



# Doña Ana County

## Office of the County Clerk

845 N. Motel Blvd. Las Cruces, NM 88007  
 (575) 647-7421 - FAX (575) 525-6159 - TTY (575) 525-5951  
[www.donaanacounty.org](http://www.donaanacounty.org)

### Business Registration

\$35.00 Application Fee for the calendar year (January 1 – December 31) and is not prorated.

Renewals are due by March 16<sup>th</sup>, if paid after this date; a delinquent penalty fee of \$10.00 will be incurred. To cancel or change ownership, please contact the Doña Ana County Clerk's Office.

BTIN # <small>(State Taxpayer ID)</small>		Individual <input type="checkbox"/>	Partnership <input type="checkbox"/>	Corporation <input type="checkbox"/>
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CONTACT INFORMATION		
Name of Applicant:		
Name of Business:		
Type of Business:		
Phone Number:	Number of Employees:	
Email Address:		
Mailing Address:		
City:	State:	Zip Code:

SUBJECT PROPERTY		
Parcel ID:		
Physical Address of Business:		
City:	State:	Zip Code:
Is your business based out of your home? <small>If Yes, a Home Occupation form must be completed.</small>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is your business a food business? <small>If Yes, attach a copy of your NMED Food Handlers Certificate</small>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are hazardous materials stored or used in your business? <small>If Yes, an Inventory/Disclosure form must be completed.</small>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Applicant's Signature:	Date:	

OFFICE USE ONLY				
Application Date:		Business Open Date:		
Zoning Approval / Related Case #:		Case Manager Signature:		
Commercial <input type="checkbox"/>	Home Occupation <input type="checkbox"/>	Itinerant Vendor <input type="checkbox"/>	Site-Specific <input type="checkbox"/>	Short-Term Rental <input type="checkbox"/>