

MVD Procedural Quick Update

#29

RE: ITIN Letter Requesting Documentation
Effective date: Immediate

Date: March 28, 2006
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.]

In the course of reviewing driver license and ID applications where an Individual Tax Identification Number (ITIN) was submitted instead of a Social Security Number, MVD determined that additional documentation is needed from a number of applicants. A letter has been sent to those applicants requesting the additional documentation. If customers ask for advice on how to respond, they should simply be told to follow the instructions in the letter.

The letter (in both English and Spanish) identifies the individual, his or her New Mexico license or ID number and the ITIN number. It requires that additional information be provided to MVD in order to maintain the individual's license or ID. And it requires that the customer submit photocopies of either a) the original documentation received from the IRS when the ITIN was received, or b) a current letter or documentation from the IRS documenting the ITIN number.

To avoid cancellation, the individual is required to return the requested documentation by mail within 30 days to Corina Chavez, Internal Audit Bureau, Taxation and Revenue Department, P.O. Box 8487, Albuquerque, NM 97198. If the customer has additional questions, those questions must be directed by email to Corina.Chavez@state.nm.us or by fax to (505) 841-6582.

Field office personnel should make no effort to interpret or explain the letter. Instead instruct the customer to follow the instructions in the letter and if they have questions direct them to submit their questions by email or fax as instructed.

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. Others are encouraged to direct comments or questions directly to Mac Lewis, MVD Policy and Procedure Manager, at mac.lewis@state.nm.us.
