is added, you vci request, you wil I options, click ike the necessar	information for al con the View/Edit uid only modify o l be able to submit o the down arrow y changes in Perso Residence	l individuals subject to bac link under the Actions colu- ertain fields by clicking on ' it an amendment for reque v button. unal Data Affidavit, please of Address	kground checks requirements, p urm. View/Edit. To make any addition isted changes. continue to make necessary char Status	ursuant to the Liquor Co al changes, select 'Reque ges in Ownership Disclo Action	ntrol Act. Ist Amendmer sure. A	nt' from the drop down. Once d mendment Status	department approves your Add New Amendment Action
Instruction Enter Person To view or ed Once record To view or ed Once record Once record Once you ma Individual Name test ttest	IS al Data Affidavit it a record, click is added, you coi l options, click v l options, click k kke the necessar	information for al con the View/Edity II be able to submit on the down arrow y changes in Perso Residence sdfs, fsdf, NM 23	l individuals subject to bac link under the Actions cole ertain fields by clicking on ' it an amendment for reque v button. onal Data Affidavit, please of Address	kground checks requirements, p urmn. View/Edit. To make any addition sted changes. continue to make necessary char continue to make necessary char Status Pending Verification	ursuant to the Liquor Co al changes, select 'Reque ges in Ownership Disclo Action	ntrol Act. ist Amendmer sure. A	nt' from the drop down. Once d	department approves your Add New Amendment Action

If you wish to view/edit anything, please click on "View/Edit" and you will be routed back inside the submitted affidavit with very limited number of fields which you will be able to edit at this time.

Lastly, there are a few additional actions you can take to the submitted affidavit. By clicking on the dropdown arrow on the far right of the affidavit, you can see the available actions.

. Enter Personal Data Affidavit . If applicable, enter in Owners . If applicable, enter in Authori . If applicable, enter Other Stat	for all individuals subje hip Disclosure. zed Individuals. e Licenses.	ect to background check req	uirements, pursuant to the Liquor	Control Act.		
ness Profile Busines	s Documents	Business Licenses	Authorized Individuals	Personal Data Affid	avit Ownership Disclosure	Other State Licenses
✓ Instructions						
 Once record is added, y amendment request, yo For additional options, Once you make the nec 	ou could only modify o ou will be able to subm click on the down arrow essary changes in Pers	certain fields by clicking on ' it an amendment for reque w button. conal Data Affidavit, please c	View/Edit. To make any additional ested changes. continue to make necessary change	changes, select 'Request Am es in Ownership Disclosure.	endment' from the drop down. Once dep	oartment approves your
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Step 11: From the drop-down, select "Request Amendment" as shown above.

Step 12: You will see below prompt requesting you to specify reason for requesting amendment.

Amendment Request

* Specify reason for requesting Amendment.

Once you provide the reason and click "submit," internal staff is notified, and once they provide their authorization for the amendment, you will be able to proceed with the amendment, following the steps below.

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Step 13: Once internal staff reviews and approves the amendment request, the status of the amendment will be updated to "Amendment Allowed" and a new button "Initiate Amendment" will appear as shown below.

