



**Vehicle Registration Suite Account  
Holder Agreement**

**Auto Recycler & Tow Company**

4001 Office Court Dr., Suite 704  
Santa Fe, NM 87507  
Phone: (505) 982-8307  
Fax: (505) 212-0758  
<http://www.mvd.newmexico.gov/VRS>

**New Mexico Motor Vehicle Division (MVD) in partnership with  
New Mexico Interactive, LLC, dba NIC New Mexico ("NIC NM")**

You must complete this form to access the New Mexico Motor Vehicle Division, Vehicle Registration Suite (VRS). VRS allows licensed auto recyclers and tow companies to receive New Mexico Tax Lien and National Crime Information Center (NCIC) data online. Auto Recyclers and Tow Companies that do not have an Internet connection can use the VRS Call Center and provide transaction information to receive permits via fax.

### Section 1: Signed up is as easy as 1...2...3...

**Businesses with Internet Access:**

1. Create a unique login account and VRS Username at  
<https://secure.mvd.newmexico.gov/Accounts/CreateAccount.aspx>

**All Businesses:**

2. Complete and Sign this Agreement/Access Form
3. Return this completed/signed form:  
**Mail:** 4001 Office Court Dr., Suite 704 Santa Fe, NM 87507      **Fax:** (505) 212-0758

**Questions? Call the appropriate VRS Customer Support Center**

Auto Recyclers	Tow Companies
<b>New Mexico Independent Auto Dealers Association</b> <b>Phone:</b> (505) 232-0809 <b>Email:</b> <a href="mailto:info@nmiada.com">info@nmiada.com</a>	<b>NIC New Mexico</b> <b>Phone:</b> (505) 982-8307 <b>Email:</b> <a href="mailto:nmsupport@egov.com">nmsupport@egov.com</a>

### Section 2: Business Information

**Select your business type below and complete the Business Information Section:**

☐ Auto Recyclers

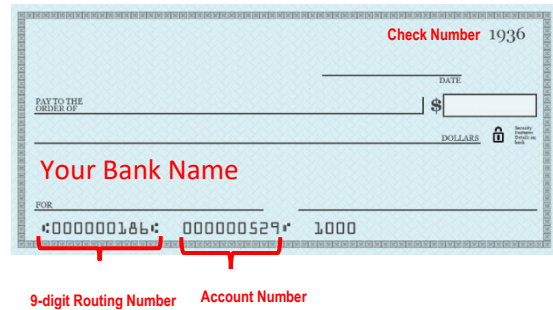
☐ Tow Company

Business Name		License Number			
Contact Name		Title			
Telephone Number + Ext	Fax Number		Email		
Physical Address		City		State	Zip
Mailing Address <input type="checkbox"/> Same as Physical		City		State	Zip
VRS Access Type (Please reference Section 5 to review the fees) <input type="checkbox"/> Internet (Self Service) <input type="checkbox"/> Fax Assisted Transactions				NIC NM Only - Location Code	

## Banking Information:

To ensure all payments are processed successfully, please make sure that your bank account is set up to allow Automated Clearing House (ACH) debits/credits from NMI, dba NIC NM originating bank ID: 9775071990.

All fees will be collected at the time of the transaction.



Bank Name	Routing Number	Account Number
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The fee for returned VRS transactions by your bank will result in a \$35 per transaction charge to your account. A bank return can be due to various reasons, including but not limited to the following:

- Your account has insufficient funds at the time of VRS transaction
- Your account is closed, and you did not notify NIC NM with new account information
- The bank placed a stop payment because you have not provided the NIC NM authorization number 9775071990
- Your company has not authorized the corporate customer, NIC NM, the ability to withdraw
- You have stopped payment or revoked authorization on the VRS transaction
- You have provided NIC NM with an invalid banking account or routing number

## Section 3: Administrators (VRS Internet Access Only)

Fax customers please proceed directly to Section 4: Additional Locations.

The VRS administrators named below will be granted administrator rights to your account. Administrators may print/reprint permits, view reports, order Inventory Control Numbers (ICN) and add and remove account users.

1. Each administrator must create their own VRS username and password at:

<https://secure.mvd.newmexico.gov/Accounts/CreateAccount.aspx>.

**Note:** Admins receive an email notification that access to the VRS application for your specific location has been granted. You may grant user access.

