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An Equal Opportunity Employer

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MEMORANDUM

January 21, 2016

To: New Mexico Licensed Auto Dealers & Auto Recyclers
From: Vickie Evans
Dealer Licensing Bureau (DLB)
Re: 2016 Auto Dealer and Auto Recycler License Renewal Applications

Happy New Year!

It is time for the New Mexico Auto Dealer and Auto Recycler license renewal. This year the renewal process has been reduced to a short one page application form and just a few additional required documents.

The applications are due February 29, 2016. The new licenses will be valid for the period of April 1, 2016 through March 31, 2017. The initial review is only to verify that documents were received by the Dealer's Bureau, and not that the documents have been approved.

This year, the application is a one page short form with two pages of instructions. In addition to the application, there will be three additional documents required for Dealers and five additional documents required for Auto Recyclers. The required documents for the 2016 renewal are:

Dealers

Renewal Application accompanied by the \$50 license renewal fee
Copy of your Current Business License
Proof of payment for an active bond, or a new original bond concurrent with the renewal period
SOS printout showing that the business is in good standing with the Secretary of State

Auto Recyclers

Renewal Application accompanied by the \$50 license renewal fee
Copy of your Current Business License
Proof of payment for an active bond, or a new original bond concurrent with the renewal period
SOS printout showing that the business is in good standing with the Secretary of State
NOI detail application page (Auto Recycler MSGP Permit – EPA.)
NMVITS summary page

The 2016 renewal application will be emailed. For those we do not have an email address for, the renewal applications will be available on the MVD website (<http://www.mvdonline.com/mvd-related-businesses.aspx>) beginning January 22, 2016.

If you have any additional questions, please contact the Dealer Licensing Bureau at (505) 383-2316.