How to apply for a New Mexico Dealer License

Before you start your Dealer Application

A company or an individual that sells more than four vehicles in a year is required to be licensed by the Dealer Licensing Bureau.

Please take the time to review these directions prior to entering your information online. You must complete the application from start to finish and provide all the necessary documents in one sitting.

The following is a user guide to submit an application. Submission does not guarantee you will be granted a license. The $50.00 fee is non-refundable.

**Required documents and information**

Documents will need to be scanned and/or attached to application.

- Business Identification numbers - NM Tax ID-CRS, Federal tax ID, Secretary of State assigned corporation or partnership number
- Business Ownership documents – Certificate and Articles of Organization (LLC) or Incorporation
  - Individual Owner information Driver’s License number, phone number, address, etc
- Location information
  - Zoning Document
  - Business License
  - Property Lease- minimum of 6 months
- $50,000 Dealer Bond Documents
- Pre-Licensing Education certificate for Pre-Owned dealers- contact New Mexico Independent Auto Dealers Association
- Franchise agreement from a manufacturer for new car dealers
- Pictures or Diagrams
  - Business Site Location
  - Vehicle Display Area
  - Office Building
  - Inside Office Space
  - Office Equipment
  - Signage (Doing Business As Name must match the sign)
  - Diagram of Property Layout including location of sign
  - Inside Office Space Layout
- $50 application fee-credit card or e-check
Partner Application Process:

- Visit the MyMVD online Service Home Page and select the account type
  - [https://eservices.mvd.newmexico.gov/eTapestry/](https://eservices.mvd.newmexico.gov/eTapestry/)

- Select the “Register a New Partner” hyperlink
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 applying for a Dealer license only, we have checked No to process transactions. If you are interested in applying for a partner license too, please refer to the partner users guide, “How to apply for a partner license” before you continue with the applications.
Select the ownership type for your business:

- Corporation, LLC, Non-Profit, Other, Partnership, Proprietor, S-Corporation
  - Complete all information. Proprietorship applications will request ownership information on this first page.

- Enter in the Legal Name of Business entity. This is the name associated with your CRS number, it can be the same as your DBA (sign name)

- Select the License Type:
  - Distributor, Manufacturer, Retail Dealer, Wholesale (still requires a physical location)
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- Owner Details. Select Yes to add owners.

- Select the ownership type (Corporate Officer, Member (LLC), Operating Agent, Other, Trust or Estate) and enter the percentage of ownership.

- Continue to add Owners until ownership is 100% total for all owners. You will not be able to advance until ownership is 100%.
  - NOTE: If there is a RED VERIFY text about the address you will need to click this and confirm the address. All addresses are verified through United States Postal Service.
Complete the Applicant Affidavit. Answer each of the questions, add an explanation and add attachment (upload) documents if applicable.
- Dealer types sold. Select what you will sell. Example is a New Franchise Dealer.
  - New will require manufacturer information.
  - Used will require a Pre-Licensing Education certificate (Education is required every two years)
  - Ensure these documents are included.

- Partner Location information. Complete all the information about the physical location of the business including the DBA name (Name on the sign).
  - You can also add in General Manager or additional contact person information.
- Partner Location Photographs.
  - Pictures or Diagrams of the location are required.
    - Business Site Location
    - Vehicle Display Area(s)
    - Office Building
    - Inside office Space(s)
    - Office Equipment
    - Signage (must display DBA name)
    - Diagram - Property Layout including Location of Sign
    - Diagram - Inside office space(s) Layout
- Upload and attach all pictures or diagrams, click the “Add” button on the lower right (see yellow arrow).

- Additional pictures, diagrams or a site inspection may be requested at the time of the application review.
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- Partner Location Affidavit
  - Read the certification statement at the top of this section.
  - Complete the location affidavit by reading and checking each radio button (changing them from a red dash to a green check).
  - Upload and attach a copy of the zoning document (see arrow), click the “Add” button on the lower right.
Bond Documents:
- All NM licensed dealers are required to hold a $50,000 dealer bond.
  - Upload and attach a copy of the bond document (see arrow), click the “Add” button on the lower right.
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- Business Document Collection Screen.
  - Check the collected box (Purple arrow)
  - Upload and attach all documents (see yellow arrow), click the “Add” button on the lower right.
- Incomplete applications will be delayed, please ensure all attachments are included.
Create your MyMVD account.

- Your MyMVD account allows you to print your license, renew, make ownership changes, and apply for offsite sales, etc. After, your license has been issued.
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- There is a $50 non-refundable license fee for a dealer license application.

- Select the payment type.
  - A credit card charges a $1.25 processing fee
  - An e-check does not charge a processing fee

- Follow the next screen with the payment information.
• Read the certification statement and click submit.

What’s next?

1. You will be contacted by phone, email or mail should we have questions or require additional documentation.