

MVD Procedural Quick Update

#68

RE: NCIC Check Required on All Title Transfers
Effective date: Immediate

Date: June 9, 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 immediately, an NCIC check is to be run on every vehicle title transfer, including New Mexico in-state transfers, and on all original vehicle registrations.

Section 66-3-8 NMSA 1978 requires that, for every application for original registration of a vehicle or for a vehicle certificate of title, TRD-MVD shall first check the vehicle identification number (VIN) against the records of the National Crime Information Center (NCIC).

Most state MVD offices and some county-municipal field offices now have the ability to process their own NCIC checks.

Those state and county-municipal field offices that do not yet have the ability to run NCIC checks themselves, and all other offices (including private retail agents, title service companies, dealers, recyclers and tow companies) should request NCIC checks using the following process:

1. Complete the attached, electronically "fillable" NCIC Request form.
2. Email the completed form to nm.ncic@state.nm.us.
3. Form must be complete in order for the NCIC to be run.
4. NCIC responses will continue to be faxed back to the requester.
5. Expect a turnaround time of at least 24 hours.
6. Turnaround time will generally be within 48 hours.
7. There is no "48-hour rule" or other provision allowing you to proceed without NCIC clearance. You must have NCIC clearance before you can proceed with the registration or title transaction.
8. If you have not received a response within 48 hours, please send an email to nm.ncic@state.nm.us (with escalation to telephone follow-up if necessary after 72 hours) as directed in the NCIC Request form's instructions.

Note: Please complete the fillable form electronically and email it to us. If you do not have email capability, you may fax the completed form to (505) 476-1771. The form will also be available in its most current revision by email request to nm.ncic@state.nm.us or, for those with access, on the MVD intranet. Effective immediately, this form is the only form MVD will accept to request NCIC checks. If for any reason you are unable to receive the form online or by email, please call Ray Roybal at (505) 476-3419 to have the form faxed to you.

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 Ray Roybal or Mac Lewis.
