



Doña Ana County Office of the County Clerk

845 N. Motel Blvd. Las Cruces, NM 88007
(575) 647-7421 - TTY (575) 525-5951

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 16th, if paid after this date; a delinquent penalty fee of \$10.00 will be incurred. Business Certificates are not issued until all fees due are paid. Application MUST be signed with “wet” ink.

BTIN # (State Taxpayer ID)		Individual <input type="checkbox"/>	Partnership <input type="checkbox"/>	Corporation <input type="checkbox"/>
CONTACT INFORMATION				
Name of Applicant: Must be owner.				
Name of Business:				
Type of Business:			No Of Employees	
Phone Number:		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?			Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, a Home Occupation form must be completed.				
Is your business a food business?			Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, attach a copy of your NMED Food Handlers Certificate				
Are hazardous materials stored or used in your business?			Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, an Inventory/Disclosure form must be completed.				
Are You a Short-term Rental			Yes <input type="checkbox"/>	No <input type="checkbox"/>
Applicant's Signature: Must be Original "Wet" Signature from owner/agent.				Date:
COMMUNITY DEVELOPMENT 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"/>	Lodger's Tax <input type="checkbox"/>