

RE: MVD 2.0 Revision for 10-Year CDL History
Effective date: January 31, 2008

Date: January 29, 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.]

Effective Thursday, January 31, a field has been added to the license data entry screen in MVD 2.0 to request a 10-year license history check for CDL applicants.

Federal regulations require that MVD, when issuing a new or renewal CDL, request the applicant's complete driving record from all states (and Washington, DC) where the applicant has been licensed to operate any type of motor vehicle in the previous 10 years.

Current procedure requires that field offices fax to the Central Administration CDL Unit the form (MVD-11222) on which a CDL applicant has detailed his 10-year history of licenses in other states. With this MVD 2.0 revision that will no longer be necessary, though the form must still be completed and a copy kept along with the other CDL application materials.



The new "Ten Year History" field on the License Data Entry Screen in MVD 2.0 is a simple yes/no drop-down. Select "No" on the Ten Year History Check drop-down if your applicant is not applying for a CDL, or if the applicant for a new or renewal New Mexico CDL answers "No" to the question, "Have you been licensed to operate a motor vehicle in any other state or Washington, DC in the last 10 years?"

ENTER THE PREVIOUS LICENSE STATE(S) INFORMATION FOR 10 YEAR HISTORY CHECK:

| | | |
|-----------------------------|------------|------------|
| 1. License Number & State : | 9865489768 | Alabama |
| 2. License Number & State : | unknown | Alaska |
| 3. License Number & State : | unknown | California |
| 4. License Number & State : | 544646465 | Maryland |
| 5. License Number & State : | | |
| 6. License Number & State : | | |

If the answer is "Yes," select "Yes" from the drop-down. You will then be prompted to enter the license number and state for each license held in the last 10 years. If the applicant cannot remember a license number, enter "unknown" in the space provided, as shown in the example here. When you have entered all licenses held by the applicant in the last 10 years, click the "Submit" button.

You will then see a screen prompt that says, "Are you sure you want to submit?" Confirm that you have entered all of the information correctly, then click the "OK" button. Finally, proceed with the normal issuance process.

Because the Ten Year History Check is neither instantaneous nor entirely automatic, field offices will not receive any results. Instead, if the Ten Year History Check turns up any problems, the CDL unit will follow up directly with the driver.

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.
