

STATE OF NEW MEXICO  
FIRST JUDICIAL COURT  
SANTA FE COUNTY

MILLIONS FOR PRISONERS NEW MEXICO, TYLER WAYNE JACKSON, AMBER D'AUN SMITH, VIRGIL DIXON; and CHARLES CADENA,

*Plaintiffs,*

v.

MAGGIE TOULOUSE OLIVER, in her official capacity as Secretary of State of the State of New Mexico, the NEW MEXICO OFFICE OF THE SECRETARY OF STATE, ALISHA TAFOYA LUCERO, in her official capacity as Secretary of New Mexico Corrections Department, the NEW MEXICO CORRECTIONS DEPARTMENT, LINDA STOVER, in her official capacity as County Clerk for Bernalillo County, and OFFICE OF THE BERNALILLO COUNTY CLERK,

*Defendants.*

Case No. D-101-CV-2024-02341  
Judge Kathleen McGarry Ellenwood

**STIPULATED ORDER RESOLVING PLAINTIFFS' MOTION  
FOR A TEMPORARY RESTRAINING ORDER AND PRELIMINARY INJUNCTION**

This matter comes before the Court on Plaintiffs Millions for Prisoners NM, Tyler Wayne Jackson, Amber D'au Smith, Virgil Dixon and Charles Cadena's motion for a temporary restraining order and preliminary injunction. Having reviewed the motion, legal arguments and substantial evidence, being advised that all Defendants have agreed to the following relief, and good cause having been shown, the Court hereby approves and enters the following Stipulated Order to resolve Plaintiffs' Motion for a Temporary Restraining Order and Preliminary Injunction (filed October 1, 2024). It is hereby ORDERED, ADJUDGED AND DECREED that Defendants

are enjoined to comply with the terms of the following Stipulated Order:

**STIPULATED ORDER**

1. This Court has jurisdiction in this matter pursuant to Article VI, Section 13 of the New Mexico Constitution, and NMSA 1978 §§ 44-6-2, 44-6-9, 44-6-13, and 41-4A-1-13; NMSA 1978 § 38-3-1.1; and NMSA 1978 § 38-1-16. Venue is proper in this Court pursuant to NMSA 1978 § 38-3-1(G)
2. Defendants Maggie Toulouse Oliver, in her official capacity as Secretary of State of the State of New Mexico, and the New Mexico Office of the Secretary of State, (collectively “NMSOS”) agree and are enjoined as follows:
  - a. As of October 1, 2024, the NMSOS has notified the U.S. Election Assistance Commission of New Mexico’s current eligibility requirements.
  - b. The NMSOS will systematically remove all of the registration forms with attestations that reflect the law prior to July 1, 2023 from the agency website and replace all of them with registration forms that reflect the law in effect as of July 1, 2023, including but not limited to the forms at the following URLs:  
<https://portal.sos.state.nm.us/ovr/VRForms/VRFormEnglishFinal.pdf> and  
<https://portal.sos.state.nm.us/OVR/VRForms/VRFormSpanishFinal.pdf>. The NMSOS will instruct that the county clerks use only the registration forms that reflect the law in effect as of July 1, 2023. The NMSOS has provided guidance to the clerks instructing them to immediately order the registration forms that reflect the law in effect as of July 1, 2023 if they haven’t done so already, but clerks should still process any registrations received on the old forms.
  - c. The Secretary of State will work with the NM Corrections Department to ensure that any felony records, including but not limited to “not eligible” designations in

the SERVIS Felon Records Search, are limited to those currently imprisoned in a correctional facility as part of a sentence for a felony conviction. The Secretary will mark as satisfied all felony records in SERVIS for individuals who are not currently incarcerated so that they will no longer be marked as ineligible on the basis of felony conviction or incarceration.

- d. To address convictions before July 1, 2023, the NM Corrections Department has prepared an electronic list of every person in a New Mexico correctional facility (including the privately run facilities in Lea County and Otero County) as of October 1, 2024, and will prepare such a list at least monthly, which the NM Corrections Department will transfer to the NMSOS in a format the NMSOS can use and in whatever secure manner the NMSOS provides in order to protect the personally identifiable information of our current inmates as well as to ensure the integrity of the data between agencies. This electronic list will include, among other data, date of birth and social security numbers in order to minimize the chance of false matches with the NMSOS voter file data. Using the October 1, 2024 list, the NMSOS will update the data in SERVIS to clear felony records, including but not limited to designations of “not eligible” for those individuals not currently incarcerated. The NMSOS estimates that it will be able to accomplish this task by 12:00 p.m. on October 8, 2024. The NMSOS will continue to use the monthly lists provided by the NM Corrections Department to cross-reference against and correct their records at least monthly until an automated system is in place.
- e. On Friday, October 4, 2024, the NMSOS sent the attached guidance to all county clerks. Ex. A. By October 7, 2024, the NMSOS will send the county clerks lists of denied registrations to be reprocessed.

- f. The Secretary of State has no legal authority regarding and cannot speak to any statutory obligations the NM Corrections Department may have regarding the implementation of NMSA § 1-4-27.1. However, the Secretary of State agrees to long-term collaboration with the NM Corrections Department to ensure the Secretary of State's duties under NMSA § 1-4-27.1(C) are fulfilled with respect to any data sharing necessary for the implementation of NMSA § 1-4-27.1. The Secretary of State agrees to work with the NM Corrections Department and any relevant vendors to implement by June 30, 2025, a mechanism for seamless exchange of data pursuant to NMSA § 1-4-27.1(B) and (C), with any deadline subject to extensions by the Court in good faith.
        - g. NMSOS will work to identify registrations that were denied on the basis of felony data but that have no indication of incarceration. NMSOS will send each county clerk a list of registrations that were denied after July 1, 2023, based on felony data and direct the re-processing of those registrations based on the updated SERVIS records and release information provided by DOC.
- 3. Defendants Alisha Tafoya Lucero, in her official capacity as Secretary of New Mexico Corrections Department, and the New Mexico Corrections Department agree and are enjoined as follows
  - a. The NM Corrections Department has prepared an electronic list of every person in a New Mexico correctional facility (including the privately run facilities in Lea County and Otero County) on October 1, 2024, and will transfer this data to the NMSOS in a format they can use and in whatever secure manner the NMSOS provides in order to protect the personally identifiable information of our current inmates as well as ensure the integrity of the data between agencies. This electronic

list includes date of birth and social security numbers in order to minimize the chance of false matches with the NMSOS voter file data. The NM Corrections Department will continue to transfer this data to the NMSOS at least monthly until the mechanism referenced in paragraph 3(c), below, is in place.

- b. The NM Corrections Department will also immediately set up and staff a hotline that county clerks and their staff can call when processing online, mail, or VRA registration forms to confirm whether someone is incarcerated in a NM state correctional facility. That hotline will be staffed between the hours of 8:00am to 5:00pm, Monday through Friday through November 5, 2024, in case questions arise during the processing of registration applications prior to the October 8, 2024 deadline or concerning the review of previously rejected registrations between now and November 5, 2024. Pursuant to NMSA § 1-4-27.1(D), clerks or their staff are not legally allowed to deny same day voter registrations on the basis of suspected incarceration during in person, same day voter registration at polling places and so this hotline should not be promoted or used for that purpose.
- c. The NM Corrections Department has no legal authority regarding and cannot speak to any statutory obligations the NM Secretary of State may have regarding the implementation of NMSA § 1-4-27.1. However, the NM Corrections Department agrees to long-term collaboration with the Secretary of State to ensure its duties under NMSA § 1-4-27.1(B) and (C) are fulfilled with respect to any data sharing necessary for the implementation of NMSA § 1-4-27.1. To that end, the NM Corrections Department agrees to work with the Office of the Secretary of State and any relevant vendors to implement by June 30, 2025, a mechanism for seamless exchange of data pursuant to NMSA § 1-4-27.1(B) and (C), with any deadline

subject to extensions by the Court in good faith.

