



2014 Auto Recycler License Renewal Ownership Information

Mail completed form to: 505 Marquette, NW Suite 1501, Albuquerque, NM 87102



Business Information

1. License #	2. Legal Name of Business Entity or Owner
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Entity Owner Applicant Information

52. Ownership type <input type="checkbox"/> Corporation (incl. Sub-S) <input type="checkbox"/> LLC <input type="checkbox"/> Partnership <input type="checkbox"/> Trust or Estate <input type="checkbox"/> Other (attach explanation)	53. Legal Name of Owner Entity – <u>not</u> DBA, trade name or individual owner name		
	54A. Contact Person Name	54B. Telephone Number	55. Percent Owned
	56. Entity Address		
57. County	58. City	59. State	60. Zip Code

Individual Owner Applicant Information

61. Last Name	62. First Name	63. MI	
64. Business Title	65. Percent Owned	66. Physical Home Address	
67. County	68. City	69. State	70. Zip Code
71. Last 4 digits of Social Security Number xxx-xx-	72. Date of Birth	73. Residence Telephone # (not a business #)	

Individual Owner Applicant Information

61. Last Name	62. First Name	63. MI	
64. Business Title	65. Percent Owned	66. Physical Home Address	
67. County	68. City	69. State	70. Zip Code
71. Last 4 digits of Social Security Number xxx-xx-	72. Date of Birth	73. Residence Telephone # (not a business #)	

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2014 Auto Recycler License Renewal Applicant Affidavit



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- A. **Any and all changes** concerning the auto recycler licensing requirements must be submitted to the Dealer Licensing Bureau and must be acceptable to the Dealer Licensing Bureau. Changes include but are not limited to: changes in ownership, changes of business partners, change of location, adding a Supplemental Lot, mailing address, phone numbers, fax numbers, email, tax id numbers, or your bonding company pursuant to Section 66-4-2 NMSA 1978 Department to issue license.
- B. When and if the department approves changes, **all changes** made must be reflected on all Invoices, and on any business sign pertaining to the business, as well as changes stated above.
- C. Bond receipt **MUST** be submitted to the Dealer Licensing Bureau at **505 Marquette NW, Suite 1501, Albuquerque, NM 87102**, within 10 business days of payment. If changing bonding companies during the license year, a **NEW ORIGINAL BOND** must be submitted. Any lapse in coverage could result in your license being suspended or revoked. Submit proof that bond is concurrent with license period, e.g. April 1 to March 31.
- D. No proprietor, partner, corporate officer or operating agent has been convicted of a felony related to the use, sale or exchange of a motor vehicle since the first issuance or subsequent renewal(s) of this business license.
- E. This business maintains an established place of business at the physical address stated in this application, which includes:
 - A place devoted exclusively to the business for which the license is to be issued and from which the principal portion of the licensee's business is conducted.
 - A prominently displayed sign giving the licensee's Doing Business As (DBA) or trade name.
 - An area of sufficient size or space to permit the recycling, parking or storage of one or more vehicles, based on the business of the licensee.
 - An enclosed building on a permanent foundation which meets the requirements of the Local Zoning Ordinates, the Construction Industries Division, the Fire and/or Environmental Department regulations and requirements, and is large enough to accommodate the offices(s) of the licensee and large enough to provide a safe place to keep and maintain the books and records of the licensee for three years.
- F. This business maintains at its place of business the records of the following transactions for at least three (3) full calendar years:
 - Every vehicle of a type subject to registration under the Motor Vehicle Code, which is bought, sold, or exchanged by the licensee or received by the licensee for the sale or exchange.
 - Every motor vehicle body, chassis or engine which is sold or otherwise disposed of.
 - Every vehicle that is bought or otherwise acquired and dismantled by the licensee.

Applicant hereby authorizes the New Mexico Taxation and Revenue Department and any law enforcement agency at its request to conduct a background investigation into my character, credit history, criminal history, employment history, motor vehicle operator's history, and tax compliance history.

I swear or affirm under penalty or perjury that the information I have provided in this document is true and correct to the best of my knowledge and belief. I swear that I am the owner, partner, corporate officer or operating agent of the business named above, that I have the authority to bind the business named above as to any representations made in this application, and that all statements made herein are true and correct to the best of my knowledge. I hereby acknowledge that any changes to the above information throughout the license year are subject to approval by the Taxation and Revenue Department-Motor Vehicle Division, Dealer Licensing Bureau.

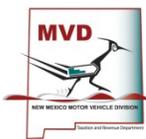
G. _____ H. _____ I. _____
Applicant Printed/Typed Full Name Applicant Signature Date

J. _____
Notary Public

L. Place Notary stamp here

K. _____
My Commission Expires

M. Acknowledgement: On _____ day of _____ (month) of _____, the above named person, either personally known to me or identified through satisfactory evidence, appeared to me and indicated that he/she signed the foregoing document voluntarily for the purposes herein.



2014 Auto Recycler License Renewal Long-Form Application Instructions

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General Instructions

- These are the forms required by the Taxation and Revenue Department-Motor Vehicle Division Dealer Licensing Bureau to apply for a renewal of a current Auto Recycler License.
- **PLEASE NOTE:** There are separate renewal applications for Dealer and Auto Recycler Licenses. Please be sure you use the correct one for each license and use the correct number for each business.
- Please submit your application in a timely manner. This will assist your customers who have purchased vehicles to have a smooth transaction when titling and registering their vehicles.
- **Follow all instructions and read all notes contained in this document. All information will be compared to the current Dealer Licensing Bureau records for consistency and accuracy. A License will not be issued until all discrepancies are corrected. An incomplete or inaccurately completed application could delay or jeopardize processing, approval and issuance of your 2014 license.**
- The Dealer Licensing Bureau does routine background tax checks on all owners and on other businesses in which they have an ownership interest. If we find that any tax payments are not current, or that any owners or their businesses are not currently in good standing with the New Mexico Taxation and Revenue Department (TRD) or the Secretary of State (SOS), additional documentation will be required.
- If you have any questions regarding this application, please contact the New Mexico Motor Vehicle Division's Dealer Licensing Bureau at (505) 383-2316.

Deadlines

ALL 2013 AUTO RECYCLER LICENSES WILL EXPIRE MARCH 31, 2014.

2014 Auto Recycler Licenses will be effective from April 1, 2014 to March 31, 2015.

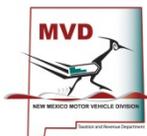
The **DEADLINE DATE** to submit 2014 auto recycler renewal applications is **FEBRUARY 28, 2014.**

License Renewal Checklist

If a box does not apply to you or your business operations (Ex: no supplemental lot) please mark N/A signifying not an applicable response. Please use this as your checklist to make sure you have included all materials and completed all applicable sections.

- Please print clearly or type. Illegible applications will not be reviewed. All boxes must be filled in. Failure to do so will cause the application to be returned and will delay application processing and approval.
- This document must be signed by the owner or responsible officer/agent (see page 3, letters G through M), and must be properly notarized. The signature will be accepted as valid only if the signer's information is completed in the Individual Owner Applicant Information section on page 2.
- Out-of-state owners of proprietorships must submit official proof from a government agency of personal income tax filed for the previous year.
- If you are exempt from taxes or CRS#, please attach government document attesting to that fact.
- Make copies of this application for your records. The Dealer Licensing Bureau (DLB) will not make copies for you.**
- VERIFICATION DOCUMENTS** - Provide clear copies of the following documents for the 2014 license period:
 - **Business License(s)/documents** for primary and supplemental locations, i.e. license, registration, permit or letter issued by local government agency.
 - **Fire Marshal Certificate/document** for primary and supplemental locations, i.e. certificate, permit, report or letter issued by local fire marshal office. Document must state that location is in compliance, with no violations, and okay to license.
 - **Bond receipt(s) for renewal year 2014-2015.** Include receipts for separate bonds for any and all supplemental locations. Submit one type of acceptable receipt as specified in instruction #51.
 - **Printout of SOS status SCC# or Partnership# for:** corporations, Sub-S, LLC and partnerships (must be current – no more than seven days old) from www.sos.state.nm.us/business_services/.
 - **Printout of NOI Application detail page** www.epa.gov/npdcs/noisearch (must be current – no more than seven days old).
 - **Printout of NMVTIS Compliance Report** from agency you report to or NMVTIS at the website below (must be current – no more than seven days old). www.vehiclehistory.gov/nmvtis. Submit a copy of your last report.
 - **\$50.00 renewal application fee** (check or money order only, payable to MVD).

