

MVD Procedural Quick Update

#7rev.

RE: Foreign Nationals – Applications and IDs
Effective date: Immediate

Date: August 22, 2006
To: MVD and County/Municipal Field Offices
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 immediately, copies of all first-time foreign nationals' driver license and identification card applications and supporting documents that are accepted by our field offices (including county and municipal offices) must be sent on a daily basis to: TFID–Internal Audit, P.O. Box 8487, Albuquerque, NM 87198.

Please also continue to include copies of all documents in the "Driver Transaction" envelope submitted to RPD for image processing.

Since March 20, 2006 all field offices have been required to send copies of foreign nationals' driver license and ID card applications, with all supporting documents, to MVD in Santa Fe. This update simply requires that the same materials be sent to a different location. If any field offices have not been sending the requested copies, it is important that they do so from now on.

The submission of documents to TFID does not replace routine submission of documents to RPD. However, source documents provided for first-time foreign nationals' driver license and identification card applications should no longer be separated out in the "Driver Transaction" envelope but may now be included with the Individual Clerk's Transaction Summary Report.

Please remember, always, that it is extremely important that we accept only the appropriate and required identification, not only from foreign nationals, but from all applicants for driver licenses and ID cards.

Our continuing review of foreign nationals' applications and identification documents is in response to the Governor's Executive Order of February 21, 2006.

Please refer any comments or questions regarding this Quick Update to Mac Lewis, Policy and Procedure Manager at mac.lewis@state.nm.us.
