

# MVD Procedural Quick Update

#72

**RE: Vehicle Transaction Documents - Submission for Retention**  
**Effective date: Immediate**  
Date: July 25, 2008  
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.]*

**ALL documents required and received for vehicle title transactions, including applications and all supporting documents, must be submitted to Santa Fe with your daily report for document retention.**

Too often vehicle/title transaction records are not properly submitted with the daily report for retention purposes. In some cases only the title application has been submitted.

When an error occurs on a title transaction, the Error Resolution Unit must rely for its research on the documents that have been retained and microfilmed. If documents submitted for retention by the field offices are not complete, the Error Resolution Unit's ability to research the transactions is severely hindered.

When a vehicle transaction is processed all documents that are received as required by the Vehicle Procedures Manual should be submitted for microfilm retention. For example, the documents listed below, when required to title and register a new or used vehicle, must be submitted for retention.

## Title and Register a New Vehicle

1. Manufacturer's Certificate of Origin (MCO)
2. Dealer's Invoice
3. Odometer Statement
4. Proof of Trade-In Vehicle
5. Affirmation of Insurance
6. General or Limited Power of Attorney (POA)
7. Notice of Additional Requirements
8. Title Application and Owner's Signature
9. Lien Holder Information
10. Proof of New Mexico Residence Address
11. Identification
12. Verification of NCIC clearance

## Title and Register a Used Vehicle

1. Certificate of Title
2. Bill of Sale
3. Dealer's Invoice
4. Odometer Statement
5. VIN Inspection
6. Proof of Trade-in Vehicle
7. Release of Lien
8. Proof of NM Residence Address
9. General or Limited Power of Attorney (POA)
10. Title Application with owners signature
11. Identification
12. Affirmation of Insurance
13. Notice of Additional Requirements
14. Lien Holder Information
15. Emission Inspection
16. Verification of NCIC clearance

Detailed documentation requirements for these and other vehicle transactions are described in the Vehicle Procedures Manual on the MVD Intranet.

Field office managers and supervisors should refer any comments or questions regarding this Procedural Quick Update to their Bureau Chiefs, with cc to [mac.lewis@state.nm.us](mailto:mac.lewis@state.nm.us). Others are encouraged to direct comments or questions directly to Mac Lewis.