



**Vehicle Registration Suite Account
Holder Agreement**

**Auto Dealer & Title Service
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")**

The Vehicle Registration Suite (VRS), is an online service that allows licensed automobile dealers, license services, and other authorized retailers to access vehicle information and generate/print Temporary Registration, Demonstration and Transit/Transport Permits. Businesses 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

Franchise Auto Dealers	All Other Businesses
New Mexico Automotive Dealers Association Phone: (505) 345-6060 Email: nmada@nmada.org	New Mexico Independent Auto Dealers Association Phone: (505) 232-0809 Email: info@nmiada.com

Section 2: Business Information

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

- Franchise Auto Dealer*
 Independent Auto Dealer**
 Title Service Company (TSC)

* Franchise auto dealers sell new/used autos specific to auto manufacturer brands such as Ford, General Motors, Honda, and other major brands.

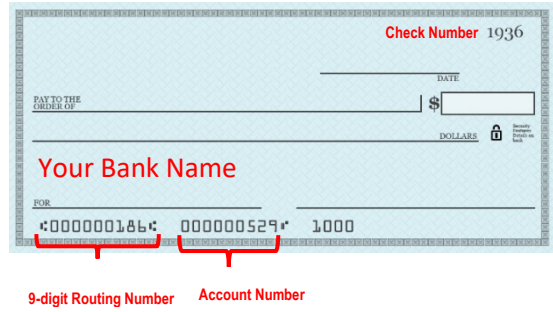
** Independent auto dealers sell autos that are not affiliated with a manufacturer.

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 <small>(Please reference Section 5 to review the fees)</small>		NIC NM Only - Location Code	
<input type="checkbox"/> Internet (Self Service) <input type="checkbox"/> Fax Assisted Transactions			

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		
VRS Access Type (Please reference Section 5 to review the fees) <input type="checkbox"/> Internet (Self Service) <input type="checkbox"/> Fax Assisted Transactions				

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		
VRS Access Type (Please reference Section 5 to review the fees) <input type="checkbox"/> Internet (Self Service) <input type="checkbox"/> Fax Assisted Transactions				

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		
VRS Access Type (Please reference Section 5 to review the fees) <input type="checkbox"/> Internet (Self Service) <input type="checkbox"/> Fax Assisted Transactions				

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		
VRS Access Type (Please reference Section 5 to review the fees) <input type="checkbox"/> Internet (Self Service) <input type="checkbox"/> Fax Assisted Transactions				

Section 5: Transaction Fees

VRS fees can be passed on to the customer buying the vehicle as a dealer transfer service charge. All VRS fees will be collected via ACH at the time the permit is issued and when an order for Inventory Control Numbers (ICN) is made. An ICN is required for each permit type. Tax Lien and NCIC checks is a required component of the temporary registration permit process for franchise and independent dealers. VRS fees are as follows:

Transaction Type	Purpose	Inventory Control Numbers (ICN)	Internet User Fee	Fax User Fee
Demo Permit	Dealer vehicle inventory	\$1.00	\$1.00	\$7.00
Temporary Permit	Vehicles sold in NM	\$1.00	\$5.00	\$11.00
Transport Permit	Vehicles transported between business locations	\$1.00	\$5.00	\$11.00
Transit Permit	Vehicles sold, titled/registered outside NM	\$1.00	\$10 - \$30	\$16 - \$36
*NCIC & Tax Lien	VIN checked for stolen and NM Tax Liens	N/A	\$1.00	**\$1 - \$7
***Sales Reports	Monthly county/state sales data reports	N/A	\$30-\$150	\$30-\$150

* New vehicles will not incur an NCIC/Tax Lien fee.

** For Fax Users, the NCIC & Tax Lien fee is \$1 when issuing together with a permit or \$7 as a standalone fee.

*** The sales report is retrieved by New Mexico county or the entire state. There is a \$30.00 fee for one county and \$10.00 for additional counties per session log in. The fee for a sales report for the entire state is \$150.00.

Section 6: Internet/Computer & Fax Machine Requirements

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

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"> ▪ Printing permits ▪ Making changes to a transaction ▪ Voiding transactions ▪ Reprinting a permit ▪ Generating reports ▪ Searching for transactions ▪ Ordering ICNs/permits ▪ Adding/removing employee access 	<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"> ▪ Printing permits ▪ Making changes to a transaction ▪ Voiding transactions ▪ Reprinting a permit

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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