

## MVD Procedural Quick Update

#124

**RE: Central Issuance of Boat Registrations**  
**Effective date: December 16, 2010**

Date: December 15, 2010  
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 tomorrow, December 16, 2010, we will be using a central issuance process for all new and renewal boat registrations. A temporary boat registration, printed at the field office, will be valid for 45 days from the date of issue. The permanent registration and sticker will be sent to the customer by U.S. mail.**

Field offices no longer have to worry about how many stickers they have been assigned and no longer need to call Santa Fe for new batch numbers.

A temporary registration is printed at the field office on the same paper stock that is currently used for temporary drivers' licenses and IDs. The temporary registration is valid for 45 days from the date of issue. The permanent registration and sticker will be sent to the customer within 40 days, usually within two to three weeks.

The new boat registration process requires use of the new MVD point-of-sale (POS) system. As a result, only state and county-municipal MVD offices will be able to handle boat registrations. Until they complete their transition to the MVD POS system, private retail agents (PRAs) will not be able to process boat registrations.

The registration renewal notice that is mailed to registered boat owners now contains the information that, to increase the efficiency of the boat registration process:

- MVD has centralized the issuance of all boat registrations in Santa Fe;
- the boat owner will receive a temporary registration at the field office; and
- the permanent registration and sticker will arrive in the mail within 40 days.

The field office workflow steps will be: POS boats; boat registration renewal; data entry; and eventually placing the registration transaction in the shopping cart for payment. You can also print reprints if needed. Boat stickers this year will be blue instead of red.

For your information, samples of the registration renewal notice and the temporary boat registration are included below.

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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 Mac Lewis.

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boatn11.G99

New Mexico Boat Registration Renewal

**BETA AFP Browser 1.40**  
**Demo Version**  
**Info: info@betasystems.com**

Do not Miss  
Please re... possible!  
Step 1-... through the mail or at a field office  
Step 2-... temporary registration document at the field office  
Step 3-... permanent registration in the mail

To increase the efficiency of the boat registration process, MVD has centralized all registration for boat registrations in Santa Fe. Field offices will no longer be able to print out registration renewals on the spot. You will receive a temporary registration document at the field office and MVD will mail the permanent registration renewal in the mail within 40 days. If you have questions please call (888) 683-4636 or email MVDHelp@state.nm.us.

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REGISTRATION NO NM [REDACTED]	MAKE LOWE	MODEL SEMIVHULL	YEAR 1986	LENGTH 01400	ENGINE ID NUMBER	H.P. 025
FUEL 1	TYPE USE 1	TYPE BOAT 1	PROPULSION 2	HULL MATERIAL 2	HULL IDENTIFICATION NUMBER LWN [REDACTED]	

YOU MAY MAKE CORRECTIONS ONLY TO STREET, CITY, STATE OR ZIP CODE. 3YR FEE : \$30.50

[REDACTED]  
AZTEC AL 87410

CURRENT VESSEL REGISTRATION  
EXPIRES 12/31/2010



New Mexico Taxation & Revenue Department  
Motor Vehicle Division

**Vessel Temporary Registration**

**This is your temporary New Mexico Boat or Vessel Registration Card.**

It is valid for 45 days from the date of issue. Keep this peel-off card and this information sheet in your possession until you receive your regular registration sticker.

Your regular vessel registration sticker will be mailed to:

██████████ RD SW  
ALBUQUERQUE NM 87121

Please tell MVD **now** if this is not the correct address or you will not receive your registration sticker and you will be required to go to a Motor Vehicle Field Office to correct your address and request a duplicate registration.

**If you have not received your card in the mail within 40 days, please call MVD at (888) 683-4636 or email [mvdhelp@state.nm.us](mailto:mvdhelp@state.nm.us).**

**Warning: UNDER PENALTY OF LAW DO NOT COPY, ALTER OR FORGE**

**New Mexico Vessel Temporary Registration**

STATE	MAKE	HULL IDENTIFICATION NUMBER				
NM	YAMAHA	YAMA ██████████				
YEAR	LENGTH	TYPE USE	TYPE BOAT	PROP	HULL MAT	FUEL
2006	010FT	1	1	1	1	1
EXPIRATION DATE	LBS (CAPACITY)	REGISTRATION NUMBER				
2012	0000	NM ██████████				
██████████ ██████████ RD SW ALBUQUERQUE NM 87121						

**This is your temporary New Mexico Boat or Vessel Registration Card.**

It is valid for 45 days from the date of issue. Keep this peel-off card and this information sheet in your possession until you receive your regular registration sticker.

↑  
**BEND AND PEEL HERE TO CORNER**