4. Defendants Linda Stover, in her official capacity as County Clerk for Bernalillo County, and the Office of the Bernalillo County Clerk agree and are enjoined to:
  - a. follow the guidance and instructions of the NMSOS pursuant to the letter referenced in Section 2(e), above.
  - b. reprocess the registrations of the four individual Plaintiffs within 48 hours of the entry of this order.
5. The litigation of this case is hereby stayed and all deadlines are hereby suspended pending a status conference by the Court with all parties to be held during the last half of January 2025. The purpose of the status conference will be to report to the Court on: a) compliance with this Stipulated Order, b) the progress made by the NMSOS on amending its regulations to comply with the New Mexico Constitution and NMVRA so persons with past felony convictions who are not incarcerated do not have to appear in person in order to register to vote, c) the progress made by NMSOS and the NM Corrections Department to achieve the seamless exchange of data required by the NMVRA and this Order, and d) such other matters raised by the parties.
6. This Court shall retain jurisdiction over this matter and all parties until all terms of the agreement have been completed.
7. This Stipulated Order shall be effective immediately.

SO ORDERED AND ENTERED

This 27th day of October 2024.

  
Judge Kathleen McGarry Ellenwood

Approved as to all paragraphs:

/s/ DANIEL YOHALEM

Daniel Yohalem  
Attorney at Law  
1121 Paseo de Peralta  
Santa Fe, NM 87501  
505-690-2193 Fax: 505-989-4844  
daniel.yohalem@gmail.com

/s/ BLAIR BOWIE

Blair Bowie\*  
Melissa Neal\*  
Campaign Legal Center  
1101 14th St. NW, Suite 400  
Washington, DC 20005  
[bbowie@campaignlegalcenter.org](mailto:bbowie@campaignlegalcenter.org)  
[mneal@campaignlegalcenter.org](mailto:mneal@campaignlegalcenter.org)

\* Admitted Pro Hac Vice

Faith E. Gay\*\*  
Elizabeth Snow\*\*  
Jeffrey Zalesin\*\*  
SELENDY GAY PLLC  
1290 Avenue of the Americas  
New York, NY 10104  
Tel: 212-390-9000  
[fgay@selendygay.com](mailto:fgay@selendygay.com)  
[esnow@selendygay.com](mailto:esnow@selendygay.com)  
[jzalesin@selendygay.com](mailto:jzalesin@selendygay.com)  
*\*\*pro hac vice applications forthcoming*

*Attorneys for Plaintiff*

Approved as to Paragraphs 1, 2, 5, 6 and 7

/s/ ROSE BRYAN

Attorney General Raul Torres  
Rose Bryan, Assistant Attorney General  
New Mexico Department of Justice  
408 Galisteo Street  
Villagra Building  
Santa Fe, NM 87501  
505-917-9747  
[rbryan@nmag.gov](mailto:rbryan@nmag.gov)

*Attorney for Secretary of State Maggie Toulouse Oliver and the Office of Secretary of State*  
Approved as to Paragraphs 1, 3, 5, 6 and 7

/s/ ROSE BRYAN

Attorney General Raul Torres  
Rose Bryan, Assistant Attorney General  
New Mexico Department of Justice  
408 Galisteo Street  
Villagra Building  
Santa Fe, NM 87501  
505-917-9747  
[rbryan@nmag.gov](mailto:rbryan@nmag.gov)

*Attorney for Secretary Alisha Tafoya Lucero and the New Mexico Department of Corrections*

Approved as to Paragraphs 1, 4, 5, 6 and 7

/s/ KEN MARTINEZ

Walter Kenneth Martinez  
Bernalillo County Attorney  
415 Silver Ave. SW  
Albuquerque, NM 87102  
505-448-1830  
[Kenmartinez@bernco.gov](mailto:Kenmartinez@bernco.gov)

