

MVD Procedural Quick Update

#136

RE: Central Issuance of OHV Registrations
Effective date: Immediate

Date: February 7, 2012
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 Wednesday, February 8, 2012, MVD field offices will no longer issue off-highway vehicle (OHV) registrations over the counter. Instead, OHV registrations will be centrally issued and sent to customers by U.S. mail.

Effective Wednesday, February 8, 2012, we will be using a central issuance process for all new off-highway vehicle (OHV) registrations processed at MVD field offices, including state, county-municipal and private retail agent (PRA) offices. A temporary OHV registration, printed at the field office, will be valid for 45 days from the date of issue. The permanent OHV registration and sticker will be sent to the customer by U.S. mail.

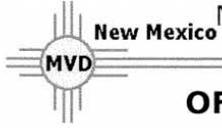
Field offices no longer have to order or store OHV plates. Customers can now affix a sticker directly onto the off-highway vehicle, eliminating the problem of plates getting bent or caught on branches.

Samba customers (some title service companies and dealers) will continue to issue hard plates until the Samba program is switched over to the new process. This is expected to be completed in March.

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

An example of what the new OHV Temporary Registration will look like is attached (next page).

Field office managers and supervisors should refer any comments or questions regarding this Procedural Quick Update to their Bureau Chiefs, with cc to Adam.Diamond@state.nm.us and mac.lewis@state.nm.us. Others are encouraged to direct their comments or questions directly to Adam Diamond.



New Mexico Taxation & Revenue Department
Motor Vehicle Division

OFF-HIGHWAY Temporary Registration

This is your temporary New Mexico Off-Highway 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 Off-Highway registration sticker will be mailed to:

PO BOX 1028

SANTA FE NM 87501

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

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

New Mexico Off-Highway Temporary Registration					
Make	Vehicle Classification	Year Model	Body type	Cyls	Series
YAMA	OFF HIGHWAY	2005	AT	01	ATV
FEES PAID 203.00		WHEELS 4	YEAR 1ST REGISTERED 2005		
EXPIRATION DATE FEB 2014		VEHICLE IDENTIFICATION NUMBER JY4AJ11YX5C031353			
ADMA DIAMOD PO BOX 1028 SANTA FE NM 87501					
				PERMIT NUMBER OHU0012	

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BEND AND PEEL HERE TO CORNER

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