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Enter Personal Data Affida If applicable, enter in Own If applicable, enter in Auti	vit for all individuals subje ership Disclosure. iorized Individuals.	ect to background check rec	quirements, pursuant to the Liquor (ontrol Act.		
. If applicable, enter Other	5tate Licenses.					
iness Profile Busi	ness Documents	Business Licenses	Authorized Individuals	Personal Data Affidavit	Ownership Disclosure	Other State Licenses
✓ Instructions						
Enter Personal Data	Affidavit information for a	Il individuals subject to bac	ckground checks requirements, purs	ant to the Liquor Control Act.		
Enter Personal Data To view or edit a rec	Affidavit information for a ord, click on the View/Edi	Il individuals subject to bac t link under the Actions colu	ckground checks requirements, purs umn.	ant to the Liquor Control Act.	un d'fran de dans deux Oras d	
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Enter Personal Data To view or edit a rec Once record is adde amendment reques For additional optio Once you make the Individual Name Michael Scott John Doe	Affidavit information for a rd, click on the View/Edi J, you could only modify, you will be able to subn s, click on the down arro necessary changes in Pers Residence 55 Main S Paterson, 200 Smith	II individuals subject to bac tilink under the Actions coli- certain fields by clicking on w button. onal Data Affidavit, please of Address treet, VM 23423 Street, Street, Street, Street,	:kground checks requirements, purs umn. View/Edit. To make any additional c ested changes. continue to make necessary changer Status Pending Verification Pending Verification	uant to the Liquor Control Act. nanges, select 'Request Amendr in Ownership Disclosure. Action View/Edit View/Edit	nent' from the drop down. Once d Amendment Status	epartment approves your Add New C Amendment Action Initiate Amendment
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Enter Personal Data To view or edit a rec Once record is adde amendment reques For additional optio Once you make the Michael Scott John Doe	Affidavit information for a rd, click on the View/Edi 4, you could only modify, you will be able to subm is, click on the down arro necessary changes in Pers Residence 55 Main S Paterson, 200 Smith Perth Amb	III individuals subject to back t link under the Actions coli- certain fields by clicking on it an amendment for reque w button. onal Data Affidavit, please of Address Address treet, W123423 Street, soy, NM 84512	kground checks requirements, purs umn. View/Edit. To make any additional c ested changes. continue to make necessary changes Status Pending Verification Pending Verification	uant to the Liquor Control Act. nanges, select 'Request Amendr in Ownership Disclosure. Action View/Edit View/Edit	Amendment Status	epartment approves your Add New Amendment Action Initiate Amendment

Click "Initiate Amendment" to proceed.

Step 14: This will launch the PDA (Personal Data Affidavit Request Application), starting with the Individual Information screen.

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me	Business Profile	My License	Applications \checkmark	Amendments 🗸	Request 🗸	Citation Fees		
ersonal I	Data Affidavit Request							
Indivi	dual Information						۲	Individual Information
	_				Preview Existing De	tails	•	Residence Address
							•	Disciplinary Information
∨ Req	uested Individual Info	rmation					- •	Operational Information
* First Na	ame		Middle Name		*Last Name		•	Upload Documents
John					Doe		•	Confirmation
Any othe * Is this p • Yes	er name(s) used other than s person currently married?	shown above						
() No								
*Gende	r		*	Identifier Type				
Male			•	SSN		•		
*Identifi	ier Number (XXX-XX-XXXX)			Date of Birth				
999-99	9-9999			01/01/2000		苗		
						Next		

Step 15: All fields will be auto populated with the information you provided upon applying for a Personal Data Affidavit Amendment, however, you will still have the ability to make changes. Click "next" to proceed to the Residence Address screen.

Home	Business Profile	My License	Applications 🗸	Amendments 🗸	Request 🗸	Citation Fees			
Persona	I Data Affidavit Reques	t							
Resi	dence Address						Ø	Individual Information	
					Proviow Existing D	otails	•	Residence Address	
					Therew Costing D	e cons	•	Disciplinary Information	
V Re	equested Residence Add	iress					- •	Operational Information	
*Phys	ical Street						•	Upload Documents	
200	Smith Street							Confirmation	
* Phys	ical City		*	Physical State					
Pert	h Amboy			New Mexico		-			
* Phys	ical Zip		•	Physical Country					
845	12			United States		•			
* Phys	ical County								
Berr	nalillo		•						
					Previous	Next			

To see what you have entered in the PDA Amendment, click on the "Preview Existing Details" button as shown below.

Home	Business Profile	My License	Applications 🗸	Amendments 🗸	Request 🗸	Citation Fees			
Persona	l Data Affidavit Reques	t							
Resid	dence Address				T		c	Individual Information	
					Density Estates D			Residence Address	
					Preview Existing D	ętalis		Disciplinary Information	
∨ Re	quested Residence Ad	dress						Operational Information	
* Physi	cal Street							Upload Documents	
200	Smith Street							Confirmation	
* Physi	cal City		*	Physical State					
Perti	Amboy			New Mexico		•			
* Physi	cal Zip		*	Physical Country					
8451	12			United States		-			
* Physi	cal County								
Bern	alillo		•						
					Previous	Next			

The data you entered will appear on the top half of the screen and will be read-only.

