MVD Procedural Quick Update   #46

RE: **Entering Matricula, ITIN or Passport Numbers in MVD 2.0**
Effective date: **Immediate**

Date: November 14, 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.*]

When a Matricula, ITIN or Passport is accepted from a foreign national as proof of identification number, that information must be appropriately entered in MVD 2.0.

With implementation of the Central Issuance program in the spring of 2008, it is expected that an improved MVD 2.0 will allow processing of regular and alternative ID applications within the foreign national module, and that new drop-down options will allow proper identification of the type of document submitted and, in the case of passports, the country of origin.

Until then, however, it will be important for Field office agents to enter the appropriate information as best they can given the current structure and features of MVD 2.0.

Foreign national applying for an ID:
Because the foreign national module does not now handle ID applications, you must still use the regular license entry screen, enter 999-99-9999 as Social Security number, and get a computer-generated fictional SSN. There is no prompt to enter a Matricula, ITIN or Passport number, but we do need a record of the specific document and number that we accept. So it is important that you enter both the type of document – as "Matricula," "ITIN" or "Passport, Country" (naming the country of origin) – and the document number in the "License Preparation Notes" box on the Fee Entry Screen.

Foreign national applying for a permit or DL:
Using the foreign national module, enter the applicant's Matricula, ITIN or Passport number in the "Foreign National #" box. Always enter the number starting in the first available space on the left, then enter the rest of the characters in order without spaces or dashes. Do not add any extra letters (such as "Mat" or "MC") to indicate the type of document. Then enter the type of document - as "Matricula," "ITIN" or "Passport, Country" (naming the country of origin) – in the "License Preparation Notes" box on the Fee Entry Screen.

Remember always, as directed in PQU#7, to forward copies of all first-time foreign nationals driver's license and identification card applications and supporting documents to TFID.

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.