NEW MEXICO HISTORIC PRESERVATION DIVISION

Instructions and Recommended Uses for the
State of New Mexico Historic Preservation Division's
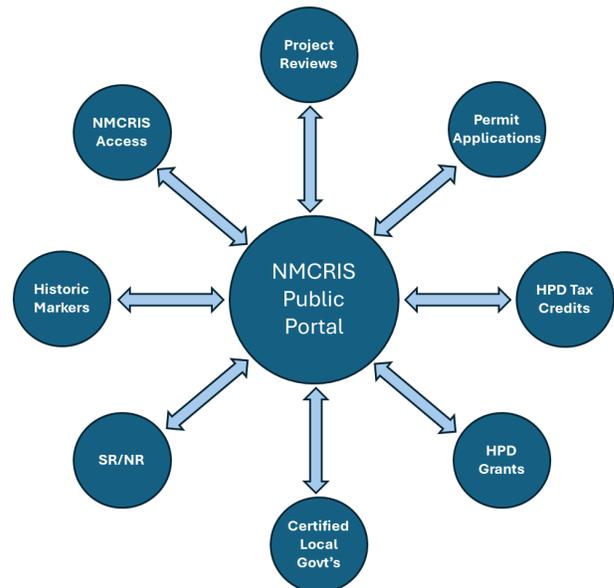# NMCRIS Public Portal

The New Mexico Historic Preservation Division (NMHPD) maintains the New Mexico Cultural Resources Information System (NMCRIS), an automated cultural resource database. In February of 2026, NMHPD expanded the mission of the NMCRIS and created the NMCRIS Public Portal to support the many other programs at NMHPD. The Public Portal provides a single, easy-to-use online interface for submission of review requests to any of NMHPD's programs.

General questions or requests for information should be sent via email to nm.shpo@dca.nm.gov, or to the HPD reviewer, if known.

The Public Portal can be used to submit Section 106 and state reviews, historic preservation tax credit applications, State and National Register nominations, archaeological survey permits, SHPO Directory applications, NMHPD grant applications, and more.

Submitters will receive an automated confirmation email that includes an HPD log number and hyperlink allowing the user to track the progress of the request in real time. The online project submission form also includes an interactive comments section and file upload tools to attach digital files.

Submitters and HPD staff receive additional automated emails when the application or review is completed, or when more information is requested.

Instructions

Submitting a new request

Use the **Submit a New Project** form to provide some basic contact information and project reference details.

Project Name and Project Number

Project Name must be at least 12 characters. Project Number is a reference to the submitter's internal project number and is optional.

Point of Contact info

Enter the submitter's name and the email address to be used for project updates.

Sender Agency

Use the drop-down list to locate the submitter's agency. If not listed, please omit this optional field.

Counties

Select the appropriate county value(s) from the picklist. Multiple counties can be added by repeated selections. Every project submission requires a county value. For requests where selecting a county is not appropriate (e.g. a request for a state-wide survey permit or SHPO Directory application) please select "All Counties."

Program Area

Use the picklist to select the appropriate program (Project Review, HPD Grants, Tax Credits, etc.).

Please note that selecting "Project Review" will enable two additional form fields: Lead Agency and NMCRIS Activity Number. The latter will allow the submitter to tie an Activity Number, if there is one, to the new project record, allowing the sender to track project progress through the Portal. Some projects will not have a NMCRIS Activity Number.

Project Details

Briefly describe what is being submitted to NMHPD. The description should be specific, similar to information submitted via email. Include a location and if applicable, information on local, state, or federal agency involvement. Examples are a request for a review of a project under Section 106, a tax credit application for a specific address, a request for review of a monitoring plan, etc.

Project Attachments

Click on Choose Files to browse and upload a file. Use the drop-down list in the table to specify an attachment type. The record will not save without an attachment type specified.

Please note that the drop-down list values are specific to forms used by the selected Program Area, e.g. a submitter who selects Archaeological Permits as the program area will see only the forms used for that program. Most drop-down lists also include an "other" value.

Repeat the process as needed to attach multiple files.

NOTE: Cultural resource investigation reports, NIAFs, Laboratory of Anthropology archaeological site forms, and historic cultural property inventory forms, should NOT be submitted through the Public Portal. Agency archaeologists and consultants who have User Agreements should submit these materials through the user-authenticated NMCRIS application, using the online NIAF, LA, and HCPI forms to enter information into the NMCRIS database and upload any digital attachments.

Please refer to the **Appropriate Use for Section 106 or State Compliance Projects** at the end of this document for more information.

When ready, click the Submit Project button at the bottom of the form. The Project Submitted Successfully page will include a link to return to the project at any time. A confirmation email with the same link will be sent to the submitter's email address.
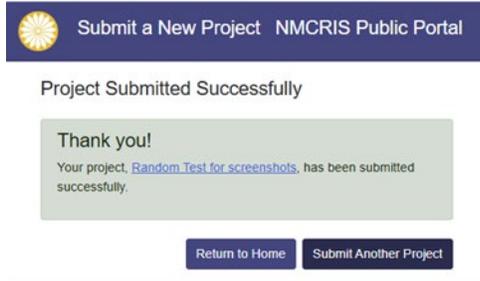
Once submitted, the project submission form is locked in read-only status and cannot be edited unless NMHPD requests more information. Some file attachments will remain viewable and available for download. For security reasons, however, attachment types containing sensitive personally identifiable information are locked upon submission and cannot be accessed unless the project is returned by NMHPD.

Providing more information.

If more information is needed, NMHPD staff may return the project. The submitter will receive an automated email containing one or more comments from NMHPD staff, as well as the hyperlink to open the project record.

Upon reopening the project form, submitters will see the project status has been updated to "*Information Requested*" and the form will again be editable. The form will also contain a comment history as well as a dialog box to add new comment(s).

New comments or attachments must be saved before the form can be resubmitted. Upon saving the additional information a yellow banner will appear reading "*Project saved successfully! Don't forget to click the Submit button below to submit this project for review*." Clicking **Submit** will resubmit the form and update to status to "*In Review*." The form will be locked for editing and the assigned NMHPD reviewer(s) will receive an automated email that the request is once again ready for review.

Appropriate Use for Section 106 or State Compliance Projects

The New Mexico Cultural Resource Information System (NMCRIS) is a secure online database of archaeological sites, historic properties, and cultural resource investigations available only to Qualified Users (usually agency archaeologists and archaeological contractors) to support to cultural resource compliance projects across New Mexico. The new Public Portal leverages the existing NMCRIS database to provide a central hub for submitting project reviews and applications for all NMHPD programs. It does not permit direct access to the NMCRIS application, which still requires username and password authentication.

The NMCRIS Public Portal is not a substitute for the standard, password-protected NMCRIS user interface. Qualified Users who have traditionally submitted cultural resource reports, LA site records, HCPI forms, and other related records through the user-authenticated NMCRIS application should continue to do so, using the online NIAF, LA, and HCPI forms to enter information into the NMCRIS database and to upload any digital attachments.

The Public Portal should be used for attaching administrative documents common to cultural resource compliance projects, such as formal letters requesting NMSHPO project review.

Agencies and individual users who do not have a logon for the user-authenticated NMCRIS may submit the required application(s) for NMCRIS access through the Public Portal and will be granted access if they meet the educational and other requirements outlined in New Mexico Administrative Code (4.10.19 NMAC).