

Before you start your Dealer Application

A company or an individual that sells more than four vehicles in a year is required to be licensed by the Dealer Licensing Bureau.

Please take the time to review these directions prior to entering your information online. You must complete the application from start to finish and provide all the necessary documents in one sitting.

The following is a user guide to submit an application. Submission does not guarantee you will be granted a license. The \$50.00 fee is non-refundable.

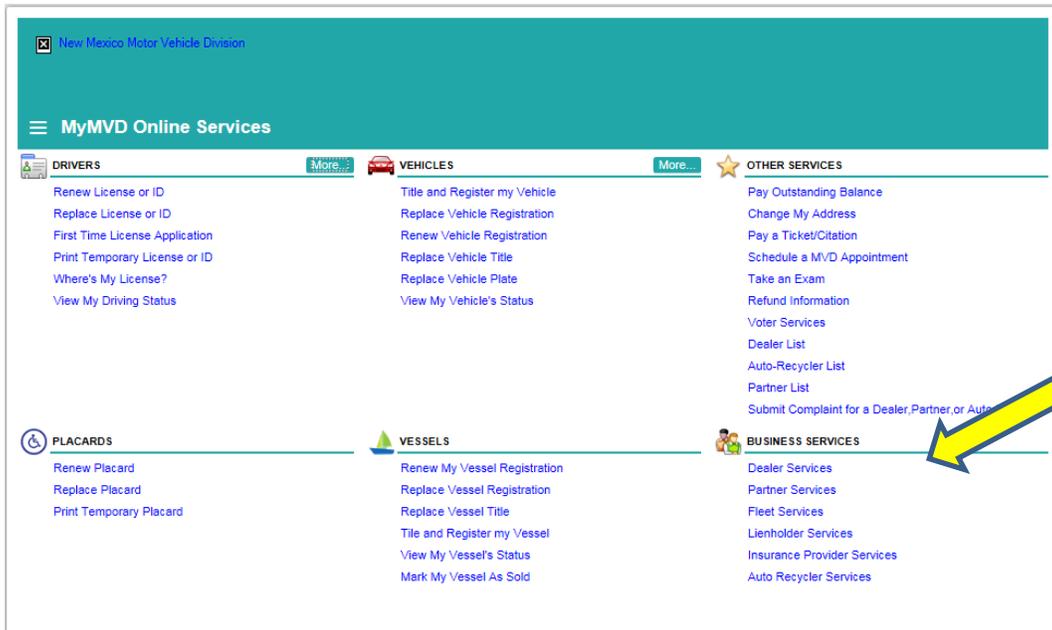
Required documents and information

Documents will need to be scanned and/or attached to application.

