

## MVD Procedural Quick Update

#143

**RE: Voter Registration Form**  
**Effective date: January 13, 2014**

Date: January 8, 2014  
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 Monday, January 13, 2014, customers who wish to register to vote will need to complete their voter registration forms online.**

Effective January 13, 2014, MVD field offices will no longer print the voter registration form. Instead, a customer who is obtaining a first time or renewal driver's license or ID and wishes to register to vote will need to complete his or her voter registration form online.

When the MVD clerk clicks on "Print Voter Registration Form" the instructions illustrated on the next page will print, informing the customer how to complete the voter registration form online.

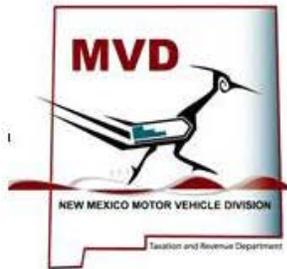
Customers will not be able to complete the forms at the clerk's station. However, for the convenience of those customers who do not have other Internet access, a link to the online voter registration application will soon be added to the kiosk homepage.

The pages that follow show what the new "Online Voter Registration System" that customers will be using looks like.

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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](mailto:mac.lewis@state.nm.us). Others are encouraged to direct comments or questions directly to Leonard Garcia, Voter Registration Program Administrator, at [leonard.garcia@state.nm.us](mailto:leonard.garcia@state.nm.us).

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**Susana Martinez**  
Governor

**Demesia Padilla, CPA**  
Cabinet Secretary

STATE OF NEW MEXICO

## **Taxation and Revenue Department**

An Equal Opportunity Employer

### **Motor Vehicle Division**

PO Box 630  
1100 S. St. Francis Dr.

#### Divisions

Office of the Secretary  
(505) 827-0541

Administrative Services  
(505) 827-0369

Audit and Compliance  
(505) 827-0900

Motor Vehicle Division  
(505) 827-2296

Property Tax  
(505) 827-0870

Revenue Processing  
(505) 827-0800

Tax Fraud Investigations  
(505) 841-6544

1/2/2014

### **Instructions for Completing Voter Registration Form**

(Must have applied for New Mexico Driver's License or ID within past 45 days)

1. Using any computer with internet access, log on to [www.mvdnewmexico.gov](http://www.mvdnewmexico.gov).
2. Click on "Complete Voter Registration".
3. Click on "Go to Voter Registration".
4. Enter Driver's License or ID number, Date of Birth, Last Four Digits of Social Security number and click on next.
5. Complete questions 1 through 8. If you checked "No" to any question, DO NOT complete this form. If you have been convicted of a felony and have not had your voting rights restored by a court, DO NOT complete this form.
6. Read Declaration Statement and check box if information is true and correct.
7. If you don't have a physical address, enter "Rural Address Description" and click on continue.
8. Enter email address and click on "Send Confirmation Email" to receive confirmation email.
9. After entering, confirming email and selecting Send Confirmation Email you will see: Email sent successfully, Please Click the Exit Button To Successfully Logout Of This Session.

# ONLINE VOTER REGISTRATION SYSTEM

at [www.mvd.newmexico.gov](http://www.mvd.newmexico.gov)

**NOTE:** Registering to vote online requires the customer to have recently renewed their DL or ID at any Motor Vehicle Division field office.

The customer will:

1. Click on, "**Complete Voter Registration.**"
2. On the first Online Voter Registration page (pictured here) click on, "**Go to Voter Registration.**"



3. On the next page (pictured here) enter the required information and click on "**Next.**"

The screenshot shows the registration form page of the New Mexico MVD Online Voter Registration System. The header is identical to the previous page. The form contains three input fields: "Driver License / ID Number:", "Date Of Birth:", and "Last 4 digits of Social Security No:". Below the input fields are three buttons: "Clear", "Go To HomePage", and "Next".

4. On the next page (pictured here) complete questions 1-8; swear/affirm the Declaration Statement; complete the Rural Address Description if applicable; and click on **“Continue.”**

The screenshot shows a web browser window displaying the 'New Mexico MVD Online' website. The page title is 'NEW MEXICO - ONLINE VOTER REGISTRATION'. The user is logged in as 'VENKATA ALUMOLU'. The page contains a questionnaire with the following sections:

- Welcome, VENKATA ALUMOLU**
- Please answer the following questions:**
- 1. Political Party:** A dropdown menu.
- 2. Daytime Telephone Number:** A text input field.
- Questions and Answers:**
  - 3. May the County Clerk make the telephone number public for election purposes? (Yes/No)
  - 4. Would You like to serve as election day precinct worker? (Yes/No)
  - 5. If you are changing your name on this application, under what full name were you previously registered? (Last Name, First Name, Middle Name)
  - 6. I hereby authorize you to cancel my previous registration in the following county and state. (City or Township, County, State)
- Attestation of Qualification:**
  - 7. Are you a citizen of the United States? (Yes/No)
  - 8. Will you be 18 years of age on or before election day? (Yes/No)
- Declaration:** A checkbox to swear/affirm that the user is a citizen of the United States and resident of the state of New Mexico, and that they have not been denied the right to vote by a court of law, by reason of mental incapacity, that they are 18 years of age, and if they have been convicted of a felony, they have completed all conditions of parole and supervised probation, served the entirety of sentence or have been granted a pardon by the governor. Further, they swear/affirm that they are authorizing cancellation of any prior registration to vote in the jurisdiction of their prior residence, and that all the information they have provided is correct.
- USE THIS AREA ONLY IF YOU LIVE AT A RESIDENCE WITH NO PHYSICAL ADDRESS:** A section for entering a rural address description.

At the bottom of the form are buttons for 'Cancel', 'Reset', and 'Continue'.

5. Enter email address, confirm email, and click on **“Send Confirmation E-mail”** to receive confirmation email regarding this Voter Registration.  
**Note: Do not** close this browser page or select **“Exit”** at this time.

The screenshot shows the confirmation screen of the New Mexico MVD Online website. The page title is 'NEW MEXICO - ONLINE VOTER REGISTRATION'. The message reads: 'Thank you, your voter registration is successful.' Below this, it asks the user to 'Please Enter Email Address To Recieve Confirmation Email Regarding This Voter Registration.' There are two input fields: 'Email:' and 'Confirm Email:'. At the bottom, there are two red octagonal 'STOP' signs with the text 'DO NOT CLOSE THIS BROWSER' between them. Below the 'STOP' signs are two buttons: 'Send Confirmation E-Mail' and 'Exit'.

6. After selecting "Send Confirmation Email" customers will see (as below): "Email sent successfully. Please Click Exit Button To Successfully Logout Of This Session."



7. Click on "**Exit.**" At this time Customer will be directed back to the MVD Homepage and the Voter Registration information will be sent electronically to the Secretary of State's Office.