MVD-11106
Int. 07/08

New Mexico Taxation & Revenue Department - Motor Vehicle Division

NCIC REQUEST

Please complete and return to MVD Field Operations by email to nm.ncic@state.nm.us. If email is unavailable, fax to (505) 476-1771.

Instructions:

1. Fill out your complete information in the top portion of this request form.
2. Enter full VIN and **only** VIN information in the VIN section. (Do not enter anything in "MVD Field Operations Use" section).
3. Email your completed request to nm.ncic@state.nm.us. Please put your full office name in the subject line followed by Requester's initials.
4. Minimum turnaround time is **24 hours**. You will receive your response back by FAX.
   a. If you have not received your request back within 48 hours, please email nm.ncic@state.nm.us with "**Inquiry**" in the subject line. Include in your email, complete office name, date submitted, and original requester's initials.
   b. **Do not** resubmit request unless requested to do so by a MVD Field Operations agent.
   c. If you do not receive your requested information within 72 hours, please contact Ray Roybal at (505) 476-3419.
   d. If you have not received a response within 96 hours, please contact Edd Trimmer at (505) 827-2074.

Requester's Name _____ Date _____ (mm/dd/yy)

Field Office or Company Name _____ Field Office Code _____

Physical Address _____

City _____

Phone Number _____ Fax Number _____

Clear = Clear to process.
Hit = Call local law enforcement. Do not process.
DNC = Does not conform. Recheck VIN and resubmit.

	ENTER VIN NUMBERS HERE	DEALER NOTES	MVD FIELD OPERATIONS USE ONLY
1			Clear ☐ Hit ☐ DNC ☐
2			Clear ☐ Hit ☐ DNC ☐
3			Clear ☐ Hit ☐ DNC ☐
4			Clear ☐ Hit ☐ DNC ☐
5			Clear ☐ Hit ☐ DNC ☐
6			Clear ☐ Hit ☐ DNC ☐
7			Clear ☐ Hit ☐ DNC ☐
8			Clear ☐ Hit ☐ DNC ☐
9			Clear ☐ Hit ☐ DNC ☐
10			Clear ☐ Hit ☐ DNC ☐

MVD FIELD OPERATIONS USE ONLY

_____ _____ Date _____
Clerk's Full Name Clerk's Signature (mm/dd/yyyy)