

TAXATION AND REVENUE DEPARTMENT & MOTOR VEHICLE DIVISION



MOTOR VEHICLE RECORD SYSTEM

USER GUIDE



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SYSTEM LOG IN

The screenshot shows the login interface for the Motor Vehicle Record System. At the top, there is a navigation bar with 'MVD NEW MEXICO' on the left and 'Home' and 'Help' on the right. The main heading is 'Motor Vehicle Record System'. Below this, a descriptive sentence states: 'This application supplies quick access to motor vehicle records from the New Mexico Taxation and Revenue Department - Motor Vehicle Division.' A progress indicator shows four steps: 1. LOGIN (highlighted), 2. USAGE, 3. SEARCH, and 4. RESULTS. The main content area is titled 'Welcome to New Mexico's Online Motor Vehicle Record System'. It includes a paragraph explaining that users must be subscribers and provides instructions on how to become one. Below this, it lists search criteria: Vehicle Identification Number (VIN), Hull Identification Number (HIN), License Plate Number, Name and Date of Birth, Business Name, and Street Address and City and/or ZIP Code. A 'Subscribe now' button is present. On the right side, there is a 'Log In' form with fields for '*Username:' and '*Password:', a 'Forgot Password?' link, and a 'Log In' button. The footer contains copyright information 'Copyright © MVD New Mexico 2013' and a list of links: 'MVD Home', 'Privacy & Security', 'Site Policies', 'Accessibility', 'About Us', and 'Contact Us'.

The Motor Vehicle Record System is located at <https://secure.mvd.newmexico.gov/TLRInteractiveAgency/Login.aspx>

1. Type in the username you created when you registered.
2. Type in your password.
3. Click **LOG IN**.

ACCOUNT MAINTENANCE: Visit <https://secure.mvd.newmexico.gov/Accounts/Login.aspx> to change your password or update your account.

USER VIEWS

User Role permissions determine what menu items display for each user, and the access the user has in the system.

1. Click **HELP** to advance to the MVD Online Application Help Topics and Frequently Asked Questions page.
2. Click **LOGOUT** to exit the system.
3. If applicable, click **USER MANAGEMENT** to manage users.
4. If applicable, click (**CHANGE**) to update your Current Location Group.

The screenshot shows the 'Motor Vehicle Record System' search interface. At the top, there is a navigation bar with 'MVD NEW MEXICO' on the left and 'Home', 'Help', and 'Logout' on the right. Below this, the current location group is set to 'NMI Office' with a 'User Management' link. The main heading is 'Motor Vehicle Record System'. A progress indicator shows four steps: 1 LOGIN, 2 USAGE, 3 SEARCH (highlighted), and 4 RESULTS. The search section is titled 'Motor Vehicle Information Search' and includes a list of search criteria on the left: 'VIN or Hull ID' (selected), 'License Plate Number', 'Name and Date of Birth', 'Business Name', and 'Street Address and City and/or ZIP Code'. On the right, there is a text input field for '* VIN or Hull ID' with a 'Continue' button below it. The footer contains copyright information and links to 'MVD Home', 'Privacy & Security', 'Site Policies', 'Accessibility', 'About Us', and 'Contact Us'.

2.1 AGENCY USER ADMIN

The Agency User Admin (User Admin) can access the Motor Vehicle Records Search and User Management page. The role can grant, edit, and delete user permissions, and view motor vehicle records.

The screenshot shows the 'Motor Vehicle Record System' search interface. At the top, there is a navigation bar with 'MVD NEW MEXICO' on the left and 'Home', 'Help', and 'Logout' on the right. Below the navigation bar, the current location group is identified as 'NMI Office'. The main heading is 'Motor Vehicle Record System'. A progress indicator shows four steps: 1 LOGIN, 2 USAGE, 3 SEARCH (highlighted), and 4 RESULTS. The search section is titled 'Motor Vehicle Information Search' and includes a 'Please select your search criteria:' section with radio buttons for 'VIN or Hull ID', 'License Plate Number', 'Name and Date of Birth', 'Business Name', and 'Street Address and City and/or ZIP Code'. The 'VIN or Hull ID' option is selected. To the right, there is a 'Please provide the following information:' section with a text input field for '* VIN or Hull ID' and a 'Continue' button. A note below the input field says '(Do not enter spaces)'. At the bottom, there is a copyright notice 'Copyright © MVD New Mexico 2013' and a footer with links for 'MVD Home', 'Privacy & Security', 'Site Policies', 'Accessibility', 'About Us', and 'Contact Us'.