2. Enter each administrator's Name, Email Address, and VRS Username below.

3. Have location users (non-administrators) create an online account at

<https://secure.mvd.newmexico.gov/Accounts/CreateAccount.aspx>

Administrator Name(s)	Email Address	Username

## Section 4: Additional Locations

Business Name		License Number		NIC NM Only - Location Code	
Contact Name		Title			
Telephone Number + Ext	Fax Number		Email		
Physical Address		City		State	Zip
Mailing Address <input type="checkbox"/> Same as Physical		City		State	Zip
Bank Name <input type="checkbox"/> Same as Main Business Location		Routing Number		Account Number	
This location will access VRS through the following method: <input type="checkbox"/> Internet (Self Service) <input type="checkbox"/> Fax Assisted Transactions. <b>Please reference Section 5 to review the fees.</b>					

Business Name		License Number		NIC NM Only - Location Code	
Contact Name		Title			
Telephone Number + Ext	Fax Number		Email		
Physical Address		City		State	Zip
Mailing Address <input type="checkbox"/> Same as Physical		City		State	Zip
Bank Name <input type="checkbox"/> Same as Main Business Location		Routing Number		Account Number	
This location will access VRS through the following method: <input type="checkbox"/> Internet (Self Service) <input type="checkbox"/> Fax Assisted Transactions. <b>Please reference Section 5 to review the fees.</b>					

Business Name		License Number		NIC NM Only - Location Code	
Contact Name		Title			
Telephone Number + Ext	Fax Number		Email		
Physical Address		City		State	Zip
Mailing Address <input type="checkbox"/> Same as Physical		City		State	Zip
Bank Name <input type="checkbox"/> Same as Main Business Location		Routing Number		Account Number	
This location will access VRS through the following method: <input type="checkbox"/> Internet (Self Service) <input type="checkbox"/> Fax Assisted Transactions. <b>Please reference Section 5 to review the fees.</b>					

Business Name		License Number		NIC NM Only - Location Code	
Contact Name		Title			
Telephone Number + Ext	Fax Number		Email		
Physical Address		City		State	Zip
Mailing Address <input type="checkbox"/> Same as Physical		City		State	Zip
Bank Name <input type="checkbox"/> Same as Main Business Location		Routing Number		Account Number	
This location will access VRS through the following method: <input type="checkbox"/> Internet (Self Service) <input type="checkbox"/> Fax Assisted Transactions. <b>Please reference Section 5 to review the fees.</b>					

## Section 5: Transaction Fees

All VRS fees will be collected via ACH at the time the NM Tax Lien and NCIC checks. VRS fees are as follows:

Transaction Type	Purpose	Fax User Fee	Internet User Fee
NCIC & NM Tax Lien	VIN checked for stolen and NM Tax Liens	\$7.00	\$3.00

## Section 6: Internet/Computer & Fax Machine Requirements

Internet/Computer	Fax
<ul style="list-style-type: none"><li>Personal Computer (PC) or Mac</li><li>Standard Office Printer</li><li>Internet Access</li><li>Web Browser – Edge, Firefox, Chrome, Safari etc.</li><li>Adobe Reader (free software) <a href="http://get.adobe.com/reader/">http://get.adobe.com/reader/</a></li></ul>	<ul style="list-style-type: none"><li>Basic Phone Service</li><li>Standard Fax Machine</li><li>Laser recommended - not required</li><li>Paper - regular 8.5" x 11"</li></ul>

## Section 7: Online System Training

Contact your Dealer Association for customer support inquiries related to technical issues, procedural issues, enhancement requests, and the normal operation of VRS. Contact information is listed on page one of this agreement.

Internet/Computer	Fax
<p>Once your account is activated and you log in to the VRS online system, you will have access to training videos that will walk you through the new online transaction processes.</p> <ul style="list-style-type: none"><li>Running NM Tax Lien &amp; NCIC Checks</li><li>Generating Payment Reports</li><li>Adding/removing employee access</li></ul>	<p>Included within your welcome packet you will receive a detailed user guide explaining the fax processes such as:</p> <ul style="list-style-type: none"><li>Running NM Tax Lien &amp; NCIC Checks</li></ul>

## Section 8: Privacy Notice to License Service Organizations

I understand that my duties require me to access Personally Identifiable Information (PII). PII includes any information that can identify a person including but not limited to, the name, address, social security number, driver's license number, date of birth, photograph, computerized image, finger image, telephone number, medical information or disability information of any person or organization found in MVD records. I hereby agree that I will access PII only as required to perform my employment duties. I understand that it is my responsibility to secure the PII that I have access to and to ensure that it is not accessed by unauthorized individuals.

If I knowingly obtain and wrongfully disclose or use personal information from an MVD record, I understand that I am personally liable for civil and criminal penalties for wrongful use and disclosure. I also understand that violating the law will result in disciplinary action, including dismissal and will subject me to civil and criminal prosecution. Illegal use and release of information includes accessing information that is not part of my position requirements, looking up birthday information and releasing more information than is necessary to complete my position requirements.

**By my signature I agree that:**

I have read and agree to the terms and conditions of the NIC NM Vehicle Registration Suite Account Holder Agreement and Access Request Form as presented. If I am signing this form on behalf of an organization or company, I represent that I have authority to bind the organization or company to this form.

If for any reason any payments fail to process due to insufficient funds, I understand that access to the online system may be suspended until any past due amounts are paid in full.

Signature	Printed Name and Title	Date
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