

You must complete the application from start to finish. You will need the following documents to complete the renewal of a Dealer or Auto Recycler license. Some applicants will be required to update owner information. Please provide a corporate resolution or appropriate ownership documents if prompted. The examples below do not ask for this information.

- Dealer-
  - Number of Vehicles Sold in the last year
  - Education certificate- Used dealer (required every 2 years).
  - Franchise agreements- If you have new or changed franchises.
  - Current Business License
  - Bond- New, Rider or receipt of payment
  - \$50- processed by credit card or echeck
- Auto Recycler:
  - NMVTIS #
  - MSSP ID (NOI #)- Storm water
  - Small Quantity Generator ID- **Not all applicants will have this number.**
  - Current Business License
  - Bond- New, Rider or receipt of payment
  - \$50- processed by credit card or echeck

Follow the steps below to renew your license in MyMVD.

- Log in to your established MyMVD account.
  - [https://eservices.mvd.newmexico.gov/eTapestry/ /](https://eservices.mvd.newmexico.gov/eTapestry/)
- Select the correct account you would like to renew (click on the blue hyperlink). In this example there is both an Auto Recycler and a dealer account.

The screenshot shows the MyMVD user interface. At the top, there is a teal header with the New Mexico Motor Vehicle Division logo and a 'Home' button. Below the header, the user's profile information is displayed: 'FIVE J'S AUTO PARTS INC', '5404 BROADWAY SE', 'ALBUQUERQUE NM 87105'. To the right, there are sections for 'ALERTS' (showing 1 unread notice) and 'I WANT TO' (with links for Change of Owner, Update Mailing Address, Add License, Cease a Bond, and Send us a message). Below this is a navigation bar with 'SUMMARY', 'RECENT ITEMS', 'NAME'S A', and 'LICENSES'. The 'MY ACCOUNTS' section is expanded, showing a table of accounts. A yellow arrow points to the 'Auto-Recycler' account.

MY ACCOUNTS	NAME'S A	LICENSES	More...
Auto-Recycler	3027	FIVE J'S AUTO PARTS	0.00
Dealer	3022	FIVE J'S AUTO PARTS	0.00

- Select the license renewal Hyperlink.

New Mexico Motor Vehicle Division

Home » Auto-Recycler Log Off

**AUTO-RECYCLER** **ACCOUNT ALERTS** **I WANT TO**

3027  
FIVE J'S AUTO PARTS  
5404 BROADWAY SE  
ALBUQUERQUE NM 87105

✓ There are no alerts

- View Profile
- Update Bond Request
- Change of Location
- Auto Dismantler Notification
- Change of DBA Name
- Add New Lot
- Make a payment
- License Renewal**
- Invalidate Account

**LOTS**

DETAILS FOR: E-SERVICES LOT LOCATION

Who	: admin	Name	: e-Services Lot Location	Timeout	: 30
When	: 24-Aug-2016	Database	: Application	Log Results	: No
		Max Rows	: All Rows	Save Data	: Yes

E-SERVICES LOT LOCATION [Show History](#) [Filter](#)

DBA Name	Valid From	Valid To	Franchise	Primary	Physical Address	Phone	Bond ID	Bond Start	Bond End
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- Screen One of the renewal- use the next action button to proceed to the next screen.

NEW MEXICO

Menu Home » Auto-Recycler » Partner Renewal Log Off

LICENSE RENEWAL

**SUMMARY**

MyMvd Summary

**PURPOSE**

This request allows you to renew a partner online

**ELIGIBILITY**

You must want to renew a Dealer, Auto-Recycler, TSC, STSC, or other Partnership license

**INFORMATION NEEDED TO CONTINUE**

1. Complete ownership information
2. Digital scanned copies of necessary documents
3. Suitable lot location with proper documentation
4. Bond for the lot

Cancel Previous **Next** Submit

- Screen Two of the renewal.
  - Select the accounts you wish to renew. In this example there are two accounts that expire in March 2017.

**MVD**  
NEW MEXICO

Menu Home » Auto-Recycler » Partner Renewal Log Off

LICENSE RENEWAL

**SUMMARY**  
MyMvd Summary  
**BUSINESS DETAILS**  
License Selection

**BUSINESS DETAILS**  
License Selection

**RENEW ACCOUNTS**

Please select the additional licenses below that you would like to renew

Renew	Account Type	License #	Current Expiration
<input checked="" type="checkbox"/>	Dealer	3022	31-Mar-2017
	Primary DBA Name	Primary Address	
	FIVE J'S AUTO PARTS, INC	5404 BROADWAY SE ALBUQUERQUE NM 8710	
Renew	Account Type	License #	Current Expiration
<input checked="" type="checkbox"/>	Auto-Recycler	3027	31-Mar-2017
	Primary DBA Name	Primary Address	
	FIVE J'S AUTO PARTS INC	5404 BROADWAY SE ALBUQUERQUE NM 8710	

Cancel Previous Next Submit

- Screen Three is a review screen.
  - If you note an error in this information- stop the renewal and contact the DLB at 505-383-2316. Many of the applications can be updated online in your MyMVD account. You should submit the applications independent of the renewal and at least 48 hours apart.