Send completed packet to the address on the header of each page.



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Page 1 Business Information

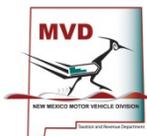
1. Enter the license number issued to you by the Dealer Licensing Bureau (DLB).
2. Enter the business name or entity. If business name is a proprietorship, enter the individual's name: first, middle initial and last name. If partnership enter business name.
3. Enter Tax number (CRS#) issued to you by the New Mexico Taxation and Revenue Department.
4. Enter Federal ID Number (FEIN) issued to you by the federal government. DO NOT enter a Social Security Number (SSN). This is required for all entities except sole proprietorships that have no employees.
5. Enter address at which the business will receive mail from the DLB.
6. County where your mailing address is located.
7. City where your mailing address is located.
8. State where your mailing address is located.
9. Zip code where your mailing address is located.
10. Check the type of ownership for your business (choose only one).
- 11A. **ALL corporation types** enter the SCC # or partnership # issued by the New Mexico Secretary of State.
- 11B. EPA information **must** be provided, including permit number and a copy of the NOI Application detail page. For information regarding the NOI Application detail page, see checklist. A license will **not** be issued if a copy of the NOI is not included.

Page 1 Primary Lot Information

12. Primary location: This will be the first location your business applied to be licensed.
 - This will be the name that appears on your sign.
13. Enter a **RELIABLE** business number where the DLB will be able to contact you.
14. Enter a **RELIABLE** business fax number where the DLB will be able to contact you.
15. Address where business is physically located.
16. County where business is physically located.
17. City where your business is physically located.
18. State where your business is physically located.
19. Zip code where business is physically located.
20. The person in your office with whom the DLB can discuss all issues pertaining to your license including sensitive tax issues.
21. **RELIABLE** telephone number for the preferred contact person.
22. **RELIABLE** business e-mail for the preferred contact person.
23. State number of vehicles your Auto Recycler business Dismantled/Crushed during in the previous license year. This number determines how many dismantler books your business is entitled to.

Page 1 Supplemental Lot Information

- 24-35 follow the same instructions as 12-23 for each location.
- You will need to provide business license and fire marshal information and NOI detail page for each supplemental lot. **See "verification documents" boxes in the License Renewal Checklist.**
 - If you do not have more than one location, please mark this section N/A.
 - If you closed a supplemental lot and have not already notified the Dealer Licensing Bureau, please provide a letter stating which lot is closed, including the address and the date it was closed. **Failure to provide this information will result in your application being delayed.**



