



Procedural Quick Update

#152rev

RE: Out-of-State VIN Inspections

Effective date: November 20, 2015

To: All MVD

From: Kimberly Hamerdinger, Training Manager – MVD Learn

[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 immediately, VIN inspections can be completed on a NM VIN form or an out-of-state form.**
- **This PQU provides guidance regarding the three different scenarios Field Offices face regarding out-of-state VIN inspections.**

Effective immediately the following apply to out-of-state VIN Inspections:

1. Out-of-State VIN Inspection Forms

VIN inspection can be completed either on a NM VIN form or an out-of-state form, so long as we have all the information that we need. See #2 below.

2. Completed Out-of-State VIN Forms

Only accept completed out-of-state VIN inspections if they contain **ALL** the information needed to title and register a car in New Mexico. Two points of Identification **MUST** be stated for cars, Public VIN and Nader or Federal Safety Label, whatever term that state uses.

For motorcycles the VIN and Nader **MUST** be stated on the form. A motorcycle with a VIN and Nader does *not* require the engine number if it is not accessible.

In MVD 2.0, enter the VIN number in the engine number field if the engine number is not accessible.

3. City of Albuquerque Vehicle Pollution Management Program “VIN INSPECTIONS” **(Please see attached.)**

Please do not accept the attached City of Albuquerque Vehicle Pollution Management Program VIN Inspections form, since it is not a valid State of NM affidavit of VIN.

Field office managers and supervisors should refer any comments or questions regarding this Procedural Quick Update to their Bureau Chiefs, with cc to kimberly.hamerdinger@state.nm.us.