



# 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 16<sup>th</sup> 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 16<sup>th</sup>. 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)