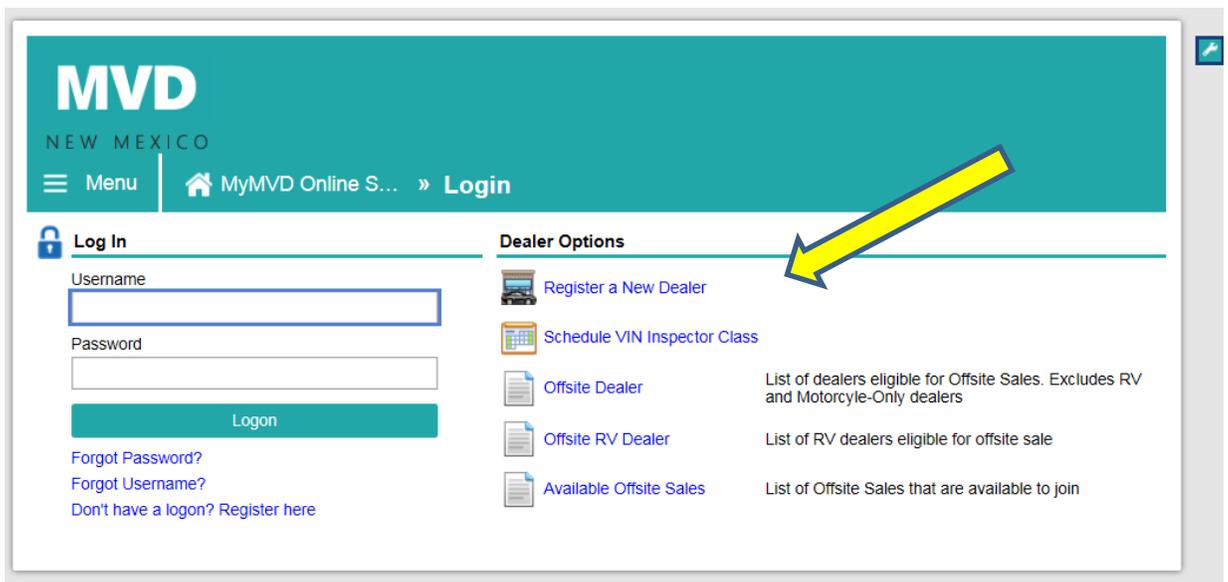
- Business Identification numbers - NM Tax ID-CRS, Federal tax ID, Secretary of State assigned corporation or partnership number
- Business Ownership documents – Certificate and Articles of Organization (LLC) or Incorporation
 - Individual Owner information Driver's License number, phone number, address, etc
- Location information
 - Zoning Document
 - Business License
 - Property Lease- minimum of 6 months
- \$50,000 Dealer Bond Documents
- Pre-Licensing Education certificate for Pre-Owned dealers- contact New Mexico Independent Auto Dealers Association
- Franchise agreement from a manufacturer for new car dealers
- Pictures or Diagrams
 - Business Site Location
 - Vehicle Display Area
 - Office Building
 - Inside Office Space
 - Office Equipment
 - Signage (Doing Business As Name must match the sign)
 - Diagram of Property Layout including location of sign
 - Inside Office Space Layout
- \$50 application fee-credit card or e-check

Partner Application Process:

- Visit the MyMVD online Service Home Page and select the account type
 - [https://eservices.mvd.newmexico.gov/eTapestry/ /](https://eservices.mvd.newmexico.gov/eTapestry/)



- Select the “Register a New Partner” hyperlink



- Select the type of application you are applying for (you can apply for more than one type of a license at a time). The example below is applying for a Dealer license only, we have checked No to process transactions. If you are interested in applying for a partner license too, please refer to the partner users guide, “How to apply for a partner license” before you continue with the applications.

The screenshot displays the MVD New Mexico website interface for Partner Registration. The top navigation bar includes the MVD logo, 'NEW MEXICO', and a breadcrumb trail: 'Menu' » 'MyMVD Online S...' » 'Login' » 'Partner Registration'. Below the navigation, the 'Partner Registration' section is active, with a sidebar menu containing 'SUMMARY' (with sub-item 'MyMvd Summary') and 'BUSINESS DETAILS' (with sub-item 'Professional Licenses'). The main content area is titled 'BUSINESS DETAILS' and 'Professional Licenses'. A yellow arrow points to the 'Professional License Registration' heading. Below this heading, an information icon is followed by the instruction: 'Select ALL the types of professional licenses you want to apply for.' Three license options are listed: 'Dealership License' (checked with a green checkmark), 'Auto-Recycler License' (unchecked with a red minus sign), and 'Standalone Partner License' (unchecked with a red minus sign). The Dealership License description states it can sell vehicles in New Mexico and asks 'Will this dealership perform transactions as a Partner?' with 'No' selected and 'Yes' unselected. The Auto-Recycler License description states it can dismantle vehicles. The Standalone Partner License description states partners can perform transactions for the state of New Mexico. At the bottom of the form are 'Cancel', 'Previous', and 'Next' buttons.

