

# MVD Procedural Quick Update

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**RE: Driver License Surrender Form – CDL and Non-CDL**  
**Effective date: Monday, August 31, 2009**

Date: July 22, 2010  
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 Driver License Surrender Form (MVD-10231) must be completed, reviewed with and signed by every driver who surrenders a New Mexico or out-of-state CDL for any reason, regardless of whether the surrendered document is replaced by a New Mexico CDL, a non-commercial DL or an ID.**

**The surrender form must also be completed and signed by every driver who replaces a driver's license with a New Mexico ID, or who replaces an out-of-state license with a New Mexico license and is unable to produce the out-of-state license.**

It occasionally happens that a CDL driver, for whatever reason, applies for and receives a New Mexico ID card. He later applies again for a CDL and is shocked to learn that he must now jump through all the same hoops (complete all forms, take all tests, pay all fees) as are required of a first-time CDL applicant.

- If a CDL driver surrenders his CDL for a non-commercial New Mexico DL he may, within one year, apply again for a CDL without having to complete all of the testing requirements.
- However, if the surrendered CDL is replaced with an ID, a subsequent CDL application (regardless of time passed – even the next day or the next week) will require all of the same forms, tests and fees as are required of a first-time CDL applicant.

The Driver License Surrender Form (MVD-10231) is required in every case when a driver surrenders a New Mexico or out-of-state CDL, to be sure that the driver has been informed, understands, and affirms in writing that he understands the consequences.

The Driver License Surrender Form (MVD-10231) must also be used in any situation when the driver is replacing a non-commercial DL with a New Mexico ID, or is replacing an out-of-state license with a New Mexico license and is unable to produce and surrender the out-of-state driver license card. Some examples:

- A driver moving to New Mexico from out of state applies a New Mexico license but, for whatever reason, is unable to produce the out-of-state license card.
- An elderly driver wants to surrender his or her driver's license and obtain an identification card instead.
- A paper Notice of Revocation is served on the driver by law enforcement at the time of arrest. If the driver then applies for an ID, he or she will no longer have driving privileges and must sign the Driver License Surrender Form. The Notice of Revocation should be returned to the customer (do not hole punch) with the new temporary/extension ID.

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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](mailto:mac.lewis@state.nm.us). Others are encouraged to direct comments or questions directly to Mac Lewis.

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