



DOÑA ANA COUNTY

OFFICE OF THE COUNTY CLERK

845 North Motel Boulevard - Las Cruces, New Mexico 88007

(575) 647-7421 - Fax: (575) 525-6159 Toll Free: 1 (877) 827-7200 - TTY: (575) 525-5951

www.donaanacounty.org

BUSINESS REGISTRATION

New businesses must submit business registration fee before engaging in business. An application must be completed for each business and there is a \$35.00 fee for each business location. The fee is for the calendar year (January 1 – December 31), and is not prorated. Renewing business fees are due by March 16th, if paid after this date; a delinquent penalty of \$10.00 will be incurred. Business certificates are not issued until all fees due are paid. To cancel this business or to change ownership, please contact the County Clerk.

Application Instructions: Type or print clearly in black ink only.

State Taxpayer ID #		Individual		Partnership		Corporation	
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Name of Applicant/Owner/Partners/Corporation:

Name of Business:

Type of Business:

Mailing Address:

Physical Location(s) of Business:

Are Hazardous Materials stored or used in your business? Yes ___ No ___ If Yes, an Inventory/Disclosure form must be completed.
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Map Code: (13 digit number issued by County Tax Assessor)
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Applicant Signature:	Phone Number:	Date:
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----- For Planning Department Use Only -----

Date:	Business Open Date:	Zoning Approval District:
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<input type="checkbox"/> Initial Application	<input type="checkbox"/> Renewal	<input type="checkbox"/> Vendor: Itinerant	<input type="checkbox"/> Site-Specific
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Home Occupation/Major/Minor:	Other Zoning Action: Case #:
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Application Fee: \$ Clerk's Receipt #:	<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED
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Staff Signature:
