

How to fill out a New Mexico title

MVD-10030 · 7 of 9 boxes are the seller's · rules as of 2026-08-23

This sheet is not the title. It is the checklist to keep beside one. Photocopies are not acceptable for processing any type of title transaction, and a title with a sticker on it - even one hiding nothing - is returned unprocessed. One pen, one pass, nothing crossed out. The division's clerks are told to reject the transaction if there are any erasures, alterations, type-overs or discrepancies on any of the documents - and a highlighter counts, because highlighted areas vanish when the sheet is scanned.

Who has to sign

You, in the assignment	Seller's signature plus printed name. The mileage certification above it is federal law's, and your signature under it certifies the reading and the code.
A co-owner, if the connective says so	Names joined by 'or': either of you alone. Joined by 'and' - or the retired 'and/or' - every named owner signs, to assign, to apply, or to borrow against the car.
The buyer, twice over	Once acknowledging the odometer certification, and again on the title application they file. Their name goes into the assignment exactly as their identification spells it.
The lienholder, in the release section	If a lender is printed on the certificate, their endorsement in the designated release area - or a separate release - comes before any transfer. A bank's agent must state their position with the company.
Nobody, in front of a notary	The assignment, the bill of sale and the odometer statement all close on plain signatures. New Mexico saves its notaries for the affidavits around the sale - gift, correction, one-and-the-same, power of attorney.
A person you appoint - for 30 days only	The MVD-11020 lets an attorney-in-fact sign in your place, sworn before a notary; it expires within 30 days of signing, so it is paperwork for a sale that is actually happening.

Every box, in the order you meet it

#	WHO	BOX	WHAT GOES IN IT
0	YOU	Before any pen: read the face of the certificate	Two checks. First, any lienholder printed on it - a printed lien needs a release before the title can move, even one paid off a decade ago. Second, the connective between owners' names: 'or' lets one of you sign alone, 'and' or 'and/or' means everyone signs. Watch out: Check the spelling of your own name against your identification while you are there. If the two differ, the fix is a notarized Affidavit of One and the Same Name - cheaper to discover now than at the buyer's counter visit.
1	YOU	Buyer's name and address	Into the assignment, spelled the way the buyer's identification spells it. The division's Buying a Vehicle page puts this on the seller: ensure the seller has signed the appropriate section and filled in your information as the vehicle purchaser. Watch out: Names get no second chances on this document - an addition in different ink, an erasure or a type-over is grounds for rejection, and the repair is an affidavit, not a correction on the sheet.
2	YOU	Selling price and purchase date	Both are named fields in the assignment - the MVD's page says the purchase date and selling price fields should be completely filled out - and both feed directly into the tax the buyer pays. Watch out: The date you write starts the buyer's 30-day clock, and the earliest signed document controls. Writing a friendlier later date on a second piece of paper does not move it; the division uses the original.
3	YOU	Odometer reading, no tenths	Whole miles off the dash, into a blank that says '(no tenths)'. If the display cannot light up at all, the manual's answer is to record the mileage field blank - never zeroes - with the appropriate code. Watch out: Do not write 888888 or any other filler: the division's instruction is that non-accurate numbers may no longer be used as an odometer reading. The reading plus the code below is the whole certification.
4	YOU	One mileage code of three	AM if the reading is the truth, EL if the odometer has rolled past its mechanical limit, NM if the reading is not the actual mileage - a dead cluster, a replaced engine, an unknowable history. Watch out: A five-digit odometer showing 24357 on a car that has plainly done more is the textbook EL. Ticking AM there is a federal odometer certification you know to be wrong, and both of you are signing under it.
5	YOU	Seller signature and printed name	Sign and print under the certification. If the title names two owners joined by 'and', the second owner signs too - the counter will not waive a missing co-owner. Watch out: Sign as the certificate spells you. The division rejects discrepancies in the names of sellers, and reconciling a signature that does not match the printed owner takes a notarized affidavit.
6	BUYER	Buyer's signature on the certification	The buyer signs the odometer certification as its acknowledging party - the manual's prescreen list has the clerk verify that the seller and purchaser acknowledge the accuracy of the odometer reading. Watch out: Get this signature while you are both standing at the car. A buyer who left with an unsigned certification has left you unable to complete the document you already signed.

