



New Mexico Independent Automobile Dealers Association

Title Application Instruction and Process Checklist

The NM Title Application is the guide that a title clerk uses to process a title. A Title App that is correctly filled out allows the clerk to process the title and Registration quickly and efficiently. This checklist is a quick study guide on how to correctly fill out a NM Title Application. The App guide will also clarify what, when and why each box needs to be completed and by whom.

POAs: If you are signing for your Customer a POA must accompany the Title App. ALWAYS write the buyer's name then write "by P OA" and then write your name after.

Dealers will always Write and Sign their name then add "-Agent" after the Dealer's name.

Dates: All dates must be within 2 days of each other.

Vehicle and Customer Information Boxes

- 1) VIN Number- Makes sure the VIN matches that on all your paperwork and title
- 2) Name and Mailing Address of Registered Owner(s) - The name of the applicant that the title is to be under
goes here. Make sure that the name and address is accurate and that the spelling is exactly the same as it is
on your customer's Driver's License and all associated paperwork.
- 3) Year - Year of the Vehicle.
- 4) Make - Make of the Vehicle.
- 5) Model/Series - Model of the Vehicle
- 6) Color - Vehicle Color
- 7) Wt./Wheels - Passenger/Truck/ Trailer EMPTY weight. For Motorcycles enter the number of wheels is either
2 or 3
- 8) Title Type - If this is an out of state title conversion then would enter : 01. First time title. If this an NM title
this would be a 02: Title Transfer
- 9) DGVW - For Trucks and Trailers ONLY. Enter the Max weight.
- 10) Cyls - Enter the number of cylinders that the vehicle's engine has.
- 11) Body Type - Enter whether the vehicle is a 2dr or 4dr, SUV, RV, Travel Trailer, Utility Trailer, Boat Trailer, or
- 12) Type of Fuel - Enter the fuel type the vehicle uses
- 13) Odometer- Enter the odometer reading at the time of sales. (ensure it matched
- 14) Vehicle Brand - If the title is a Salvage Vehicle, enter SALVAGE.
- 15) Vehicle Class- Enter whether the vehicle is a Passenger car or a Truck
- 16) Date of Purchase- Enter that date of purchase. The date on the title, RPA and/or Bill of sale should all match
- 17) 1st Reg Owner D.O.B - Enter the applicant's Date of Birth
- 18) NM State License Number - Enter the applicant's NM State License Number

Lien Holder Information

- 19) File Date - The date the Lien is started on a Vehicle
- 20) Maturity Date - The date the lien ends on the vehicle
- 21) Name and Address - Name and address of the lien holder
- 22) Dealer License Number - Enter the Dealers License Number
- 23) Trade-in VIN od applicant - If there was a trade in for the deal you must enter the VIN of the trade in here.
- 24) Residence Address If Different Than Mailing Address- If an applicant entered a P.O. Box in box 2 then the physical address must be entered here per state law.
- 25) Sales Price - Enter the purchase price of the vehicle

Odometer Disclosure Statement Box

- 26) Odometer - Enter the odometer at the time of purchase. It MUST match the odometer reading on box 13
- 27) Mileage Codes - Check the correct mileage code, make sure it matches the title
- 28) Printed Name Of Seller - Dealer prints his name here. Make sure you write "-agent" at the end of you name. If Dealer DID NOT include a separate odometer statement in their packet then Numbers 28-30 MUST be completed by the Dealer.
- 29) Signature Of Seller - Dealer signs name here
- 30) Date of Statement- Dealer Dates the Signature
- 31) Printed Name of Purchaser - Applicant Prints their name here
- 32) Signature of Purchaser - Applicant signs there name here
- 33) Date of Statement - Applicant dates their signature
- 34) Printed Name Of The Registered Owner - Applicant Prints their name here.
- 35) Signature Of The 1st registered Owner - Applicant signs their name here
- 36) Date of Statement - Applicant date of Certification.

