



NOTICE OF ADDITIONAL REQUIREMENTS TO COMPLETE VEHICLE/VESSEL TRANSACTION

Customer's Name	Date
Clerk's Name & Phone #	Field Office
Vehicle / Vessel ID #	NCIC Check by

PLEASE PROVIDE ALL REQUIREMENTS CHECKED BELOW

TITLE AND REGISTRATION RELATED	DEALER RELATED
<input type="checkbox"/> Title (original) from the state of _____ in the name of _____. <input type="checkbox"/> Application for Duplicate Certificate of Title (Form MVD 10901.) <input type="checkbox"/> Bill of Sale (form MVD 10009) signed, From: _____ To: _____ <input type="checkbox"/> Original (or copy of) registration or copy of title required as proof of ownership upon trade-in(s). <input type="checkbox"/> Returning paperwork - must title in state of residence. <input type="checkbox"/> Power of Attorney must be original or notarized.	<input type="checkbox"/> Manufacturer's Statement of Origin with assignment completed. <input type="checkbox"/> Dealer's Invoice (original or notarized copy.) <hr/> <p style="text-align:center;">OWNER RELATED</p> <input type="checkbox"/> Proof of New Mexico Residence. <input type="checkbox"/> Completed Application for Title and Registration (forms MVD 10001,10002 or 10003) with signature of registered owner. <input type="checkbox"/> Affidavit Certifying Ownership (form MVD 10010.) <input type="checkbox"/> Current New Mexico address. <input type="checkbox"/> Copy of New Mexico Driver License

LIENHOLDER AND PROBATE RELATED

Release of Lien (form MVD 10041) signed by lien holder: _____
 Lienholder's name and address: _____
 Lien maturity date: _____
 Letter from lienholder refusing to relinquish out-of-state title.
 Affidavit of Repossession (form MVD 10012) signed by reposessor: _____
 Certificate of Transfer Without Probate or Affidavit of Claiming Successor (form 10011) notarized and signed by: _____

VEHICLE / VESSEL RELATED

Affidavit of V.I.N or H.I.N. Inspection (form MVD 10861) signed by a certified New Mexico law enforcement officer or ceretified NM Motor Vehicle Division employee. Out of state law enforcement officers must indicate agency name and badge number.
 Vehicle Equipment Inspection Certification (form MVD 10053) signed by: _____
 Bring vehicle to field office for visual inspection.
 Current New Mexico License plate number: _____
 Odometer Disclosure Statement (form MVD 10187) signed by seller and purchaser.

MANUFACTURED HOMES

Manufactured Home Tax Status Certification (form MVD 10063) signed by County Treasurer or Assessor in previous owners name.
 Title Clearance, Mobile Home Purchased Outside New Mexico (form ACD 31093, for out-of-state mobile homes) obtained from a New Mexico Taxation and Revenue Department district office.
 Exact location of mobile home: _____
 Exact size of mobile home: _____

SPECIAL VEHICLES

Affidavit for Specially Constructed or Reconstructed Vehicle (form MVD 10015.)
 Weight Certificate or **Receipt** obtained from a certified weigh station.

FEES

Fee(s) in the amount of \$ _____ for: _____
 Emissions required if in Bernalillo County.
 Complete highlighted areas.
 All Documents enclosed.

ADDITIONAL REQUIREMENTS

IMPORTANT: Failure to transfer title within thirty (30) days from date of sale may subject applicant to a \$20.00 penalty.

THIS FORM AND APPLICABLE REQUIREMENTS MUST BE RETURNED WITHIN TEN (10) DAYS FROM THE DATE NOTED ABOVE TO AVOID PENALTY. FOR MORE INFORMATION OR ADDITIONAL FORMS NEEDED TO TITLE AND REGISTER YOUR VEHICLE OR VESSEL IN NEW MEXICO PLEASE CALL TOLL FREE 1-888-683-4636 OR (505)-827-INFO (4636) IN SANTA FE.