*Attorney for Clerk Linda Stover and Office of the Bernalillo County Clerk*



**From:** Vigil, Mandy, SOS  
**To:** SOS-County Clerks Group; SOS-33 County Clerks; Michelle S. Kavanaugh; Cooke, Cara; Trujillo, Shelly K.; Whitehead, Amy  
**Cc:** SOS-Leadership; SOS-BOE  
**Subject:** PLEASE READ - ACTION REQUIRED: Updated guidance for processing voter registration applications that match to the SERVIS felon database  
**Date:** Friday, October 4, 2024 6:03:17 PM  
**Attachments:** [UPDATED GUIDANCE Formerly Incarcerated Individuals.pdf](#)  
[VoterReg\\_SHELL\\_2023\\_ENG.pdf](#)  
[VoterReg\\_SHELL\\_2023\\_SPANISH.pdf](#)  
[image001.png](#)  
**Importance:** High

---

Hi all,

In light of current litigation and in effort to resolve the matters of the lawsuit, we are providing you with updated guidance for processing voter registration applications that match to the SERVIS felon database.

**Please replace the previous guidance with the updated version attached. It is important that you implement the updated process immediately.**

We will host a webinar session to go over this guidance and answer your questions on Monday morning at 9:00 am. I have included the Zoom link below and will follow up with a calendar invite with the meeting information as well.

Thank you,  
Mandy

**SOS is inviting you to a scheduled Zoom meeting.**

**Monday, October 7, 2024, at 9:00 am: Guidance Review: Q&A**

Join Zoom Meeting

[https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fus06web.zoom.us%2Fj%2F89517856833%3Fpwd%3DrcMf224nlCaknZGSXtQRlYm0slmidZ\\_1&data=05%7C02%7CMandy.Vigil%40sos.nm.gov%7Cc3cecbaaedd042f60d9608dce4b85ec2%7C04aa6bf4d436426bfa404b7a70e60ff%7C0%7C0%7C638636727710856730%7CUnknown%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IjEhaWwiLCJXVCi6Mn0%3D%7C0%7C%7C&sdata=dSb3ep2PZc45QIiVEYTICG1fvm6gNHLS8oenL4NRBEQ%3D&reserved=0](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fus06web.zoom.us%2Fj%2F89517856833%3Fpwd%3DrcMf224nlCaknZGSXtQRlYm0slmidZ_1&data=05%7C02%7CMandy.Vigil%40sos.nm.gov%7Cc3cecbaaedd042f60d9608dce4b85ec2%7C04aa6bf4d436426bfa404b7a70e60ff%7C0%7C0%7C638636727710856730%7CUnknown%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IjEhaWwiLCJXVCi6Mn0%3D%7C0%7C%7C&sdata=dSb3ep2PZc45QIiVEYTICG1fvm6gNHLS8oenL4NRBEQ%3D&reserved=0)

Meeting ID: 895 1785 6833  
Passcode: ykj1W7

**EXHIBIT  
A**

**Mandy Vigil | Election Director**

New Mexico Office of the Secretary of State  
325 Don Gaspar, Ste. 300 | Santa Fe, NM 87501  
Cell: 505.660.4045 | [mandy.vigil@sos.nm.gov](mailto:mandy.vigil@sos.nm.gov)  
[NMVOTE.ORG](http://NMVOTE.ORG) | [Rumor vs. Reality](#)



STATE OF NEW MEXICO  
**MAGGIE TOULOUSE OLIVER**  
SECRETARY OF STATE



[SOS.NM.GOV](https://sos.nm.gov)

### Processing Voter Registrations that Match to the Felony Database

As you know, 2023 legislation allowed individuals incarcerated as a result of a felony conviction to be eligible to register to vote upon release from a correctional facility. This guidance shall serve to reemphasize the provisions of 1-4-27.1 NMSA 1978.

1. **These individuals shall be provided with an opportunity to register to vote during the reentry phase of their sentencing.** SERVIS has been updated such that a release date is captured at the facility, and these applications remain in suspense until the release date is realized. Registrations pursuant to this new law appear in SERVIS with codes that identify specific correctional facilities (1-4-27.1 (B) NMSA 1978).
2. **These individuals can also appear in-person and therefore confirm that they are no longer incarcerated - regardless of any information to the contrary in SERVIS.** We have included the exact statutory language below.