If you have any further questions please feel free to call one of our title clerks at
505-232-0809

Or email us at info@nmiada.com



Driving Auto Dealer Success Since 1962



STATE OF NEW MEXICO
TAXATION & REVENUE DEPARTMENT
MOTOR VEHICLE DIVISION
**APPLICATION FOR VEHICLE
TITLE AND REGISTRATION**
MVD-10002 REV. 09/09

Title Number

**DIVISION
USE ONLY**

**- PLEASE READ
IMPORTANT
INFORMATION
ON REVERSE SIDE -**

1 Vehicle Identification Number		3 Year	4 Make	5 Model / Series	Number of Liens	6 Color(s) Major Minor
Secondary ID Number		7 Wt./Wheels	First Year Reg.	Date of Issue	Type of Title	8 Title Time 04 - Duplicate 05 - No Fee Corr. 06 - Lien Release 11 - Non-Negotiable
2 Name and Mailing Address of Registered Owner(s)		9 DGVW	10 Cyls.	11 Body Type	Type of Fuel	12 License (D)-Disc (D)-Other
		License Plate Number(s)		14 Vehicle Brand	15 Vehicle Class	
		Title Use	Previous Title No. and State			16 Date Purchased
Fleet Number	Commercial Vehicle	*2290*	2-Year Registration	# of Passengers	# of Doors	# of Seats
1st Reg. Owner's Social Security / Employer Identification / CRS No.		17 1st Reg. Owner D.O.B.	18 N.M. Driver License No.		N.M. Veteran Cert. No.	
FIRST LIEN HOLDER	19 File Date	20 Maturity Date	SECOND LIEN HOLDER	File Date	Maturity Date	
21 Name and Address			Name and Address			
Canceled Pit. No.	22 Dealer Lic. No.	Mobile Home Size	Cnty.	Approximate Location (Mobile Home)		Suspended By:
Trade-In VIN (If Applicable)		23	REG. EXPIRATION: MONTH DAY YEAR			Cleared By:
Residence Address If Different Than Mailing Address		24	Reg. Sticker Number:			25 Sale Price:
					Less Trade-In:	
					Net Difference:	
					Net Excise Tax:	
					Registration:	
					Late Reg. Penalty:	
					Vets. Allowance:	
					Net Registration:	
					Spec. Plate Fee:	
					Admin. Fee:	
					Transaction Fee:	
					Late Transfer Fee:	
					Duplicate Title Fee:	
NCIC Check by _____						TOTAL FEES:
ACCEPTED BY: Signature of M.V.D. Employee: _____ Date: _____						\$

***ODOMETER DISCLOSURE STATEMENT**

FEDERAL AND STATE LAW REQUIRES THE TRANSFEROR (SELLER) OF A VEHICLE TO STATE THE ODOMETER MILEAGE UPON TRANSFER OF OWNERSHIP. ANYONE CONVICTED OF A FRAUDULENT ODOMETER STATEMENT IS SUBJECT TO FINES AND / OR IMPRISONMENT.

I hereby certify that the ODOMETER READING of the vehicle described above is _____ (no tenths) miles and that to the best of my knowledge stated mileage is (check one of the following):

*Mileage Codes **27** ☒ THE ACTUAL MILEAGE (AM)* ☐ MILEAGE IN EXCESS OF MECHANICAL LIMITS (EL)* ☐ WARNING: NOT THE ACTUAL MILEAGE - ODOMETER DISCREPANCY (NM)*

28 Printed Name of Seller **31**

29 Signature of Seller **32**

30 Statement **33** Date of Statement

34 Printed Name of 1st Registered Owner **35** Signature of 1st Registered Owner **36** Date of Statement

Printed Name of 2nd Registered Owner _____ Signature of 2nd Registered Owner _____ Date of Statement _____

The Division is not responsible for false or fraudulent statements the applicant/registered owner makes in connection with this application, nor is the Division liable for lien recording errors. The registered owner must notify the Division of any errors contained in the title and registration issued pursuant to this application.