Select the ownership type for your business:

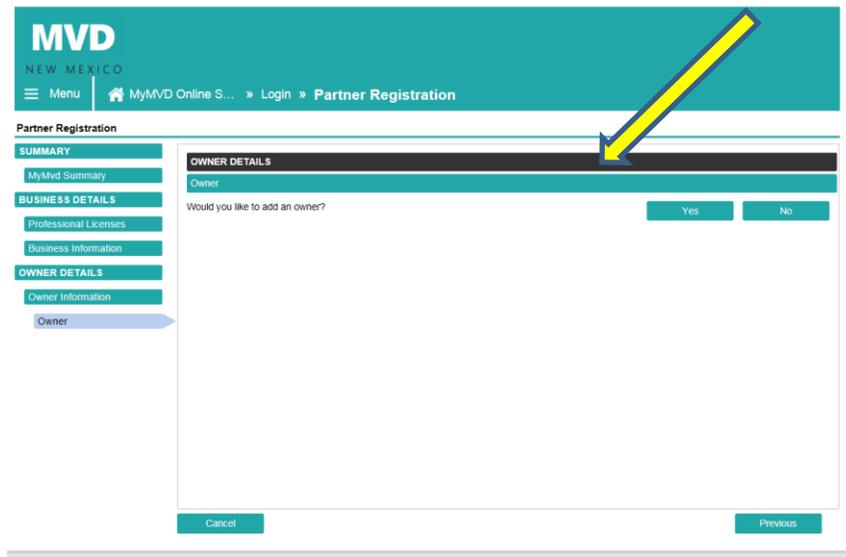
- Corporation, LLC, Non-Profit, Other, Partnership, Proprietor, S-Corporation
 - Complete all information. Proprietorship applications will request ownership information on this first page.
- Enter in the Legal Name of Business entity. This is the name associated with your CRS number, it can be the same as your DBA (sign name)
- Select the License Type:
 - Distributor, Manufacturer, Retail Dealer, Wholesale (still requires a physical location)

The screenshot shows the 'Partner Registration' page for the MVD of New Mexico. The page is titled 'Partner Registration' and has a sidebar with navigation options: 'SUMMARY' (MyMvd Summary), 'BUSINESS DETAILS' (Professional Licenses, Business Information), and 'BUSINESS MAILING ADDRESS'. The main content area is titled 'BUSINESS DETAILS' and 'Business Information'. It contains the following fields:

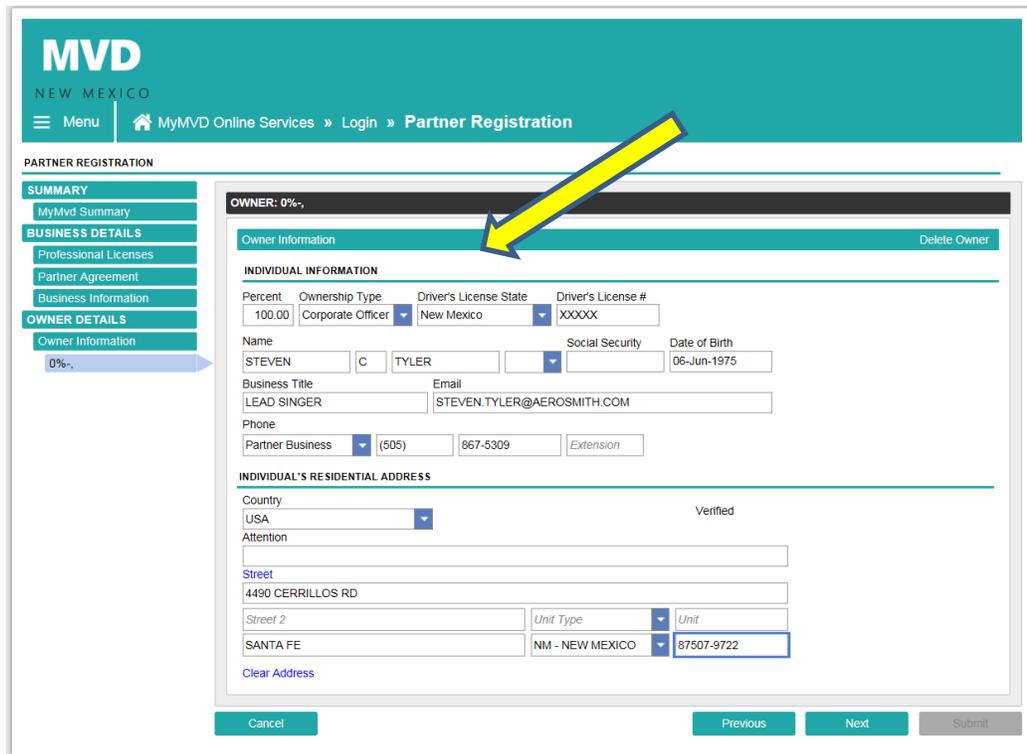
- Ownership Type:** A dropdown menu set to 'LLC'. To its right is the 'Registration Period' field, which is set to '2017'.
- Legal Name of Business Entity:** A text input field containing 'TEST DEALERSHIP'.
- Dealer License Type:** A dropdown menu set to 'Retail Dealer'.
- NMSOS SCC #:** A text input field containing '00000'.
- New Mexico Tax Id# (CRS):** A text input field containing '00-000000-000'.
- Federal Tax ID #:** A text input field containing '00-0000000'.
- Business Mailing Address:**
 - Country:** A dropdown menu set to 'USA', with a 'Verified' status next to it.
 - Attention:** An empty text input field.
 - Street:** A text input field containing '7007 WYOMING BLVD NE'.
 - Street 2:** A text input field containing 'ALBUQUERQUE'.
 - Unit Type:** A dropdown menu set to 'Unit'.
 - Unit:** A text input field containing '87109-3987'.
 - City/State/Zip:** A dropdown menu set to 'NM - NEW MEXICO'.
- Clear Address:** A link below the address fields.

