



## 2025 Instructions for applying for a

### GENERAL ARCHAEOLOGICAL INVESTIGATION PERMIT NEW MEXICO STATE LAND

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General Archaeological Investigation Permits issued by the Cultural Properties Review Committee (CPRC), with the concurrence of the State Archaeologist and the SHPO, authorize a permittee to conduct archaeological survey and inventory, test excavation, and monitoring when performed in accordance with rule 4.10.8 NMAC, 4.10.15 NMAC, 4.10.16 NMAC, or 4.10.17 NMAC, as appropriate. The CPRC also issues annual permits for the excavation of unmarked human burials on state or private land under rule 4.10.11 NMAC. Forms and Documents are available on the HPD website.

<https://nmhistoricpreservation.org/documents/archaeological-permits.html>

Questions concerning the General Permit application should be directed to Jessica Badner at the Historic Preservation Division at (505) 827-4040 or [Jessica.badner@dca.nm.gov](mailto:Jessica.badner@dca.nm.gov). **When submitting applications, PLEASE cc [NM.SHPO@dca.nm.gov](mailto:NM.SHPO@dca.nm.gov).**

#### **Application Form:**

1. **Applicant's Name.** Type or print the full name of the company, organization, institution, or individual applying for the permit.
2. **Mailing Address.** This address will be included in the list of permittees maintained and distributed by HPD unless you request that this information be withheld. Most correspondence sent by HPD to permittees will be sent via email.
3. **Telephone.** Include your business telephone number. This number will be included in the list of permittees distributed by HPD unless you request this information be withheld.
4. **Email Address.** Type or print your email address. This address will be included in the list of permittees distributed by HPD unless you request that this information be withheld.
5. **Type of Investigations Proposed Under a General Permit.** Check the box for each type of activity for which you wish to apply for a permit. Standards for each activity are defined in CPRC rules 4.10.15 NMAC, 4.10.16 NMAC and 4.10.17 NMAC, available here: <https://nmhistoricpreservation.org/documents/archaeological-permits.html> and read more about specific permit types here: <https://nmhistoricpreservation.org/programs/permits/types.html>

Some applicants elect to apply for an Annual Permit to Excavate Human Burials (ABE). This is a permit for discovery situations. For specific areas in which the investigator expects to encounter human burials at a known archaeological site, please apply for an Individual Case Permit to Excavate Human Burial(s) (BE).

6. **Staff Roster.** Complete the attached staff rosters for all supervisory personnel. To check the SHPO Directory: <https://nmhistoricpreservation.org/programs/permits/shpo-directory.html>

☐ **General Permit Staff Roster.** Complete the attached staff roster by indicating all personnel who will be acting or expected to act in a supervisory capacity during archaeological investigations under the general permit and other staff, such as crew members and laboratory personnel.

- a) If personnel are already listed on the staff roster, check the box.
- b) If personnel have *not* been listed on the SHPO Directory, or an individual is moving from the supervisor/crew chief position to the PI/PD position, they will need to apply to the SHPO Directory pursuant to **4.10.8.10 NMAC**. Both the General Investigation Permit and SHPO Directory listing can be heard at the same CPRC meeting. General Investigation Permits must have one person listed on the SHPO Directory as a PI. See: <https://nmhistoricpreservation.org/programs/permits/shpo-directory.html>
- c) If personnel have been listed on the SHPO Directory but that listing has expired, they will need to reapply to the CPRC for a listing after submitting proof of 24 hours of Continuing Education Credit to HPD.

7. **Attachments.** In addition to the above information, the applicant shall submit all applicable attachments specified in **4.10.8.9 NMAC**. **Please resubmit this information even if it is already on file with HPD.**

☐ **Summary of Organizational Experience.** Provide a description of your organization, facilities, equipment, ability to complete projects as evidenced by the timely completion of reports, a list of projects, contract reports and publications. This information will remain on file with HPD. Please do not submit marketing materials for general use.

☐ **Forms.** Provide copies of field, laboratory, and analysis forms to be used for projects performed under the general permit.

- Please provide forms appropriate to the activities your application designates. For instance, do not submit feature excavation forms when applying for a survey only permit.
- If data is collected with a handheld device, please submit either a mock-up of the information collected as a form or provide screenshots showing the data collection screens for the equivalent of the form types below. Please note any auto-generated variables.

**Survey -**

Isolated occurrences  
Features  
Debitage  
Lithic Tools  
Groundstone  
Prehistoric ceramics  
Historic ceramics

Historic cans  
Historic glass  
Historic other (nails, stove parts, etc, )  
Shovel/auger test

**Text excavation:**

Excavation unit  
Excavation level  
Feature excavation  
Specimen log

These forms will be kept on file at HPD.

☐ **Test Excavation Standards.** If applying for a test excavation permit, discuss general field and laboratory procedures consistent with **4.10.16 NMAC**. If applying for a testing *and* survey permit, please differentiate procedures for “limited testing” consistent with **4.10.15.15 NMAC** and “test excavation” consistent with rule 4.10.16.9 NMAC and provide appropriate field forms.

☐ **List of Current Permits.** Provide a list of all permits currently held.

8. **Agreements.** The following agreements must be in place before issuance of the renewal permit. Copies of these agreements are not required attachments, but will be verified by HPD.

☐ **ARMS Agreement.** Questions should be directed to the Archaeological Records Management Section (505) 476-1275 or [nmcis.support@state.nm.us](mailto:nmcis.support@state.nm.us)

☐ **Curation Agreement.** Questions should be directed to Diana Sherman, [diana.sherman@dca.nm.gov](mailto:diana.sherman@dca.nm.gov) 505-476-4443.

9. **Permit Term.** Please leave this field blank. HPD will complete this field when the application is approved by the CPRC.

**Signature and Title.** The applicant may submit an application with an original signature, by facsimile, or by electronic mail. The e-mail must be sent by a principal investigator individual with primary responsibility for activities conducted by the organization.

**Please send the completed application and all attachments compiled into a single pdf.**  
**to:** [jessica.badner@dca.nm.gov](mailto:jessica.badner@dca.nm.gov) please cc all applications to [NM.SHPO@dca.nm.gov](mailto:NM.SHPO@dca.nm.gov).

OR

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