

MVD Procedural Quick Update

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RE: In-State Change of Address Documentation
Effective date: Immediate

Date: July 19, 2007
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 immediately, a customer renewing a New Mexico driver license or ID card, with a change of residence address, shall not be required to submit documentation of the new address.

Sec. 66-5-22 requires that a New Mexico licensed driver who changes his or her name or residence address notify the MVD within ten days, in writing or by electronic media. Neither statute nor rule requires the customer to submit documentation of the new address. Nor is any support documentation currently required of a customer who submits a change-of-address request using MVD form 10284, which is available to the public on the internet at <http://www.tax.state.nm.us/forms/mvd/mvd10284.pdf> and also on the TRD-MVD intranet.

Although it has been common practice for MVD field offices to require new documentation of residence address from any customer who renews a license or ID with a change of address,

- there is no basis in statute or rule for such a requirement; and
- it inconveniences customers by requiring them to visit the field office a second time, with documentation, to accomplish what should be a simple, one-stop renewal.

Effective immediately, MVD no longer requires new documentation of residential address from any customer who is renewing a New Mexico driver license or ID card with a change of residence address.

For the same reasons, new documentation of residential address is also not required for address changes with regard to existing New Mexico vehicle titles and registrations and registration renewals.

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.
