

## MVD Procedural Quick Update

#16

**RE: EDL Camera Log On**  
**Effective date: Immediate – Tuesday September 26, 2006**

Date: September 25, 2006  
To: All MVD  
From: Mac Lewis, MVD Policy and Procedures Manager

*[This is the latest in a series of procedural updates. These updates deal with specific MVD procedures and practices. Managers and Supervisors should consistently distribute the updates to all personnel and integrate them into regular information and training sessions.]*

**Effective Tuesday September 26, 2006 a new “EDL Camera Log On” screen has been added in MVD 2.0. The new log on screen requires that the clerk enter his or her initials, office code, password and Social Security Number in order to print a driver’s license or identification card.**

In its continuing effort to prevent fraudulent issuance of driver licenses and IDs at field offices, and to protect employees, MVD is implementing a new log-on requirement. The “EDL Camera Log On” screen appears when the clerk clicks “Next” from the “Photo Process Capture Screen,” and requires that the clerk enter his or her initials, office code, password and Social Security Number in order to print a driver’s license or identification card.



EDL Camera Log On

Enter Clerk Initials:

Enter Office Code:

Enter Clerk Password:

Enter Clerk SSN:

Remember that your initials and password are your “fingerprints” on each transaction you complete. **DO NOT** share your password with anyone.

After a license or ID has been printed, there will no longer be a “retake” option available.

The “Keep Existing Photo” option has also been removed. In the rare circumstance that it may be appropriate and necessary, a license or ID using an existing photo can still be issued on a special-exception basis by the Drivers Section in Santa Fe.

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Please refer any comments or questions regarding this Quick Update to your Bureau Chief or to Mac Lewis, Policy and Procedure Manager at [mac.lewis@state.nm.us](mailto:mac.lewis@state.nm.us).

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