At the bottom of the form are three buttons: 'Cancel', 'Previous', and 'Next'.

- Owner Details. Select Yes to add owners.



- Select the ownership type (Corporate Officer, Member (LLC), Operating Agent, Other, Trust or Estate) and enter the percentage of ownership.
- Continue to add Owners until ownership is 100% total for all owners. You will not be able to advance until ownership is 100%.
 - NOTE: If there is a **RED VERIFY** text about the address you will need to click this and confirm the address. All addresses are verified through United States Postal Service



- Complete the Applicant Affidavit. Answer each of the questions, add an explanation and add attachment (upload) documents if applicable.

MVD
NEW MEXICO

Menu Home » Auto-Recycler » Partner Renewal Log Off

LICENSURE RENEWAL

SUMMARY
MyMvd Summary

BUSINESS DETAILS
License Selection
Business Information

OWNER DETAILS
Owner Information
Owner
Applicant Affidavit

OWNER DETAILS
Applicant Affidavit

I certify under penalty of perjury that the following information with respect to the owner/applicants (proprietor, partner, corporate officer, general or limited partner, member or operating agent) is true:

APPLICANT QUESTIONS

- Has the applicant, any partner, corporate officer or operating partner ever been denied, had revoked or suspended a dealer, manufacturer, wholesale, distributor, auto recycler or title service (partner) license in New Mexico or any other state? No Yes
- Has the applicant, any partner, corporate officer or operating partner ever been arrested, charged with, convicted of or plead no contest to any felony or misdemeanor/crime, within the past ten (10) years, excluding minor traffic violations? No Yes

Has the applicant or any partner of said applicant ever:

- A. Had a motor vehicle dealer/auto recycler/partner license subject to denial or disciplinary actions in any state? No Yes
- B. Had any other type of occupational license (excluding driver license) subjected to denial or disciplinary action? No Yes

- Has the applicant, any partner, corporate officer or operating agent have a financial interest in any motor vehicle dealer/auto recycler/partner license in this or any other state? No Yes

Cancel Previous Next Submit

- Dealer types sold. Select what you will sell. Example is a New Franchise Dealer.
 - New will require manufacturer information.
 - Used will require a Pre-Licensing Education certificate (Education is required every two years)
 - Ensure these documents are included.

The screenshot shows the 'Partner Registration' form on the MVD New Mexico website. The 'DEALER DETAILS' section is active, specifically the 'Dealer Types Sold' sub-section. It features a table for selecting vehicle types and a section for adding authorized manufacturers.