#	WHO	BOX	WHAT GOES IN IT
7	LENDER	The lien release section	Only in play if a lienholder is printed on the certificate. The lender endorses the designated release area, or supplies an MVD-10041, or a notarized release on letterhead - and a bank's signer must state their position with the company. Watch out: A lien whose maturity date passed more than a year ago is the one case the division stops asking for a release. Anything younger, the release is on you to chase - the buyer cannot.
8	YOU	The plate, off the car	Not a form field, but part of the transfer: the plate is yours under the plate-to-owner rule, it comes off before the buyer takes the vehicle, and it has 30 days to be reassigned to a same-class vehicle or handed in for cancellation. Watch out: The Bill of Sale prints this instruction in capitals across its middle. A plate left on the car keeps generating records - tolls, cameras, abandonment - that all point at you.

Before the buyer arrives

- **Find the certificate early** — If it is lost, the duplicate is \$5.00 and comes from a field office or by mail from Santa Fe - but only to the registered owner, so it cannot be fetched after the handshake by the buyer.
- **Read the connective before promising anything** — 'Or' sells on one signature; 'and' needs every owner present or a notarized power of attorney that is still inside its 30-day life.
- **Settle the lien line first** — A lien printed on the certificate blocks the transfer until released. If the loan is long paid, chase the letterhead release now; if the lien matured over a year ago, say so at the counter.
- **Whole miles, one code, no filler** — New Mexico banned 888888-style placeholder readings. Blank beats invented, and the code does the explaining.
- **Keep every sheet in one ink** — The clerk is told to treat mixed ink and mismatched typeset as possible alteration. Fill each document in one sitting with one pen.
- **Do not gift-wrap a sale** — A 'gift' with money behind it needs two notarized perjury statements to file - and the division treats an unaffidavited gift as a sale taxed at book value.

DIAGRAM — not a copy of a New Mexico Certificate of Title

sellmycarhub.com

NEW MEXICO CERTIFICATE OF TITLE — THE ASSIGNMENT

form MVD-10030, block by block, from the division's own lists of what a complete assignment contains

The MVD warns that the assignment's location varies with the age of the title — the Register Your Vehicle page says it is completed on either the front or reverse side, and the manual's used-vehicle chapter describes it on the back. Wherever your stock prints it, these are the entries the division requires before the buyer's application can be processed.

THE FACE: OWNER, VEHICLE, TITLE NUMBER Printed by the division when the certificate was issued. Check two things here before any pen: the spelling of your own name, and the connective between two owners' names — or sells alone, and means everyone signs.		LIENHOLDER, AND THE RELEASE OF LIEN SECTION The Register Your Vehicle page places the release at the bottom of the front of the title. A printed lender endorses it there, or supplies a separate release, before the transfer can move. Never yours to sign.	
THE ASSIGNMENT ITSELF			
1 PURCHASER NAME AND ADDRESS The Buying a Vehicle page puts this on the seller: fill in the buyer's information as the vehicle purchaser, spelled as their identification spells them. Two buyers pick and or here, and the division never writes and/or onto a new title.		WRITE	
2 SELLING PRICE A named field on the assignment — the MVD asks that the selling price field be completely filled out. It is the starting figure for the buyer's excise tax, checked against book value.		WRITE	
3 ODOMETER READING (NO TENTHS) Whole miles, no filler: the division no longer accepts 888888-style numbers as a reading. A digital display that cannot light up is recorded blank — never zeroes — with the honest code.		WRITE	
4 MILEAGE CODE: AM · EL · NM ACTUAL MILEAGE · EXCEEDS MECHANICAL LIMITS · NOT ACTUAL — WARNING The same three boxes the MVD-10009 prints. The manual's fourth code, EX for exempt vehicles, appears only on the newer affidavit revisions.		WRITE	
5 SELLER SIGNATURE AND PRINTED NAME Signed as the face of the certificate spells you. Names joined by and need every owner's signature; a mismatch with your identification takes a notarized Affidavit of One and the Same Name.		WRITE	
6 BUYER SIGNATURE The purchaser acknowledges the odometer certification — the prescreen list has the clerk verify that seller and purchaser both acknowledge the reading and the checked code.		WRITE	
NO NOTARY BLOCK, ANYWHERE IN THE ASSIGNMENT Nothing a private seller signs on a New Mexico assignment or bill of sale is notarized. The division saves its acknowledgements for the affidavits around the sale — gift, correction, one-and-the-same, power of attorney — and for a lien release on letterhead.			

