

MVD Procedural Quick Update

#95

RE: Foreign National Documents Checklist
Effective date: Immediate

Date: August 14, 2009
To: All MVD
From: Mac Lewis, MVD Policy and Procedures Manager

[This is the latest in a series of procedural updates. These updates deal with specific MVD procedures and practices. Managers and Supervisors should consistently distribute the updates to all personnel and integrate them into regular information and training sessions.]

Effective immediately, the Foreign National Documents Checklist (MVD-10225) must be completed for every driver's license or identification card application received from a foreign national who is not eligible for a Social Security Number (SSN).

Note: For the purpose of the Foreign Nationals Module and those document requirements that are unique to foreign nationals, a "foreign national" is an individual who is not eligible for a Social Security Number (SSN).

Every DL/ID applicant who is eligible for a SSN is required to present a Social Security card, the Social Security Verification printout from the Social Security Administration, or two documents (as described in the acceptable documents chart) that can be used to verify the applicant's SSN.

The new Foreign National Documents Checklist (MVD-10225) is to be used exclusively to record documents received from all applicants who are not eligible for Social Security cards. It is hoped that required use of the checklist will result in more consistent compliance by our agents with the document requirements that are spelled out in the acceptable documents charts and the New Rules Q&A.

Field office managers and supervisors should refer any comments or questions regarding this Procedural Quick Update to their Bureau Chiefs, with cc to mac.lewis@state.nm.us. Others are encouraged to direct comments or questions directly to Mac Lewis.
