How to apply for an MVD Partner Office License

Information before you start your Partner Application

An MVD partner is a business that will process transactions on behalf of the State of New Mexico Motor Vehicle Division. MVD Partners will use all MVD systems, including Tapestry. Each Tapestry user will be required to meet specific criteria (background checks and fingerprinting, Training and have a unique user name) in addition to the application approval process.

At this time only Vehicle transaction partners are being accepted. There is currently not an ETA for Driver Services Partners. Exams can be added under a vehicle services partner.

Please take the time to review these directions prior to submitting your application online in MyMVD (https://eservices.mvd.newmexico.gov/eTapestry/). You must complete the application from start to finish and provide all the necessary documents. A sample partner agreement is available at http://www.mvd.newmexico.gov/mvd-related-businesses.aspx, picture is provided below. Please review in detail the sample partner agreement prior to submitting your application. Once your application has been approved you will be provided a partner agreement specific to your business.

The following is a user guide to submit an application to become a partner with MVD. Application submission does not guarantee access to MVD systems.
How to apply for an MVD Partner Office License

Documents needed for Application
You will need the following documents to complete a partner application. Required documents will need to be scanned and attached to application.

- Business Identification numbers (CRS, Fed ID, Secretary of State).
- Business Ownership documents
  - Individual Owner information (Driver’s License number, phone number, address, etc)
- Location information
  - Zoning Document
  - Business License
  - Property Lease
- Insurance or Bond Documents- Review Attachment C
  - Insurance/Bond requirements are based on the number of transactions processed per year and must cover the following areas:
    - Loss, Fraud, Theft, Employee Dishonesty, errors and omissions.
      The State of NM MVD must be named as payable party.

Partner Application Process:
- Visit the MyMVD online Service Home Page and select the account type
  - https://eservices.mvd.newmexico.gov/eTapestry/
• Select the “Register a New Partner” hyperlink

![MVD New Mexico login page]

• Select the type of application you are applying for (you can apply for more than one type of a license at a time). The example below is apply for a Partner license that will process Title and Registration transactions. Driver License Transactions are NOT available at this time.

![MVD New Mexico partner registration page]

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• Confirm you have reviewed the Sample Partner Agreement. This is located at: http://www.mvd.newmexico.gov/mvd-related-businesses.aspx

• Select the ownership type of your business:
  o Corporation, LLC, Non-Profit, Other, Proprietor, S-Corporation
• Complete all information. Proprietorship applications will request ownership information on this first page.

• Add Owners until ownership is 100%. You will not be able to advance until ownership is 100%.
How to apply for an MVD Partner Office License

- Complete the Applicant Affidavit. Answer each of the questions, add an explanation and attach (upload) documents if applicable.

- Partner Location information
  - You can also add in General Manager or additional contact person information.
How to apply for an MVD Partner Office License

- Partner Location Affidavit
  - Complete the location affidavit by reading and checking each radio button (changing them from a red X to a green Check box).
  - Upload and attach a copy of the zoning document (see arrow), using the “Add” button on the lower right.
• Insurance or Bond Documents - Review Attachment C of the Partner agreement
  ○ Insurance/Bond requirements are based on the number of transactions processed per year and must cover the following areas:
    ▪ Select the correct type of insurance or bond from the drop down
      • Blanket Policy
      • Corporate Performance and Surety Bond
      • Employee Dishonesty
      • Fraud
      • General Liability Insurance
      • Location Bond (Only applicable to dealer or auto recycler)
      • Motorcycle Location Bond (Only applicable to dealer)
      • Omissions or Negligence
      • Other
      • Theft
    ▪ Loss, Fraud, Theft, Employee Dishonesty, errors and omissions. The State of NM MVD must be named as payable party.
    ▪ Scan in all documents associated with insurance and bonds using the add button.
How to apply for an MVD Partner Office License

- Business Document Collection Screen.
  - Check the collected box (Purple arrow)
  - Attach the documents (Yellow arrow)

- Complete your MyMVD login account.
How to apply for an MVD Partner Office License

- There is not a fee for a Partner application.

You will need to complete the certification statement at the end and submit.

What’s next?

1. Upon submission of your application it will be reviewed, you will be contacted should we have questions or require additional documentation.
2. Once your application is approved, MVD’s Partner Management Unit (PMU) will be in contact to provide you with a personalized partner agreement and directions on how to proceed with potential Tapestry user background checks, training, secure a support vendor, training, necessary software and background checks as outlined in the Partner Agreement.