Personal Data Affidavit Request

 Existing Individual Information 					•	Residence Address
					٠	Discipilnary Information
First Name	Mlddle Name		Last Name		۰	Operational Information
John			Doe		•	Upload Documents
Any other name(s) used other than shown	above					Confirmation
s this person currently married? Yes No						
Gender		Identifier Type				
Male		▼ SSN		*		
identlfler Number (XXX-XXX-XXXX)		Date of Birth				
Pequested Individual Informati	100	01/01/2000	Close Preview	ä		
999-59-9999 Requested Individual Informati	Ion Middle Name	01/01/2000	Close Preview	m		
ops-ss-ops Requested Individual Informati First Name John	Ion Middle Name	01/01/2000	Close Preview "Last Name Doe	ä		
oos-ooso Requested Individual Informat First Name John	Ion Middie Name	01/01/2000	Close Preview *Last Name Doe	m		
P39-99-999 Requested Individual Information First Name John wry other name(s) used other than shown	Ion Middle Name	01/01/2000	Close Preview *Last Name Doe	<u> </u>		
P39-59-9399 Requested Individual Information "First Name John Any other name(s) used other than shown "Is this person currently married?	Ion Middie Name	01/01/2000	Close Preview *Last Name Doe	<u> </u>		
P395-35-9399 Requested Individual Information First Name John Any other name(s) used other than shown Ts this person currently married? Yes No	Ion Middie Name	01/01/2000	Close Preview *Last Name Doe	<u></u>		
999-99-9999 Requested Individual Information First Name John Any other name(s) used other than shown Its this person currently married? Yes No Gender	Ion Middie Name	°Identifher Type	Close Preview *Last Name Doe			
P39-39-9999 Requested Individual Information "First Name John Any other name(s) used other than shown "Is this person currently married? No "Gender Male	Ion Middie Name	01/01/2000	Close Preview *Last Name Doe			
999-99-9999	Ion Middie Name	 01/01/2000 *Identifier Type SSN *Date of Birth 	Close Preview *Last Name Doe	The second se		

Click "Close Preview" to close the top read only section.

Click "Next" to proceed.

Step 16: Next is the Disciplinary Information screen.

Home	Business Profile	My License	Applications \checkmark	Amendments 🗸	Request 🗸	Citation Fees		
Personal	Data Affidavit Request	_						
Discip	linary Information						0	Individual Information
					Preview Existing D	etails	Ø	Residence Address
✓ Rec	uested Disciplinary Info	ormation					•	Disciplinary Information
							•	Operational Information
* Has th	is individual ever been convid	cted of a felony?					•	Upload Documents
 Yes No 							•	Confirmation
* Has th	is individual been convicted	of two separate misde	emeanor or petty misdeme	anor violations of the New Me	exico Liquor Control Act	in any calendar year?		
YesNo								
Has thei	r spouse ever been convicted	d of a felony in any ju	isdiction?					
YesNo								
* Has th	is individual ever had an app	lication for a Liquor L	icense, in any US State or Ju	risdiction, suspended or revo	ked?			
YesNo								
					Previous	Next		

These will auto populate based on your initial entry, however, you can make changes as needed. Click "Next" to proceed.

Step 17: Next is the Operational Information screen.

Home	Business Profile	My License	Applications \checkmark	Amendments 🗸	Request 🗸	Citation Fees		
Personal	Data Affidavit Request							
Oper	ational Information						0	Individual Information
							0	Residence Address
					Preview Existing D	letails	0	Disciplinary Information
V Re	quested Operational In	formation					- •	Operational Information
*Will th	is individual manage, direct	or control the sale of	falcohol?				•	Upload Documents
YesNo							•	Confirmation
* Will th	is individual be present on t	he licensed premises	on a regular basis?					
 Yes No 								
					Previous	Next		

These will auto populate based on your initial entry, however, you can make changes as needed. Click "Next" to proceed.

