



## Requesting Access for Additional Court Users 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 for additional court staff.

### **IMPORTANT!**

**1) the access is to be used only for official court purposes, 2) you are not allowed to provide copies of accessed records to individuals (with some exceptions as noted in the MOU that was originally signed by the judge), and 3) you are responsible for all use on your account so be sure to protect your login info.**

The following are needed to request and activate your new TRD (Taxation and Revenue Division) account:

- New Account Registration
- NMI Online Account Security Agreement (OASA) – one per user.

**Step 1 – Register for New TRD Account at <https://secure.mvd.newmexico.gov/Accounts/CreateAccount.aspx>**

- 1) Enter your first and last name.
- 2) Enter your **work** email address and create a user name for this application. **The user name must be unique to the TRD system.**
- 3) Create a password – based on the guidelines provided:

*Password must:  
be at least 8 characters in length  
have at least 1 letter  
have at least 1 number  
have at least 1 of the following special characters ! @ # \$ ^ - + =  
not contain username, first name or last name*

*Note: Your MVD Online account password will expire in 90 days, and you will be required to change it. The system will automatically redirect you to the Change Your Password page upon logging in to the MVD Online application. It is best if you change your password before it expires.*

- 4) Set your Security Question and Answer

For example – Question “what is my oldest cousin’s name?” – Answer “Mariah”

- 5) Check the “I am not a robot” or other security box
- 6) Click the **Next** button at the bottom-right of the page

## Step 2: Contact Info:

- 1) Fill in your Full Name
- 2) Fill in your **work** address and phone numbers
- 3) Click the **Submit** button at the bottom-right of the page

## Step 3: Complete a NMI Online Account Security Agreement (OASA).

<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).

<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 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.

*\*Admin User access should be limited to Judges, Court Administrators and Supervisors. Admin User Access enables the User to activate and de-activate user access.*

**Please make sure all required information is on the 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. Court Administrators should maintain the original forms with their employee files for audit purposes.**

## Step 4: User Activation (for Admins)

Once your new user has completed the on-line Registration, as Admin you will need to grant access to the user by logging in to NMI DLR or TLR. If your court uses both applications, you will need to complete the following for **each** application:

- 1) On the top-right corner of your browser window, click on the User Management link. The screen will display **Manage Users and Add New User**. Select either UserName or Email, enter the new user's information in the box, and click Find User.
- 2) Grant the user permissions – for TLR set the user to **RestrictedUser**. For DLR, use **AgencyRestrictedUser**. Click the Update button to save your changes.

**3) Admins Please note that accounts for individuals no longer employed by your court should be deactivated with 48 hours of their departure.**

The new user will receive an email indicating their access has been granted. Please email any questions 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](#)