MVD Procedural Quick Update #103 update

RE: **Voter Registration Procedures Update**
Effective date: **November 23, 2009**

Date: November 20, 2009
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.*]

MVD has implemented new procedures to bring the Motor Vehicle Division into compliance with federal and state voter registration laws.

The new voter registration procedures apply to every DL and ID applicant who is age 18 or older, or will be 18 or older at the time of the next election, and is a United States citizen.

Effective November 23, 2009, Please note the following changes or additions to the Voter Registration Procedures PQU#103:

- Agents should make sure the voter registration form is completed, including verifying question 8 is answered and the form is signed and dated. This is critical to making the voter registration form acceptable.

- Please make sure you load the voter registration form correctly before printing. The top and left side perforations should be removed before loading.

- There is now a reprint voter registration form function in the drivers license module.

- If the form does not print correctly, use the reprint function to print a new form correctly. Destroy the forms that do not print correctly.

- The change of address notice has been replaced by the voter registration form. When a person changes their address in MVD 2.0 and wants MVD to notify the SOS, the system will now prompt you to print a new voter registration form. If the customer is registering to vote at the same time he is changing address only one voter registration form needs to be printed.

- The field office code now prints automatically on line 3 in the gray area.

- If you have any questions pertaining to voter registration please contact Raul Alvarez at 505-827-0158 or by email at raul.alvarez@state.nm.us.

- Please report any technical issues to the field operations help desk immediately and cc Raul for follow up.

Field office managers, supervisors and others with comments or questions regarding Voter Registration Procedures and this Procedural Quick Update should contact Raul Alvarez at 505-827-0158 or by email to raul.alvarez@state.nm.us.