*Notwithstanding a person's status in the statewide voter registration electronic management system, a voter or a qualified elector who appears personally before a county clerk, the clerk's authorized representative or a precinct board member, at an office of the motor vehicle division of the taxation and revenue department or at a state agency that provides public assistance or services to persons with disabilities is presumed to meet the eligibility requirement of non-imprisonment for voting and registering to vote pursuant to the provisions of this section. (1-4-27.1 D NMSA 1978).*

3. **The attached voter registration form with the correct attestation was provided to you in 2023 and should be the form that is being utilized.** You should have received this version of the voter registration form for any orders you made from GSD after August 18, 2023. If you have not ordered the new forms, you should order the new forms immediately. In the meantime, when individuals attempt to register using an old form and have questions about the outdated attestation, you should clarify that it no longer accurately reflects the law because felony conviction no longer makes a person ineligible for registration and voting as long as they are not incarcerated.

In addition to the data we regularly receive from the Department of Corrections and the Administrative Office of the Courts, etc., we recently received updated data from the Department of Corrections providing a list of individuals who are currently incarcerated as of October 1, 2024.

We are actively working to update SERVIS with the updated incarceration data, so that individuals who are not incarcerated currently are reflected as eligible to register in SERVIS. When that update is complete, these individuals will not appear as a match to the felony database during registration processing.

#### **NEW GUIDANCE**

When a voter matches for a felony conviction, unless you have evidence that the individual is physically incarcerated, they should be cleared and processed. Therefore, you will need to:

1. Call the Department of Corrections at 1-866-416-9867 and ask if that person is incarcerated. This hotline will be open 24 hours a day. You may call the NM Corrections Department hotline if you have any concerns when processing online, mail, or VRA registration applications to confirm whether someone is incarcerated in a NM state correctional facility.
2. After conducting that phone call, you should receive documentation from the Department of Corrections via email of the information provided over the phone, and you should upload that documentation in the voter database.
3. If DOC has confirmed the individual is not incarcerated and provided documentation, the application shall be processed.
4. **REMEMBER:** If the person is registering in person or their registration came from one of the in-person methods listed in the “Clear and Process” section below, they are legally presumed to meet the eligibility requirement of non-imprisonment and so must be cleared and processed regardless of their status in SERVIS.

In addition, and in an effort to ensure that all eligible voters are registered properly, it is necessary to have a second look at registrations that have been received on or after July 1, 2023, where the voter record was updated to reflect a Not Eligible/Felony Conviction Status. Clerks should reprocess and approve those registration applications from individuals who have no evidence of incarceration. If SERVIS indicates the individual is incarcerated, this will require use of the DOC hotline above to confirm. Without confirmation from DOC that the individual is incarcerated, the This secondary review must be completed by October 18, 2024.

Updated technical guidance is also included below.

### **TECHNICAL GUIDANCE**

#### **Reprocessing of voter registration applications previously rejected.**

**Deadline to complete work in SERVIS: October 18, 2024**

**Instructions:** Your county will receive a list of all impacted voter records meeting the requirements for review from the Secretary of State’s Office.

Each record should be carefully reviewed to determine whether the voter registration should remain Not Eligible or should be updated to reflect Active Status. Use the matrix below to make your determination.

#1	Field Correction	
#2	Death/Felon Checks	✓
#3	Verify Residence Address	✓
#4	Assign Precinct Part	✓
#5	Update Voter Record	

**Step 1:** Check the images tab. Is there a completed voter registration application (from any source) that is dated on or after July 1, 2023?

- If yes, proceed to step 2.
- If no, the record should remain as-is and the voter must submit a new voter registration application.

**Step 2.** Using the most recent voter registration application dated on or after July 1, 2023, Click the “Update Voter” button and select “Field Correction” in # 1. Click # 2: “Death/Felon Checks”. Is there a match at the bottom?

- If yes, and the match appears to be the same person, refer to the full guidance document provided and proceed with contacting the DOC hotline number to obtain confirmation as to whether the voter is incarcerated.
- If no, Update the Registration status to Active and update the Registration Status Reason to Active Registrant.

**Step 3.** Proceed to # 3 in the voter registration flow in SERVIS to precinct the voter. Make any additional necessary updates as reflected on the application you are processing.