Vehicle Type	New	Used
Boat	<input type="radio"/>	<input type="radio"/>
Car/Truck	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Commercial Vehicle	<input type="radio"/>	<input type="radio"/>
Low Speed Vehicle	<input type="radio"/>	<input type="radio"/>
Motorcycle	<input type="radio"/>	<input type="radio"/>
Off Highway	<input type="radio"/>	<input type="radio"/>
Recreation Vehicle	<input type="radio"/>	<input type="radio"/>
Trailer	<input type="radio"/>	<input type="radio"/>

Below the table is a checkbox for 'Require Education' which is currently unchecked. To the right, the 'Franchise Dealer Information' section has a text input field containing 'BAT MOBILE' and an 'Add a Record' link.

- Partner Location information. Complete all the information about the physical location of the business including the DBA name (Name on the sign).
 - You can also add in General Manager or additional contact person information.

The screenshot shows the 'Partner Registration' form on the MVD New Mexico website, specifically the 'Dealer Location' section. It contains fields for dealership information, physical address, and contact details.

Dealership Information:
 Doing Business As (DBA) Name: SUPER HERO CARS
 Phone: (555) 555-5555
 Fax: [Field]
 Fax - Business: [Field] Area Code: [Field] Phone: [Field] Extension: [Field]

Dealership Physical Address:
 Country: USA (Verified)
 Attention: [Field]
 Street: 1100 S ST FRANCIS DR
 Street 2: [Field] Unit Type: [Field] Unit: [Field]
 City: SANTA FE State: NM - NEW MEXICO Zip: 87505-4147

Dealership Contacts:
 Provide location contacts to answer daily operation questions. If no location contacts are listed, the owners will be contacted for all questions.

Is Primary Contact	Contact Type	Name
<input checked="" type="checkbox"/>	General Manager	SPIDERMAN
<input type="checkbox"/>	[Field]	[Field]

Additional contact fields include Email (RMAN@SUPERHEROCARS.COM), Phone Type (Partner Business), and Phone Number (505) 555-5555.

- Partner Location Photographs.
 - o Pictures or Diagrams of the location are required.
 - Business Site Location
 - Vehicle Display Area(s)
 - Office Building
 - Inside office Space(s)
 - Office Equipment
 - Signage (must display DBA name)
 - Diagram- Property Layout including Location of Sign
 - Diagram- Inside office space(s) Layout
- Upload and attach all pictures or diagrams, click the “Add” button on the lower right (see yellow arrow).

The screenshot shows the MVD New Mexico Partner Registration application form. The 'Dealer Location Photographs' section is active, displaying a list of required items with checkboxes: Business Site Location, Vehicle Display Area(s), Office Building, Inside Office Space(s), Office Equipment, and Sign. There is also a 'Diagrams' section with checkboxes for Property Layout Including Location of Sign and Inside Office Space(s) Layout. A 'Select a file to attach' dialog box is open, showing a dropdown menu set to 'Partner Attachments', a description field, a 'Browse...' button, and 'Save' and 'Cancel' buttons. A yellow arrow points to the 'Add' button in the dialog box.

- Additional pictures, diagrams or a site inspection may be requested at the time of the application review.

- Partner Location Affidavit
 - Read the certification statement at the top of this section.
 - Complete the location affidavit by reading and checking each radio button (changing them from a red dash to a green check).
 - Upload and attach a copy of the zoning document (see arrow), click the “Add” button on the lower right.

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NEW MEXICO
Menu
MyMVD Online S... » Login » Partner Registration

Partner Registration

SUMMARY

MyMvd Summary

BUSINESS DETAILS

Professional Licenses

Business Information

OWNER DETAILS

Owner Information

100%-MAN, TEST

0%-

Owner

Applicant Affidavit

DEALER DETAILS

Dealer Types Sold

Dealer Location

Dealer Location Photographs

Dealer Affidavit

DEALER DETAILS

Dealer Affidavit

I certify (as the owner, partner, corporate officer or operating agent) that the place of business meets the following requirements under New Mexico Motor Vehicle Code, Regulations and Policies as of the date of application. I realize that my place of business is subject to inspection and any false statements regarding the requirements on this affidavit could subject my license or application to denial, suspension or revocation.

