



## Requesting Access to New Mexico Interactive MVD Driver History and Motor Vehicle Records

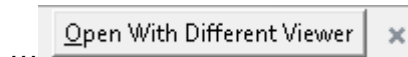
This document provides instructions for obtaining access to Driver History and Motor Vehicle records through New Mexico Interactive (NMI) online services. This access is provided to municipal courts at no charge. No special equipment or software is needed; access requires only an Internet browser. The Municipal Court Automation Program (MCAP) assists NMI by pre-screening applications and helping manage user accounts.

The following forms are needed:

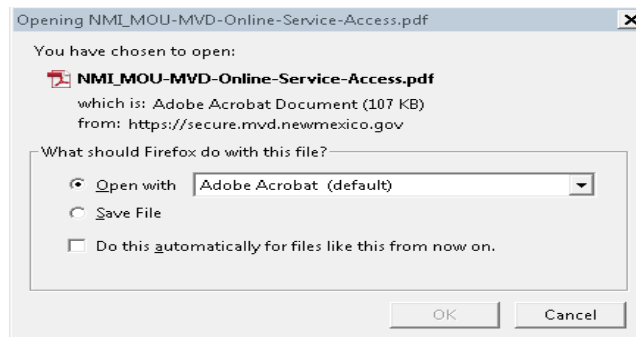
1. Memorandum of Understanding (MOU) – one per court
2. MOU Addendum – one per court
3. Driver's Privacy Protection Act Agreement (DPPA) – one per court
4. NMI Online Account Security Agreement (OASA) – one per user
5. Subscriber Services Checklist – one per court

You will need to first complete forms 1 through 4, then forward them to MCAP for review. Links and detailed instructions for each form are provided below.

To open the document links (highlighted in yellow below), right-click and select "Open Hyperlink." If you receive a security notice, click OK to continue. Depending on your settings, the form will probably open into your Internet browser. If so, look for a button similar to the following:



Click this button, then in the dialog below select Adobe Acrobat or Reader, then OK.



This will open the form directly in the Adobe software and enable you to take advantage of the "fillable-forms" functionality.

## Forms for New Mexico Interactive MVD Access

### 1. Memorandum of Understanding (MOU) – one per court

[https://secure.mvd.newmexico.gov/Help/assets/NMI\\_MOU-MVD-Online-Service-Access.pdf](https://secure.mvd.newmexico.gov/Help/assets/NMI_MOU-MVD-Online-Service-Access.pdf)

- a. **Section 1:** Type your court name in the first fillable space on the PDF form. Press the Enter key to auto-complete the remaining name fields. Be sure to include the words “Municipal Court” in the name, as access is granted only to the court, not the municipality as a whole.

The screenshot shows a form titled "New Mexico Taxation & Revenue Department's Motor Vehicle Division (through New Mexico Interactive) &". Below the title is a text input field containing "AnyTown Municipal Court". Underneath the field is the label "(Agency, Department)". To the left of the form is a blue callout box with a white arrow pointing to the input field, containing the text "Type in court name and press Enter to auto-populate".

- b. **Section 2:** Auto-filled, no entries needed.

- c. **Section 3:** Fill in details for the following individuals:

Primary Contact (Account Administrator) is typically the Court Clerk or Court Administrator; this person will usually also be designated as the “Admin User,” for your court. This person is responsible for the day-to-day management of other users.

Governmental Entity Contact (Authorized Party) is typically the judge.

- d. **Sections 4 & 5:** No entries needed.

- e. **Section 6:** Make the selections shown below (only these services are authorized for municipal courts):

The screenshot shows a form titled "Select NMI Online Services". Below the title is a paragraph: "You may select the Online Services to which you or your organization would like to have access. Please note that certain services require additional forms and approvals. Please check the service(s) desired:". Below this are five service options, each with a checkbox and a "Select User Type:" label. The first two options have two checkboxes each, and the last one has one checkbox. The first option is "Online Access to Driver's License Records\*", with "Interactive User (For instant access to a record)" checked. The second is "Driver Monitoring", with both checkboxes unchecked. The third is "Online Access to Motor Vehicle Records", with "Interactive User (For instant access to a record)" checked. The fourth is "Vehicle Registration Suite (Issuance of Temporary Permits)", with the checkbox unchecked. The fifth is "Other", with a text input field next to it.

- f. **Section 7:** (no section 7 in current form)

- g. **Section 8:** Enter info for the person identified as the primary contact above.

- h. **Sections 9 through 14:** No entries needed.

- i. **Section 15:** Enter judge's info.

Review all sections, then print and provide signatures where indicated on pages 4 and 5.