2.2 AGENCY USER

The Agency User can access the Motor Vehicle Records Search page, and view motor vehicle records.

MOTOR VEHICLE RECORDS SEARCH

The screenshot shows the 'Motor Vehicle Record System' search interface. At the top, there is a navigation bar with 'MVD NEW MEXICO' on the left and 'Home', 'Help', and 'Logout' on the right. Below this, the current location group is identified as 'NMI Office' with a 'User Management' link. The main heading is 'Motor Vehicle Record System'. A progress indicator shows four steps: 1 LOGIN, 2 USAGE, 3 SEARCH (highlighted in teal), and 4 RESULTS. The 'SEARCH' step is active, leading to the 'Motor Vehicle Information Search' section. This section prompts the user to 'Please select your search criteria:' and provides five radio button options: 'VIN or Hull ID', 'License Plate Number', 'Name and Date of Birth', 'Business Name', and 'Street Address and City and/or ZIP Code'. At the bottom of the page, there is a copyright notice 'Copyright © MVD New Mexico 2013' and a footer with links for 'MVD Home', 'Privacy & Security', 'Site Policies', 'Accessibility', 'About Us', and 'Contact Us'.

The Motor Vehicle Records Search page allows the user to enter the search parameters for a motor vehicle record. A search parameter must be selected in order for the appropriate fields to display.

The screenshot shows the 'Motor Vehicle Record System' search interface. At the top, there is a navigation bar with 'MVD NEW MEXICO' on the left and 'Home', 'Help', and 'Logout' on the right. Below this, the current location group is identified as 'NMI Office' with a 'User Management' link. The main heading is 'Motor Vehicle Record System'. A progress indicator shows four steps: 1. LOGIN, 2. USAGE, 3. SEARCH (highlighted), and 4. RESULTS. The search section is titled 'Motor Vehicle Information Search' and includes a 'Please select your search criteria:' section with radio buttons for 'VIN or Hull ID', 'License Plate Number', 'Name and Date of Birth', 'Business Name', and 'Street Address and City and/or ZIP Code'. The 'VIN or Hull ID' option is selected. To the right, there is a 'Please provide the following information:' section with a text input field for '* VIN or Hull ID' and a 'Continue' button. A note below the input field says '(Do not enter spaces)'. At the bottom, there is a copyright notice 'Copyright © MVD New Mexico 2013' and a footer with links for 'MVD Home', 'Privacy & Security', 'Site Policies', 'Accessibility', 'About Us', and 'Contact Us'.

3.1 MOTOR VEHICLE RECORDS SEARCH PARAMETERS

3.1.1 VEHICLE IDENTIFICATION NUMBER (VIN) AND HULL ID

1. Enter VIN or Hull ID.
2. Click **CONTINUE**.

The screenshot shows the 'Motor Vehicle Record System' search interface. At the top, there is a navigation bar with 'MVD NEW MEXICO' on the left and 'Home', 'Help', and 'Logout' on the right. Below this, the current location group is identified as 'NMI Office' with a 'User Management' link. The main heading is 'Motor Vehicle Record System'. A progress indicator shows four steps: 1 LOGIN, 2 USAGE, 3 SEARCH (highlighted), and 4 RESULTS. The search section is titled 'Motor Vehicle Information Search' and includes a 'Please select your search criteria:' section with radio buttons for 'VIN or Hull ID', 'License Plate Number' (selected), 'Name and Date of Birth', 'Business Name', and 'Street Address and City and/or ZIP Code'. To the right, there is a 'Please provide the following information:' section with a text input field for '* License Plate Number' and a 'Continue' button. A note below the input field says '(Do not enter spaces)'. At the bottom, there is a copyright notice 'Copyright © MVD New Mexico 2013' and a footer with links for 'MVD Home', 'Privacy & Security', 'Site Policies', 'Accessibility', 'About Us', and 'Contact Us'.

3.1.2 LICENSE PLATE NUMBER

1. Enter License Plate Number.
2. Click **CONTINUE**.

MVD NEW MEXICO Home Help Logout

Current Location Group: NMI Office User Management

Motor Vehicle Record System

1 LOGIN 2 USAGE 3 SEARCH → 4 RESULTS

Motor Vehicle Information Search

Please select your search criteria:

- VIN or Hull ID
- License Plate Number
- Name and Date of Birth
- Business Name
- Street Address and City and/or ZIP Code

Please provide the following information: * = required

* First Name or First Initial Middle Initial * Last Name Suffix

* Date of Birth

MM/DD/YYYY

Continue

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3.1.3 NAME AND DATE OF BIRTH

1. Enter First Name or First Initial.
2. Enter Middle Initial (optional).
3. Enter Last Name.
4. Select Suffix (optional).
5. Enter Date of Birth (MM/DD/YYYY).
6. Click **CONTINUE**.

NOTE: Wildcard characters are not allowed (e.g. Rob*).

The screenshot shows the 'Motor Vehicle Record System' search page. At the top, there is a navigation bar with 'MVD NEW MEXICO' on the left and 'Home', 'Help', and 'Logout' on the right. Below this, the current location group is identified as 'NMI Office' with a 'User Management' link. The main heading is 'Motor Vehicle Record System'. A progress indicator shows four steps: 1 LOGIN, 2 USAGE, 3 SEARCH (highlighted), and 4 RESULTS. The search section is titled 'Motor Vehicle Information Search'. It asks the user to 'Please select your search criteria:' and lists five options: 'VIN or Hull ID', 'License Plate Number', 'Name and Date of Birth', 'Business Name' (selected), and 'Street Address and City and/or ZIP Code'. To the right, it says 'Please provide the following information:' and '* = required'. A red error message box states: 'An application error may occur if search results exceed 500 records.' Below this is a text input field for '* Business Name' and a blue 'Continue' button. The footer contains 'Copyright © MVD New Mexico 2013' and a row of links: 'MVD Home', 'Privacy & Security', 'Site Policies', 'Accessibility', 'About Us', and 'Contact Us'.

3.1.4 BUSINESS NAME

1. Enter Business Name.
2. Click **CONTINUE**.

NOTE: Wildcard characters are not allowed (e.g. Rob*).

MVD NEW MEXICO Home Help Logout

Current Location Group: NMI Office User Management

Motor Vehicle Record System

1 LOGIN 2 USAGE 3 SEARCH → 4 RESULTS

Motor Vehicle Information Search

Please select your search criteria:

- VIN or Hull ID
- License Plate Number
- Name and Date of Birth
- Business Name
- Street Address and City and/or ZIP Code

Please provide the following information: * = required

* Street Address

City - AND / OR - ZIP Code

Continue

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3.1.5 STREET ADDRESS AND CITY AND/OR ZIP CODE

1. Enter Street Address.
2. Enter City, and/or
3. Enter ZIP Code.
4. Click **CONTINUE**.

NOTE: Search results will return a maximum of 50 records.

MULTIPLE RECORDS FOUND VIEWS (IF APPLICABLE)

The Multiple Records Found page displays only if the search criteria entered returns with multiple records.