**Step 4.** Click # 5 – Update Voter Record to complete the registration update into Active Status. This voter will receive a standard VIC at the SERVIS mailing address (or residence address if the mailing address is blank.)

**Step 5.** Don’t forget to print and mail the VIC.

### **Clear and Process**

The new law requires you to assume that any registrations that originate from these sources are acceptable to “clear and process.” Clear means you may pull up the record in the SERVIS Felon Records Search and check the “Satisfy” box next to the felon record. Once all related felony records have been satisfied, you may then proceed to process the voter registration application.

“Clear and Process”

- MVD (electronic or paper) – Except if Agency code is 34W (MVD-Online)
- In Person (without VRA number)
- SDR
- Any agency code

Steps to Clear:

When processing your voter registration, at Step 2: (Death/Felon Check) you may run across a strong or weak match to the Felon Database. When this happens, first determine whether the match is the same person who has submitted the registration.

If yes, you will need to “clear the felony” before proceeding. Click County Utilities→Felon Record Search and find the felon record.

Click Edit next to the record you need to clear.

**FELON RECORD SEARCH**

First Name	ALFREDO	SSN	
Last Name	ACOSTA	DOB	
		Case Number	
<input type="button" value="Search"/> <input type="button" value="Reset"/>			

Search Results

Last Name	First Name	SSN	DOB	Residence Address	City	Zip	Sentence Date	Case Number	Convicting Court	Inserted into IRIS	Conviction Satisfied	
ACOSTA	ALFREDO	***-**-****	/1995	3115 S 11TH ST ALBUQUERQUE, NM 87105	ALBUQUERQUE	87105	2/10/2017	D-202-CR-2016-02743	D0202	11/28/2017 4:25:18 PM	<input type="checkbox"/>	<a href="#">Edit</a>
ACOSTA	ALFREDO	***-**-****	/1995	3115 S 11TH ST ALBUQUERQUE, NM 87105	ALBUQUERQUE	87105	2/7/2018	D-506-CR-2017-00371	D0506	3/23/2018 9:14:12 AM	<input type="checkbox"/>	<a href="#">Edit</a>
ACOSTA	ALFREDO	***-**-****	/1995	3115 S 11TH ST ALBUQUERQUE, NM 87105	ALBUQUERQUE	87105	2/10/2017	D-202-CR-2016-02744	D0202	11/28/2017 4:25:18 PM	<input type="checkbox"/>	<a href="#">Edit</a>
ACOSTA	ALFREDO	***-**-****	/1977	827 W 11TH ST CLOVIS, NM 88101	CLOVIS	88101	3/26/2003	D-905-CR-200300041	D0905	11/28/2017 4:25:06 PM	<input type="checkbox"/>	<a href="#">Edit</a>
ACOSTA	ALFREDO	***-**-****	/1995	3115 S 11TH ST ALBUQUERQUE, NM 87105	ALBUQUERQUE	87105	2/10/2017	D-202-CR-2017-00560	D0202	11/28/2017 4:25:18 PM	<input type="checkbox"/>	<a href="#">Edit</a>
ACOSTA	ALFREDO	***-**-****	/1995	3115 S 11TH ST ALBUQUERQUE, NM 87105	ALBUQUERQUE	87105	9/5/2017	D-1314-CR-2016-00449	D1314	11/28/2017 4:25:19 PM	<input type="checkbox"/>	<a href="#">Edit</a>

Then check the "Conviction Satisfied" box and click Update to save.

ACOSTA	ALFREDO	***-**-****	/1977	827 W 11TH ST CLOVIS, NM 88101	CLOVIS
--------	---------	-------------	-------	-----------------------------------	--------

Last Name:	ACOSTA
First Name:	ALFREDO
SSN:	***-**-****
DOB:	3/26/1977
Residence Address:	827 W 11TH ST CLOVIS, NM 88101
City:	CLOVIS
Zip:	88101-____
Sentence Date:	12/8/2011
Case Number:	D-905-CR-201100245
Convicting Court:	D0905
Conviction Satisfied:	<input checked="" type="checkbox"/>
<input type="button" value="Update"/> <input type="button" value="Cancel"/>	

You will need to do this for every matched record in the Felon Record Search tool.