**MVD**  
NEW MEXICO

Menu Home » Auto-Recycler » Partner Renewal Log Off

LICENSE RENEWAL

**SUMMARY**  
MyMvd Summary  
**BUSINESS DETAILS**  
License Selection  
Business Information

**BUSINESS DETAILS**  
Business Information

**BUSINESS INFORMATION**

Ownership Type	Dealer License #	Registration Period
Corporation	3027	2016
Legal Name of Business Entity		
FIVE J'S AUTO PARTS INC		
Dealer	RetailDir	Serial Tax ID #
	1277912	02-029399-002 85-0332653

**BUSINESS MAILING ADDRESS**

Country: USA Overridden

Attention:

Street: 5404 BROADWAY SE

Street 2	Unit Type	Unit
ALBUQUERQUE	NM - NEW MEXICO	87105-0000

Cancel Previous Next Submit

- Screen Four- Applicant affidavit.
  - Answer each of the questions, add an explanation if applicable.

**MVD**  
NEW MEXICO

Menu Home » Auto-Recycler » Partner Renewal Log Off

LICENSE 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 partner, 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

- Screen Five- Location information
  - As a dealer you are required to input the vehicle sold. Partners and Auto Recyclers will not need to do this.
  - If you have additional contacts (GM, Controller, etc) you would like to add onto the account, please add them under “Add a Record”.
  - Auto Recycler will need to update- (this will be in the location where vehicles sold is):
    - NMVTIS #
    - MSSP ID (NOI #)
    - Small Quantity Generator ID- **Not all applicants will have this number.**

**LOCATION INFORMATION**

Location

Location

**LOT INFORMATION**

Doing Business As (DBA) Name

Vehicles Sold in Previous Year  
 Required

Phone

Business Phone	(505)	877-6270	Extension
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Fax

Fax - Business	(505)	452-8477	Extension
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**LOT PHYSICAL ADDRESS**

Country  
 Verify Address

Attention

Street

Street 2	Unit Type	Unit
ALBUQUERQUE	NM - NEW MEXICO	87105-0000

**CONTACTS**

Provide location contacts to answer daily operation questions. If no location contacts are listed the

+ Add a Record

Cancel
Previous
Next
Submit

- Screen Six & Seven ONLY FOR DEALERS. Vehicle types sold & Education if applicable
  - Verify New dealer franchise information. If you need to add or remove franchise please do so here. Include a copy of the new franchise agreement also.

LOCATION INFORMATION: BRAD FRANCIS MOTOR COMPANY LLC

Vehicles Sold

**VEHICLE TYPES SOLD**

Please select all vehicle types sold on this Dealership license.

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

Require Education

**FRANCHISE DEALER INFORMATION**

Please add the manufacturer(s) that the location is authorized by.

Authorized Manufacturer

- CHRYSLER GROUP LLC

[Add a Record](#)

Buttons: Cancel, Previous, Next, Submit

- Used Car dealers are required to provide 4 hours of continuing education every 2 years.
  - You will need to scan in this certificate.
  - You can add multiple records.

## DEALER RENEWAL

### Dealer Education

#### DEALER EDUCATION CERTIFICATE INFORMATION

Fill the education information below for each education certificate received. If no one from the dealership has taken the Education class, please sign up for the class.

PLE ID #	Attendee	Issue Date
<input type="text"/>	<input type="text"/>	13-Oct-2015
Provider	Trainer	Expiration Date
NMIADA	James Zanius	12-Oct-2017

[Add a Record](#)

- Bond
  - Please verify your bond information if it is the same or update with the new information.
  - You will be required to attach a bond receipt, rider or new policy documentation.

DOCUMENTS AND FEES

Insurance Verification

**BOND AND INSURANCE INFORMATION**

Please fill out and submit all of the insurance and bond policies needed below. If adding a rider or proof of policy payment, the policy information will be pulled from the policy number.

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.

Location	Type	Policy Number	Amount	Provider	Agent	Agent's Phone #	Start	End	End Override
	Location Bond		50,000.00	WE		5-7063	01-Apr-2016	31-Mar-2017	<input type="checkbox"/>
									<input type="checkbox"/>

- Business Document collection screen.
  - Check the collected box (Purple arrow)
  - Attach the documents (Yellow arrow)

DOCUMENTS AND FEES

Business Documents

[Show Errors](#)

Collected	Document
<input checked="" type="checkbox"/>	Bond Documentation
<input type="checkbox"/>	Business License(s)
<input type="checkbox"/>	Ownership Documents

3 Rows

**ATTACHMENTS** [Add](#)

Type	Name	Size	Description
<a href="#">Attach Required Documents</a>			

Cancel

Previous

Next

Submit

- Licensing Fee- if you are renewing a dealer and auto recycler the fee will be \$100 (\$50 for each).

**DOCUMENTS AND FEES**

Dealer Fee

**FEE BREAKDOWN**

GROUP DESCRIPTION	FEE DESCRIPTION	AMOUNT
Professional License Fees		50.00
<b>Total</b>		<b>50.00</b>

Cancel Previous Next Submit

- Fee Summary. Select the type of fee you will pay by and follow the steps.

**DOCUMENTS AND FEES**

Fees Summary

Grand Total 50.00

How would you like to pay?  Credit Card  ECheck

Cancel Previous Next Submit

You will need to complete the certification statement at the end and submit. Upon approval you will be able to print your new license.