

MVD Procedural Quick Update

#34rev2

RE: Proof of Residence Documents
Effective date: October 1, 2007

Date: March 11, 2008
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.]

The requirements for documentation of New Mexico residency, as revised effective October 1, 2007 and described in Chapter 6 of the Driver Procedures Manual, must be followed. They are not subject to independent, creative interpretation by field office personnel.

This procedural update makes no changes to established policy or procedure. Instead, it is intended for use by field office managers and supervisors to reinforce current practice and to correct any misperceptions that may exist regarding specific requirements.

Specifically, with regard to proof of New Mexico residency, no document can ever be accepted as proof of residency if it does not include both the customer's name and a current New Mexico residential address. Documents must also be current, i.e. no more than three months old. With those very basic requirements understood:

- There is no requirement anywhere that rental agreements, leases, or any other documents, must be certified or notarized to be acceptable as proof of residency.
- Utility bills that include the customer's name and residential address are acceptable as proof of residency. That includes telephone bills, but not (as of October 1, 2007) cell phone bills. We do not have the authority to decide that some utility bills are less acceptable than others.
- A bank statement need not be printed and mailed by the bank to be accepted as valid proof of residency. A statement that is printed from the bank's web site and includes the required name and residence address information is equally valid. Note: See PQU#57 (New Rule Follow-Up, March 11, 2008) for clarifying definition of "bank statement."
- A Matrícula Consular issued after February 1, 2005 by the Mexican Consulate in Albuquerque or El Paso may be used as proof of identification number or identity, but as of October 1, 2007 is no longer acceptable (except for issuance of the new Alternative Identification Card) as proof of New Mexico residency.

Field office personnel always have the ability and responsibility to inquire further, and perhaps request additional documentation, if there is reason to suspect that documents provided are not legitimate. If in doubt consult your manager, who may in turn consult with the appropriate Bureau Chief. Field office managers and staff are also reminded to review PQU#6 (Reports of Possible Fraud, August 9, 2006) for guidance in situations where fraud is suspected.

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.