4.1 LICENSE PLATE NUMBER SEARCH PARAMETER

This view displays if the search parameter selected is License Plate Number. If multiple records are found, the Multiple Records Found displays the following fields:

- Owner Name
- VIN
- Plate
- Make
- Model

The screenshot shows the 'Motor Vehicle Record System' interface. At the top, there is a navigation bar with 'MVD NEW MEXICO', 'Home', 'Help', and 'Logout'. Below the navigation bar, the current location group is 'abq (Change)' and there is a 'User Management' link. The main heading is 'Motor Vehicle Record System'. A progress indicator shows four steps: 1. LOGIN, 2. USAGE, 3. SEARCH (highlighted), and 4. RESULTS. Below this, a section titled 'Multiple Records Found' contains a notification: 'Multiple records have been found with the information provided. Please contact MVD at 888-683-4636 during normal business hours (Mon - Fri from 8AM - 5PM). Provide the answering clerk with the identical information that resulted in this message and that a record may need to be deactivated to correct the issue.' Below the notification, it states 'You searched for: UNM3346 on 10/5/2015 10:18:08 AM'. A table displays the search results with columns for Record, Owner Name, VIN, Plate, Make, and Model. Two records are shown, both for 'TESTER DRIVER' with VIN '000000000' and Plate '5555555'. The first record is a DODG RPC and the second is a TOYT UCS. A 'Start Over' button is located at the bottom left of the table area.

Record	Owner Name	VIN	Plate	Make	Model
View Record	TESTER DRIVER	000000000	5555555	DODG	RPC
View Record	TESTER DRIVER	000000000	5555555	TOYT	UCS

4.1.1 MULTIPLE RECORDS FOUND NOTIFICATION

Multiple records have been found with the information provided. Please contact MVD at 888-683-4636 during normal business hours (Mon - Fri from 8AM - 5PM). Provide the answering clerk with the identical information that resulted in this message and that a record may need to be deactivated to correct the issue.

4.1.2 VIEW RECORD

1. Click **VIEW RECORD** to view the requested

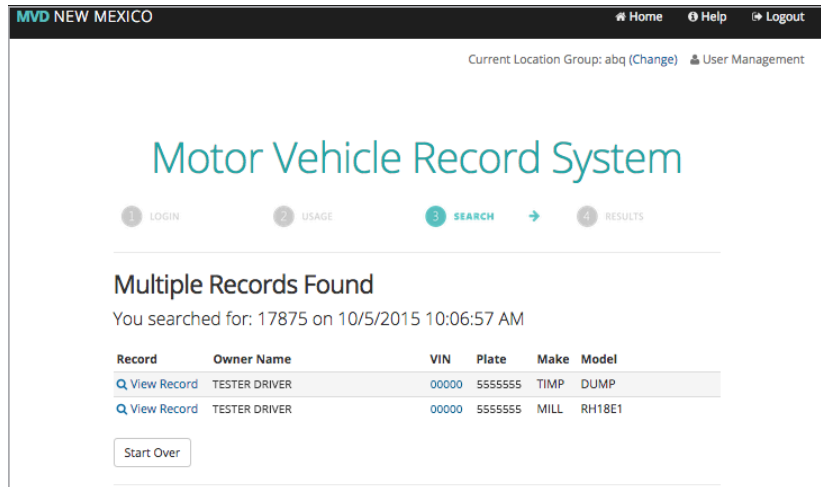
4.1.3 SEARCH FOR A NEW RECORD

1. Click **START OVER** to search for a new record.

4.2 VIN, NAME AND ADDRESS, AND BUSINESS NAME SEARCH PARAMETER

This view displays if the search parameter selected is VIN, Name and Date of Birth, and Street Address and City and/or ZIP Code. If multiple records are found, the Multiple Records Found displays the following fields:

- Owner Name
- VIN
- Plate
- Make
- Model



4.2.1 VIEW RECORD

1. Click **VIEW RECORD** to view the requested

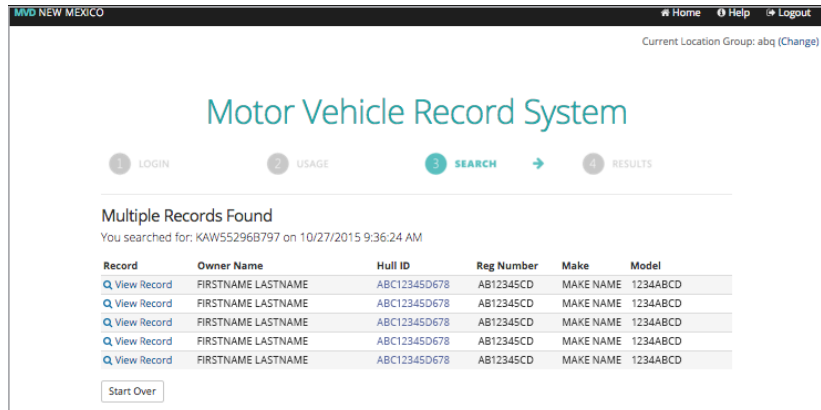
4.2.2 SEARCH FOR A NEW RECORD

1. Click **START OVER** to search for a new record.

4.3 HULL ID SEARCH PARAMETER

This view displays if the search parameter selected is Hull ID. If multiple records are found, the Multiple Records Found displays the following fields:

- Owner Name
- Hull ID
- Reg Number
- Make
- Model



4.3.1 VIEW RECORD

1. Click **VIEW RECORD** to view the requested

4.3.2 SEARCH FOR A NEW RECORD

1. Click **START OVER** to search for a new record.

MOTOR VEHICLE INFORMATION DETAILS

The Motor Vehicle Information Details page displays the motor vehicle record detail associated with the search criteria.

5.1 PRINT RECORD

1. Click **PRINT** to print the record.

5.2 SEARCH FOR A NEW RECORD

1. Click **START OVER** to search for a new record.

5.3 RETURN TO RESULTS

1. If applicable, click **RETURN TO RESULTS** to return to the Multiple Records Found page.

NOTE: The Return to Results option displays only if the search criteria entered returns with multiple records found.

5.4 VEHICLE STATUS

5.4.1 ACTIVE

1. If the status of the vehicle is **ACTIVE**, the status displays in the color **GREEN**.
2. The **ACTIVE** Vehicle Status will display the following message:

- The vehicle has an Active status

The screenshot displays the 'Motor Vehicle Record System' interface. At the top, there is a navigation bar with 'MVD NEW MEXICO' on the left and 'Home', 'Help', and 'Logout' on the right. Below the navigation bar, a progress indicator shows four steps: 1. LOGIN, 2. USAGE, 3. SEARCH, and 4. RESULTS (highlighted in green). The main heading is 'Motor Vehicle Record System'. Below this, a message states 'The vehicle has an Active status.' with 'Registration Status: Active' underneath. A horizontal menu contains various filters: Vehicle Status, Fuel Codes, Plate Codes, Title Statuses, Odometer Codes, Registration Statuses, and Insurance Statuses. A 'Start Over' button and a 'Print' button are visible. The main content area is divided into four columns: 'Vehicle Information', 'Registration Information', 'Title Information', and 'Mobile Homes'. Each column contains detailed data points such as make, model, year, VIN, weight, and various codes. Below these columns, there are sections for 'Owners: 2', 'Liens: 2', and 'Brands: 1', each with a 'View History' link. At the bottom, there is a 'Start Over' button and a footer with copyright information and links to 'MVD Home', 'Privacy & Security', 'Site Policies', 'Accessibility', 'About Us', and 'Contact Us'.

5.4.2 CANCELLED, EXPIRED, SUSPENDED

1. If the status of the vehicle is **CANCELLED**, **EXPIRED**, or **SUSPENDED**, the status displays in the color **RED**.

2. A **CANCELLED**, **EXPIRED**, or **SUSPENDED** Vehicle Status will display the following message:

- The vehicle has a Cancelled status
- The vehicle has an Expired status
- HVUT Denial caused vessel registration to be suspended
HVUT = Heavy Vehicle Use Tax
- NSF caused vessel registration suspension
NSF = Non-Sufficient Funds
- Tax caused vehicle registration suspension
- Expired emissions caused vehicle registration suspension
- Vehicle insurance is suspended

5.5 REGISTRATION STATUS

5.5.1 ACTIVE

1. If the status of the vehicle's registration is **ACTIVE**, the status displays in the color **GREEN**.

2. The **ACTIVE** Vehicle Status will display the following message:

- **ACTIVE**

5.5.2 CANCELLED, EXPIRED, SUSPENDED

1. If the status of the vehicle's registration is **CANCELLED**, **EXPIRED**, or **SUSPENDED**, the status displays in the color **RED**.

