



Doña Ana County Clerk

Lynn J. Ellins - County Clerk

845 N. Motel Blvd. • Rm. 1-200 • Las Cruces, NM 88007 • 575-647-7421

Business Registration 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 Taxpayer ID# _____

Name of Applicant/Owner/Partners/Corporation: _____

Name of Business: _____

Type of Business: _____

Are Hazardous Materials stored or used in your business? Yes _____ No _____ If yes, an Inventory/Disclosure form must be completed.

Location(s) of Business: 1. Address _____

City _____ State _____ Zip Code _____

2. Address _____

City _____ State _____ Zip Code _____

Mailing Address: _____

City _____ State _____ Zip Code _____

Signature of Applicant: _____

Print Name: _____

Contact Person's Phone Number: _____

CANCELLATION: To cancel this business registration, complete this form and check the box.

Office Use Only

\$35.00 _____

\$10.00 _____

Receipt # _____ Date _____