



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 the 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's Office.

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

State Taxpayer ID #		Individual	<input type="checkbox"/>	Partnership	<input type="checkbox"/>	Corporation	<input type="checkbox"/>
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Name of Applicant/Owner/Partners/Corporation:

Name of Business:

Type of Business:

Number of Employees:

Mailing Address:

Email and/or URL 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.

Map Code Number:
(13 digit number issued
by County Tax Assessor)

Applicant's Signature:

Phone Number:

Date:

----- For Planning Department Use Only -----

Date:

Business Open Date:

Zoning Approval District:

Initial Application

Renewal

Vendor: Itinerant

Site-Specific

Home Occupation

Application Fee: \$

APPROVED

DENIED

Staff Signature:

