



Doña Ana County Clerk's Office Amanda López Askin – County Clerk

845 N. Motel Blvd. Room 1-200
Las Cruces NM 88007
575-647-7421

Business License Renewal Application

An application must be complete and submitted along with the \$35.00 fee for the calendar year (January 1 - December 31) for each business location. The fee will not be prorated. Annual renewal business fees are due by March 16th of each year. If this date should fall on a weekend, walk-in renewal fees shall be due by the prior business day. Mail-in renewals must be postmarked by March 16th. If not paid by that date, a delinquent penalty of \$10.00 will be incurred. Business certificates are not issued until all fees due are paid. To change ownership or business location, please contact the County Clerk's Office.

State Taxpayers ID#: _____

Name of Business: _____

Name of Owners: _____

Type of Business: _____

Business Address: _____

City: _____ State: _____ Zip Code: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Does the business store or use hazardous materials? (Check one) Yes: _____ No: _____
(If yes, inventory disclosure form must be filled out and attached)

Owners Signature: _____

Print Name: _____

Contact Phone Number: (_____) _____

Office Use Only

- \$35.00 Renewal Fee
- \$35.00 Renewal fee with \$10 Late Fee

(Recording Label Here)