Place of Business Affidavit

Please certify SUPER HERO CARS meets the following requirements:

<input checked="" type="checkbox"/> Permanent enclosed office on a permanent foundation large enough to accommodate Dealer's office	<input checked="" type="checkbox"/> Business is NOT operated out of a residence location
<input checked="" type="checkbox"/> Books and Records stored safely and available for inspection	<input type="checkbox"/> Used exclusively for Dealer business
<input checked="" type="checkbox"/> Is of sufficient size or space to permit the display of vehicles and to provide adequate customer parking	<input type="checkbox"/> Prominent sign displaying license (DBA) name in place
<input checked="" type="checkbox"/> Hours of operation are posted on the premises	<input type="checkbox"/> Property is owned by applicant or leased for a minimum of 6 months by applicant

Zoning Certification

Attach the zoning certification and provide the certifier information. If the location does not require zoning, attach an official letter stating such. Use the letter's source and date for the fields below.

Certified By	Certifier From	City	County	Certification Date
<input type="text"/>	<input type="text"/>	<input style="border: 1px solid yellow; background-color: yellow; font-size: small;" type="text"/> Required	<input type="text"/>	<input style="border: 1px solid yellow; background-color: yellow; font-size: small;" type="text"/> Required

Attachments [Add](#)

Type	Name	Size	Description
Partner Attachments	Sign.jpg	79	sign Remove

[Attach Zoning Certificate](#)

[Cancel](#)
[Previous](#)
[Next](#)

- Bond Documents-
 - All NM licensed dealers are required to hold a \$50,000 dealer bond.
 - Upload and attach a copy of the bond document (see arrow), click the “Add” button on the lower right.

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Partner Registration

SUMMARY

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- Professional Licenses
- Business Information
- OWNER DETAILS**
- Owner Information
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- 0%..
- Owner
- Applicant Affidavit
- DEALER DETAILS**
- Dealer Types Sold
- Dealer Location
- Dealer Location Photographs
- Dealer Affidavit
- DOCUMENTS AND FEES**
- Insurance Verification

DOCUMENTS AND FEES

Insurance Verification

Bond and Insurance Information

Please fill out and submit all of the insurance and bond policies needed below.

The surety company (hereafter the Surety) issues this bond pursuant to NMSA 1978, Section 66-4-7 of the New Mexico Motor Vehicle Code and intends by the issuance of this bond to indemnify those parties required to be indemnified by said statute up to the limit of this bond. Bond is continuous in form and payable to the State of New Mexico for the use and benefit of any purchaser or purchaser's vendees of personal property or services from the Principal in the course of its business as a Dealer, Partner or Auto Recycler conditioned upon payment by the State of any loss, damage or expense sustained by the purchaser or purchaser's vendees, or both.

Dealers and Auto Recyclers must file a \$50,000 bond. Motorcycle dealers must file a \$12,500 bond.

Show Errors 1 - 1 of 1

Location	Type	Policy Number	Amount	Provider	Agent	Agent's Phone #	Start	End	End Override
✖ SUPER HERO CARS	Location Bond	0000000	50,000.00	BOND COMPANY	CAPTAIN AMERIC	(999) 999-9999 x	30-May-2017	29-May-2018	<input type="checkbox"/>
						Format: (999) 999-9999			<input type="checkbox"/>

Attachments Add

Type	Name	Size	Description
Scan Bond Documents			

Cancel Previous Next

- Business Document Collection Screen.
 - Check the collected box (Purple arrow)
 - Upload and attach all documents (see yellow arrow), click the “Add” button on the lower right.
- Incomplete applications will be delayed, please ensure all attachments are included.