Drawn from the MVD's Buying a Vehicle and Register Your Vehicle pages, Vehicle Procedures Manual chapters 4 and 5, and the MVD-10009 Bill of Sale, which reproduces the assignment's odometer certification word for word. The certificate's proportions, typography, colour and security printing are not reproduced here, and no New Mexico agency publishes a specimen of the MVD-10030 to show instead — the searches behind that statement are recorded at the top of make_nm_title_diagram.py.

MVD - 10009 REV. 05/13 ANY ALTERATIONS OR ERASURES WILL VOID THIS DOCUMENT!		STATE OF NEW MEXICO - TAXATION & REVENUE DEPARTMENT MOTOR VEHICLE DIVISION Bill of Sale			
BEFORE FILLING OUT FORM CAREFULLY READ INSTRUCTIONS ON REVERSE SIDE					
VEHICLE OR VESSEL INFORMATION				Exact Sale Amount: \$ 9,800.00	
Year	Make	Model	Body Type (series)		
2014	Subaru	Outback	Station Wagon		
Engine Number (if Applicable)		Vehicle or Hull Identification (Serial) Number		License Plate or Vessel Registration Number	
		4S4BRBAC3E3201573		KDT-483	
State	Overall Vessel Length	Vessel Beam Width	Vessel Transom Depth		
NM	FT. IN.	FT. IN.	FT. IN.		
VEHICLE ODOMETER DISCLOSURE STATEMENT					
Federal and State Law Requires the Transferor (Seller) of a Vehicle to State the Odometer Mileage Upon Transfer of Ownership. Anyone Convicted of a Fraudulent Odometer Statement Will be Subject to Fines and/or Imprisonment.					
I (we) hereby certify that the ODOMETER READING of the vehicle described above is: <u>106,238</u> (no tenths) miles and that to the best of my knowledge stated mileage is (check one of the following):					
☒ THE ACTUAL MILEAGE (AM)*		☐ MILEAGE IN EXCESS OF MECHANICAL LIMITS (EL)*		☐ WARNING! NOT THE ACTUAL MILEAGE ODOMETER DISCREPANCY (NM)*	
* = Mileage Codes					
Seller(s) Printed Name		Seller(s) Signature		Date	
Ysidro T. Maes		X Ysidro Maes			
Buyer(s) Printed Name		Buyer(s) Signature		Date	
Renata S. Gallegos		X Renata Gallegos			
SELLER MUST REMOVE PLATE BEFORE TRANSFERRING OWNERSHIP OF THIS VEHICLE					
NOTE: The Division Is Not Responsible For False Or Fraudulent Statements Made In Connection With This Transfer Of Ownership Or Held Liable For Recording Errors.					
DEALERSHIP NAME type or print				Dealer License Number	
LIENHOLDER'S NAME(S) type or print				Lienholder Number (if any)	
Address				File Date	
City, State, Zip Code				Maturity Date	
SELLER'S NAME(S) IF PRIVATE SALE type or print					
Ysidro T. Maes					
Address					
1187 Calle del Bosque					
City, State, Zip Code					
Las Cruces, NM 88005					
For the Exact Amount Indicated, I (We) Hereby Sell, Transfer and Convey the Vehicle or Vessel Described Above, Warrant It to be Free of Any Liens or Encumbrances and Certify that All Information Given is True and Correct to the Best of My (Our) Knowledge.					
First Seller's Signature		Date		Second Seller's Signature (if Joint Ownership)	
X				X	
BUYER'S NAME(S) type or print				IMPORTANT: There is an Additional Statutory Fee for Failure by Purchaser to Apply for Transfer Within 30 Days from Date of Sale.	
Renata S. Gallegos					
Address					
2716 Chessman Loop NE					
City, State, Zip Code					
Rio Rancho, NM 87124					