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Page 1 Bond Information

36. The name of the Bond Insurance Company that carries your insurance (Western, CNA, Sentry, Fidelity, etc.)
37. Bond Insurance company's business telephone number.
- 38-41 Bond Insurance company's mailing address, city, state and zip code.
42. The name of the Bond Insurance Agency from which you purchased your bond (Ex. Ashton, Garcia, Tooter Cosper etc.)
43. Bond Insurance agent's business telephone number.
- 44-47 Bond Insurance agent's mailing address, city, state and zip code.
48. The number on your bond.
49. The amount of your bond (\$50, 000).
50. Please enter the date your bond renews for this year, **NOT** the date the bond was first written. All bonds should start on April 1, 2014.
51. Please enter the date your bond ends for current renewal year. Do not write "continuous." (This date could also be called "anniversary date." All bonds should end on March 31, 2015. This date may be referenced on your invoice.
 - DO NOT submit a copy of original bond as proof of bond payment.
 - Submit newly purchased original bonds, signed on principal line. Bond must be concurrent with license period. See Applicant Affidavit, form page 3, letter C
 - Choose one of the acceptable proofs of renewal payment listed below:
 - o A receipt from the bond company stating: business name, bond number, and current renewal effective beginning and ending dates.
 - o A copy of the front and back of your check cashed by the bank with an invoice stating: business name, bond number and renewal effective beginning and ending dates.
 - o A letter from the bond company, on their letterhead, acknowledging payment for bond and noting the business name, bond number and renewal effective beginning and ending dates.

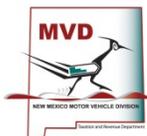
Page 2 Business Information

1. Enter the license number issued to you by the Dealer Licensing Bureau (DLB).
2. Enter the business name or entity. If business name is a proprietorship, enter the individual's name: first, middle initial and last name.

Page 2 Entity Owner Applicant Information

All boxes are required for entity owner.

- **DO NOT** complete if business is a proprietorship.
 - An Entity Owner is any owner that is a corporation, LLC, trust, estate, partnership or other artificial legal entity. An entity owner is **NOT** an individual person or sole proprietorship.
52. Check one box only: corporation, LLC, estate, trust, nonprofit or partnership. **NOT** a persons' name.
 53. Enter name of corporation, LLC, trust, estate or other legal entity. May be the same as #2 on page 1.
 - 54A. Enter contact person name for the entity. Named contact person must be able to act on behalf of the business and discuss all issues, including sensitive tax issues.
 - 54B. Enter contact person's telephone number.
 55. Enter the Entity's ownership percentage. DO NOT enter the contact person's percentage.
 - 56 – 60 Street, County, City, State and Zip code for the entity. May or may not be the same as primary business physical location, such as out of state owners.



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Page 2 Individual Owner Applicant Information

All boxes are required for each identified individual.

61-73 Individual Owner-Applicant Information:

- Make copies of this page and use to complete if there are more than four individual owners for your business.
- Repeat instructions 61-73 for each individual owner applicant and each authorized individual.
- Applicant Information must match the DLB records.
- ALL owner applicants with financial interest must complete this section. (Proprietors, partners, entity owners', members etc.)
- ANY individuals authorized to act on behalf of the business must complete this section.
- Individual owner percentages must total 100%.
- Individual owners with 10% or less financial interest may be entered as a single group. Indicate the total number of people and the total percentage owned by them as a group. Enter the name of the entity and the Federal tax ID number for the trust, estate, nonprofit, limited partnership, etc.

61. Last name of individual

62. First name of individual

63. Middle initial of individual

64. Business title

65. Enter percentage amount for those with a financial interest in the business. Enter 0% for officers and individuals who have no financial interest but do have authorization to act on behalf of the business.

66-70 enter a residence street, county, city, state and zip code, not a business address

71. Last four of Social Security Number. If you have added or dropped owners or officers and did not notify the DLB at the time of the change, contact the Bureau for instructions how to proceed.

72. Enter the month/day/and year for date of birth.

73. The residence phone must be different than the business phone number.

Page 3 Business Information

1. Enter the license number issued to you by the Dealer Licensing Bureau (DLB).
2. Enter the business name or entity. If business name is a proprietorship, enter the individual's name: first, middle initial and last name.

Page 3 Applicant and Business Affidavit

- Applicant Affidavit of Auto Recycler License Compliance
- Sections A-M
 - Please review this information carefully (paragraphs A-F), particularly the paragraph in bold print above the signature lines.
 - Owner or responsible executive officer must print and sign their name and date the form (Sections G-I).
 - The document must be notarized (Sections J-M).