

Process to submit complete application packets by email and paying fees electronically.

To clarify, submitting applications electronically, means that the completed application form and required supporting document(s) are sent by email, to rcb.MIRTP@env.nm.gov. It does not mean the applicant will be able to submit the application form and supporting document(s) directly from the MIRTP web page. Nor does it mean that you will be able to make your electronic payment from the MIRTP web page at the time your application is emailed.

Application forms available on the MIRTP web page are fillable and savable PDF application forms; however, they may not be submitted directly from the MIRTP web page, they must be attached to an email sent to rcb.MIRTP@env.nm.gov. Emails sent to the MIRTP that contain links or other file types that require registration or passwords to view the completed application packet will not be accepted or opened by the MIRTP.

The NMED electronic payment process may be a challenging and frustrating process, so please read the following summary of the New Mexico Environment Department electronic payment process. **The electronic payment process may not be completed on the same day that the applicant has emailed their complete application packet, because of all the steps involved in the process.**

The following is a summary of the required steps involved in the electronic payment process: Email complete application packets to rcb.MIRTP@env.nm.gov. Do not send completed application packets to any other email address.

Please make sure that you receive a confirmation email reply from the MIRTP, within 4 business/weekdays, excluding weekends and holidays, from the date that you emailed the complete application packet.

1. If there is a problem with your emailed application packet, you should be sent an email within 4 business/weekday, excluding weekends and holidays, from the date that the MIRTP sent emailed confirmation of your received application packet. That email will mention what the problem is, and what action must be taken on your part to correct the problem, so that the process may continue.

2. If the emailed application packet is complete, an invoice will be created, and you will be sent a separate email letting you know that an invoice has been created. That email should be sent within 4 business/weekday, excluding weekends and holidays, from the date that the MIRTP sent emailed confirmation of your received application packet.

3. Before you can make your electronic payment, you must wait until you receive a separate email that contains a link to the NMED payment portal, where you may make your electronic payment. That separate email should be sent on the day your invoice was created, or the next business/weekday, excluding weekends and holidays, if the invoice was created after 4:00PM MST.

4. After you enter your payment information, and after it has been accepted by Wells Fargo, you should be sent a separate email which will contain your payment confirmation number. The MIRTP requests that you forward that email to the individual who is processing your application, please do not send images or screenshots of the payment confirmation, please only forward that email. This request is not a requirement,

but it may help in the processing time that your original certificate(s) are processed, because the MIRTP will not have to wait until an internal payment report has been received by the MIRTP.

One of the most asked questions is, "HOW LONG DOES THE APPLICATION PROCESS TAKE?". The quicker a completed application packet, is emailed to rcb.MIRTP@env.nm.gov, which includes all the required supporting documents and the quicker the applicant forwards the separate emailed payment confirmation to rcb.MIRTP@env.nm.gov, the quicker your request will be processed.