Forms for New Mexico Interactive MVD Access, continued

**2. MOU Addendum – one per court**

<https://secure.mvd.newmexico.gov/Help/assets/MOU-ADDENDUM.pdf>

Briefly explain why the court needs full data view for license and vehicle records. Enter judge and court info in the middle signature panel, then print and provide judge's signature.

**3. Driver's Privacy Protection Act Agreement (DPPA) – one per court**

<https://secure.mvd.newmexico.gov/Help/assets/nmi-dppa-government.pdf>

Enter court info in Section A. Print out and initial applicable uses in Section B. Municipal courts would typically include items 1, 3, 5, and 11.

**4. NMI Online Account Security Agreement (OASA) – one per user**

<https://secure.mvd.newmexico.gov/Help/assets/nmi-online-account-security-agreement.pdf>

Each user will need to read and acknowledge the terms, and sign the form. Select the options shown below (Access to Driver's License Records and Access to Motor Vehicle records) and indicate whether the person is an Admin User.

<b>Agency/Department:</b>	Enter court name here		
<b>Name of User:</b>	Enter user's name here		
<b>Job Title:</b>	Enter user's job title here		
<b>Email Address:</b>	Enter user's e-mail address here		
<b>Telephone:</b>	Enter user's phone number including area code	<b>Admin User*</b>	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
<b>Supervisor's Name:</b>	Enter user's supervisor's name – if user is the judge, enter judge's name		
<b>Access is requested to the following website / application(s):</b>	Please note that certain services** require additional forms and approvals.		
	<input checked="" type="checkbox"/> <b>Online Access to Driver's License Records ** (NM-DPPA Agreement)</b>		
	Select one: <input type="checkbox"/> Point-to-Point <input checked="" type="checkbox"/> Interactive		
	<input type="checkbox"/> <b>Driver Monitoring</b>		
	Select one: <input type="checkbox"/> Point-to-Point <input type="checkbox"/> Interactive		
	<input checked="" type="checkbox"/> <b>Online Access to Motor Vehicle Records **</b>		
	Select one: <input type="checkbox"/> Point-to-Point <input checked="" type="checkbox"/> Interactive		
	<input type="checkbox"/> <b>Other</b> _____		

Print OASA form(s) and provide signatures where indicated for user and user's supervisor.

**Once forms 1 through 4 are complete, send them for review:**

Please make sure all required information is on each document, including signatures. You may scan and email the forms to [muni-grp@nmcourts.gov](mailto:muni-grp@nmcourts.gov) or fax to (505) 476-6930.

Please send the forms in the following order:

1. MOU (five pages)
2. MOU Addendum (one page)
3. DPPA (only the first two pages are needed)
4. OASA (one per user)

MCAP staff will review the forms and let you know if any changes are needed.

## Forms for New Mexico Interactive MVD Access, continued

### **5. Final Step: Subscriber Services Checklist**

(Important: complete this step only after the other forms have been approved)

Once forms 1-4 have been reviewed by MCAP staff and you receive a go-ahead, use the link below to obtain the Subscriber Services Checklist:

[Subscriber Services Checklist](#)

Complete the checklist and sign (the person preparing the documentation will sign). Send a copy of the checklist to MCAP by fax to (505) 476-6903 or email to [muni-grp@nmcourts.gov](mailto:muni-grp@nmcourts.gov)

Finally, mail originals of the checklist and the other forms to the address provided on the checklist:

**New Mexico Interactive  
Attention: Mandi Mendoza  
1221 Flagman Way, B4  
Santa Fe, NM 87505**

(Be sure to keep a copy for your records.)

After NMI receives your package and provides any needed signatures, it will go on to the Secretary of the Department of Taxation & Revenue for final approval. Once final approval is received, NMI will send an email to the Admin User granting access and providing further instructions.

**Admin User Responsibilities:** Each court's Admin User will need to keep records as described in Sections 8-10 of the MOU; this includes promptly removing access from individuals no longer employed by the court. New users may be granted access by the Admin User upon completing the NMI Online Account Security Agreement (OASA) as described in step 4 above. Please provide a copy of the OASA by fax to (505) 476-6930 or email to [muni-grp@nmcourts.gov](mailto:muni-grp@nmcourts.gov).

Below are some useful links:

[Online Driver History Record System](#)

[Online Motor Vehicle Record System](#)

[Driver History Records User Guide](#)

[Driver History Records Admin User Guide](#)

[Motor Vehicle Records User Guide](#)

[Motor Vehicle Records Admin User Guide](#)

[MVD Online Application Help Topics & Frequently Asked Questions](#)

Good luck with the process!

Send any questions to [muni-grp@nmcourts.gov](mailto:muni-grp@nmcourts.gov).