

RE: Revised Acceptable Documents Rule, Charts and Q&A
Effective date: July 31, 2009

Date: October 14, 2009
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 July 31, 2009, 18.19.5.12 NMAC is revised, changing several of the requirements regarding the documents we must accept as proof of identification number, identity and New Mexico residency from applicants for a non-commercial driver's license or identification card, including the alternative ID card.

This PQU replaces PQUs #41, 48 and 57. The acceptable documents charts, Acceptable Documents Q&A and Foreign National Documents Checklist have been revised.

What's new in the revised rule for non-commercial driver's licenses and regular ID cards?

The "Non-Commercial Driver's Licenses and Identification Cards" chart has been revised, as has the "New Rule Q&A." Both revised documents are provided with this update. Customers who ask for the document rules in writing should always be given both documents.

1. For those foreign nationals who are not eligible for a Social Security number (SSN) we will no longer accept an individual tax identification number (ITIN) card or the IRS letter issuing the ITIN, unless the card or letter is accompanied by a Matricula Consular card issued after February 1, 2005 by the Mexican Consulate in Albuquerque or El Paso or a valid passport issued by the country of citizenship.
2. A driver's license, learner's permit or identification card issued by the U.S. government or by a state or territory of the U.S., or by a jurisdiction of Canada, will now be accepted as long as it has a photograph and has not been expired more than one year (instead of one month).
3. The age below which only one document (from column 5 of the chart) is required for proof of New Mexico residency is increased from 15 to 18.

What's new for the alternative ID cards?

The "Alternative Identification Cards" chart has also been revised and is also provided.

1. As one of the two identity documents required for issuance of the Alternative ID, we will now accept a physical address certification letter from a pueblo's governor's office or planning department.

What else is new in the charts and the New Rules Q&A?

1. Additional clarification is provided that: documentation is required of the applicant's date of birth; residency documents may not be more than three months old; translations of foreign-language birth certificates must be full and complete; a notary cannot notarize his own signature; two documents from the same source cannot be used as the required two proofs of New Mexico residency; and with two specific exceptions we do not accept photocopies of documents.
2. Field office managers no longer have the option to make exceptions to the residency document requirements. Exceptions may only be approved by the MVD Director's Office (Mike Sandoval, Paul Montoya, Alicia Ortiz or Raul Alvarez).

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. Others are encouraged to direct comments or questions directly to Mac Lewis.