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Owner

DEALER DETAILS
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Dealer Types Sold
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DOCUMENTS AND FEES
Insurance Verification
Business Documents

DOCUMENTS AND FEES

Business Documents

Show Errors

Collected	Document
<input type="checkbox"/>	Business License(s)
<input type="checkbox"/>	Franchise Agreement(s)
<input type="checkbox"/>	Lease or Proof of Property Ownership
<input type="checkbox"/>	Ownership Documents

4 Rows

Attachments Add

Type	Name	Size	Description	
Partner Attachments	Sign.jpg	79	sign	Remove

Attach Required Documents

Cancel Previous Next

- Create your MyMVD account.
 - Your MyMVD account allows you to print your license, renew, make ownership changes, and apply for offsite sales, etc. After, your license has been issued.

The screenshot shows the 'MVD NEW MEXICO' website interface. The breadcrumb trail is 'MyMVD Online Services » Login » Partner Registration'. The page title is 'PARTNER REGISTRATION'. On the left is a navigation menu with categories: SUMMARY, BUSINESS DETAILS, OWNER DETAILS, PARTNER DETAILS, and DOCUMENTS AND FEES. The 'DOCUMENTS AND FEES' category is expanded, showing 'Login Registration' as the active item. The main content area is titled 'DOCUMENTS AND FEES' and 'Login Registration'. Under 'LOGIN INFORMATION', there is a note: 'Upon submitting this request, an online account will be created for your business. Please enter the information as you would like it to appear on your MyMVD account. Your password must be between 5 and 20 characters in length, contain both letters and numbers, and contain both upper and lower case letters.' The form fields include: Account Email (TEST@EMAIL.COM), Confirm Email (TEST@EMAIL.COM), Password (masked with dots), Confirm Password (masked with dots), Account Phone Number (Business Phone dropdown set to (505), 867-5309, and Extension), Secret Question to Recover Password (What is the name of the place you held your wedding?), and Answer to Secret Question (dealership). At the bottom are 'Cancel', 'Previous', 'Next', and 'Submit' buttons.

- There is a \$50 non-refundable license fee for a dealer license application.

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Partner Registration

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MyMvd Summary

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OWNER DETAILS
Owner Information
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0%..
Owner
Applicant Affidavit

DEALER DETAILS
Dealer Types Sold
Dealer Location
Dealer Location Photographs
Dealer Affidavit

DOCUMENTS AND FEES
Insurance Verification
Business Documents
Login Registration
Fee Information

DOCUMENTS AND FEES
Fee Information

Fee Breakdown		
GROUP DESCRIPTION	FEE DESCRIPTION	AMOUNT
Professional License Fees		
		50.00
Total		50.00

Cancel Previous Next

- Select the payment type.
 - A credit card charges a \$1.25 processing fee
 - An e-check does not charge a processing fee

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Dealer Affidavit

DOCUMENTS AND FEES
Insurance Verification
Business Documents
Login Registration
Fee Information
Fee Summary

DOCUMENTS AND FEES
Fees Summary

Transaction Total 50.00
Email TEST@TEST.COM x

How would you like to pay? Credit Card ECheck

Cancel Previous Next

- Follow the next screen with the payment information.

- Read the certification statement and-click submit.

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Menu MyMVD Online S... » Login » **Partner Registration**

Partner Registration

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100%-MAN, TEST

0%-

Owner

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DOCUMENTS AND FEES

Insurance Verification

Business Documents

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Fee Information

Fee Summary

ACH Payment

Summary

SUMMARY

Registration Period : From 2017 To 2018

Legal Name : TEST DEALERSHIP

Dealer DBA Name : SUPER HERO CARS

Dealer Physical Address : 1100 S ST FRANCIS DR SANTA FE NM 87505-4147

: Applicant/owners (who operates as an individual proprietorship, or as representative of an organization as a partner, corporate officer, general or limited partner, member or operating agent) hereby authorizes the New Mexico Taxation and Revenue Department and any law enforcement agencies 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 of 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, general or limited partner, member, or operating agent of the business named above, that I have the authority to bind the business or individual proprietorship 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 term of my licensure are subject to approval by the Taxation and Revenue Department-Motor Vehicle Division, Dealer Licensing Bureau.

The electronic submission of this application is verification that the content on this application is true and correct to the best of your knowledge.

CancelPreviousSubmit

What's next?

1. You will be contacted by phone, email or mail should we have questions or require additional documentation.