Step 18: Next is the Upload Document screen. You will be required to upload a supporting document for "Proof of Change" in order to proceed.

e	Business Profile	My License	Applications \checkmark	Amendments 🗸	Request 🗸	Citation Fees		
rsonal [Data Affidavit Requ	iest						
	d Damarata						_	
Upioa	a Documents						0	Individual Information
							1	Residence Address
Docu	ument Name	Document Description		Uploaded F	iles		0	Disciplinary Information
* Pri	oof of Change	Please upload supportin	g document(s) for the				0	Operational Information
	5	requested changes.		_			•	Upload Documents
							_	Confirmation
					Previous	Next		

Step 19: The last screen is the Confirmation screen.

Home	Business Profile	My License	Applications 🗸	Amendments 🗸	Request 🗸	Citation Fees		
Personal	Data Affidavit Reques	t						
Confi	mation						C	Individual Information
The Ame	ndment for your Personal	Data Affidavit record h	as been submitted successf	ully.			c	Residence Address
						1	C	Disciplinary Information
						\checkmark	c	Operational Information
						Back To PDA	•	Upload Documents
								Confirmation

Click "Back to PDA" to return to your Business Profile screen. Here you can see the amendment status update to "Submitted."

s arter creating a Enter Personal Di If applicable, ent If applicable, ent If applicable, ent	Business: ata Affidavit for all er in Ownership Di er in Authorized In er Other State Lice	individuals subj isclosure. idividuals. inses.	ect to background check i	requirements, pursuant to the Liquor Co	ontrol Act.			
ness Profile	Business Do	cuments	Business Licenses	Authorized Individuals	Personal Data Affidavit	Ownership Disclo	sure Other State Licens	es
✓ Instruction	ons							
To view or Once recor amendmer For additio	edit a record, click d is added, you co at request, you will nal options, click o nake the necessan	on the View/Ed uld only modify be able to subr n the down arro	it link under the Actions c certain fields by clicking c nit an amendment for req w button.	olumn. n View/Edit. To make any additional ch juested changes. ie continue to make peressary changes	anges, select 'Request Amendm	ent' from the drop down. Or	nce department approves your	
To view or Once record amendmer For additio Once you r Individual Nam	edit a record, click d is added, you co t request, you will nal options, click o nake the necessary	on the View/Ed uld only modify be able to subr n the down arro y changes in Per Residence	it link under the Áctions c certain fields by clicking c nit an amendment for req w button. sonal Data Affidavit, pleas	olumn. on View/Edit. To make any additional ch juested changes. ie continue to make necessary changes Status	anges, select 'Request Amendm' in Ownership Disclosure. Action	ent' from the drop down. Or Amendment Status	nce department approves your Add New Amendment Action	C
To view or . Once recor amendmen For additio Once you r Individual Nam Michael Scott	edit a record, click d is added, you coi t request, you will hal options, click o nake the necessary	on the View/Ed uld only modify be able to subr n the down arro y changes in Per Residence 55 Main 9 Paterson,	it link under the Actions of certain fields by clicking of its an amendment for req w button. sonal Data Affidavit, pleas e Address itreet, MM 23423	olumn. on View/Edit. To make any additional ch juested changes. ie continue to make necessary changes secontinue to make necessary changes Pending Verification	anges, select 'Request Amendm in Ownership Disclosure. Action View/Edit	ent' from the drop down. Or Amendment Status	nce department approves your Add New Amendment Action	C •
To view or Once record amendmer For additio Once you r Individual Nam Michael Scott John Doe	edit a record, click d is added, you co tr request, you will nal options, click o nake the necessary	on the View/Ed uld only modify be able to subr in the down arror y changes in Per Residence 55 Main 1 Paterson, 200 Smit Perth Am	it link under the Actions of certain fields by clicking of with an amendment for req w button. sonal Data Affidavit, pleas e Address itreet, NM 23423 h Street, boy, NM 84512	olumn. on View/Edit. To make any additional ch juested changes. ie continue to make necessary changes Status Pending Verification Pending Verification	anges, select 'Request Amendm in Ownership Disclosure. Action View/Edit View/Edit	ent' from the drop down. Or Amendment Status	Add New Amendment Action View Amendment	

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