2. A **CANCELLED**, **EXPIRED**, or **SUSPENDED** Vehicle Status will display the following message:

- **CANCELLED**
- **EXPIRED**
- **SUSPENDED**

VESSEL INFORMATION DETAILS

The Vessel Information Details page displays the vessel record detail associated with the search criteria.

5.1 PRINT RECORD

1. Click **PRINT** to print the record.

5.2 SEARCH FOR A NEW RECORD

1. Click **START OVER** to search for a new record.

5.3 VESSEL STATUS

5.3.1 ACTIVE

1. If the status of the vessel is **ACTIVE**, the status displays in the color **GREEN**.

2. The **ACTIVE** Vessel Status will display the following message:

- The vessel has an Active status

The screenshot displays the 'Motor Vehicle Record System' interface. At the top, there is a navigation bar with 'MVD NEW MEXICO' on the left and 'Home', 'Help', and 'Logout' on the right. Below the navigation bar, a progress indicator shows four steps: 1. LOGIN, 2. USAGE, 3. SEARCH, and 4. RESULTS (highlighted in blue). The main heading is 'Motor Vehicle Record System'. Below this, a message states 'Vessel Information Search Results as of 5/25/2016 8:39:09 AM' and 'The vessel has an Active status.' in green text. There are buttons for 'Start Over' and 'Print', and links for 'Title Statuses' and 'Fuel Codes'. The page is divided into several sections: 'Vessel Information' (listing details like Beam Width, Engine Number, First Year Registered, Fuel Code, Horsepower, Hull ID, Hull Material, Length in Feet, Make, Model, Model Year, Number of People, Person Capacity, PDI Control Number, Propulsion, State of Use, Transom Depth, Type of Boat, and Type of Use); 'Registration Information' (listing Registration Number, Registration Expiration Date, and Record Status); 'Title Information' (listing Title Number, Title Date, and Title Status); 'Owners: 2' (listing Owner 1 as an individual and Owner 2 as a business); 'Liens: 2' (listing two liens with details like Lien Holder Name, File Date, Maturity Date, Street, City, State, and ZIP); and 'Brands: 1' (listing Brand Date, Brand Code, Brand Description, and Brand Jurisdiction). At the bottom, there is a footer with 'Copyright © MVD New Mexico 2016' and links for 'MVD Home', 'Privacy & Security', 'Site Policies', 'Accessibility', 'About Us', and 'Contact Us'.

5.3.2 CANCELLED, EXPIRED, SUSPENDED

1. If the status of the vessel is **CANCELLED**, **EXPIRED**, or **SUSPENDED**, the status displays in the color **RED**.

2. A **CANCELLED**, **EXPIRED**, or **SUSPENDED** Vessel Status will display the following message:

- The vessel has a Cancelled status
- The vessel has an Expired status
- HVUT Denial caused vessel registration to be suspended
HVUT = Heavy Vehicle Use Tax
- NSF caused vessel registration suspension
NSF = Non-Sufficient Funds
- Tax caused vessel registration suspension
- Expired emissions caused vessel registration suspension
- Vessel insurance is suspended

USER MANAGEMENT

MVD NEW MEXICO

MVD Home Help Contact Logout

Current Location Group: abq ([Change](#))

Motor Vehicle Record System

Manage Users

Add New User

Username

Existing Users

Username	E-mail	
mireya@nm.ad.cdc.nicusa.com	mireya@nminteractive.org	Edit Remove

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This page is only visible to User Admins. User Admins can grant, edit, and remove user permissions from the specified location. The User Management page displays all users at the specified location. For guidance on managing users, refer to the Motor Vehicle Record System User Admin Guide.