Now you can continue to process your voter registration. Click Step 2: Death/Felon check again and you should see no matches.

### **Match and Mail**

Applications received from these sources will require additional research to confirm incarceration.

- OVR
- Mail
- In-Person (with VRA number)
- MVD with code 34W (MVD Online)

New Steps:

When your Death/Felon Check produces a match to a felon record, review the matching criteria to determine if the match is the same person that submitted the voter registration application.

If you determine it is a match, contact the DOC hotline at: 1-866-416-9867.

Review the record with the DOC agent and receive confirmation as to whether the voter is currently incarcerated.

If the voter is confirmed to NOT be incarcerated, they are eligible to vote. You will receive written confirmation via email from the DOC agent and that must be attached to the voter record.

Once you receive your confirmation:

1. Save the email confirmation as a pdf, then attach it to the voter record in the images tab. Use the form type “Court Document” and add a note DOC Confirmation.

The screenshot shows a web application interface for managing voter records. At the top, there is a navigation bar with several tabs: "Voter Info", "Absentee Voting", "Provisional", "Voting History", "Validations", "Images", "Activity", and "Correspondence". The "Images" tab is currently selected. Below the navigation bar, there is a form area. On the left, there is a "Cancel" button. In the center, there is a "Select" button. Below the "Select" button, there is a "Form Type" dropdown menu set to "Court Document". Below the dropdown menu, there is a "Notes" text area containing the text "DOC Confirmation". Below the "Notes" text area, there is an "Upload" button. The form is set against a light gray background.

2. Then proceed with the “Clear and Process” workflow on page 2.

If the DOC agent confirms the voter IS incarcerated, attach the email confirmation and then proceed with the “Match and Mail” steps below.

### **Match and Mail**

If your registration comes from one of the following sources and the DOC hotline has confirmed that the voter is incarcerated, follow these steps to match the record and send the appropriate notice.

This updated notice will direct the registrant to submit a new voter registration application using one of the acceptable sources.

Steps to Match:



Use the same process to Match. If you determine the felon record is the same person as your registrant, and have confirmed that the voter is incarcerated, click “Match” next to the records that match and “Ignore” next to records that do not match. Proceed to step 5 “Update Voter” to generate the appropriate letter. Do not forget to attach your image, your DOC Confirmation, and send the notice from your SERVIS Home Screen.

Match	First Name	MI	Last Name	Suffix	DOB	SSN
Match	ALFREDO		ACOSTA		1995 12 0000 AM	
Match	ALFREDO		ACOSTA		1995 12 0000 AM	
Match	ALFREDO		ACOSTA		1995 12 0000 AM	
Match	ALFREDO		ACOSTA		1995 12 0000 AM	
Match	ALFREDO		ACOSTA		1995 12 0000 AM	

**For MVD Registrations originating from a Correctional Facility**

Voter registration applications received from a correctional facility as part of an inmate’s reentry phase will be noted with a source code beginning with CORR.

These records will have the inmate’s release date on the Voter Registration image as the signature date.

When presented with one of these records, the status should be set to “Suspense” and the status reason set to “Pending Release” if the release date is in the future.

The actual release date should be input into the release date field. Upon the release date, the record is automatically updated to Active status and a voter information card is sent even if the address listed on the registration form is a correctional facility.



<b>Registration Date*</b> 10/03/2024	<b>Source of Registration*</b> CORR1 (SANTA FE CO.)	<b>How Registered*</b> Mail
<b>Registration Status*</b> Suspense	<b>Registration Status Reason*</b> Pending Release	<b>Release Date</b> 11/05/2024
<b>Reg Form #</b> [ ]	<b>VRA ID #</b> VRA- [ ]	<b>Assistance</b> [ ]
	<input type="checkbox"/> ID Required	

REGISTER TO VOTE



Fold Here

Fold Here

Fold Here

Please PRINT Clearly

Required: See Privacy Notice

Enter last 4 digits of SSN, or full NM Driver's License or ID Number

<b>1</b> NAME Last First Middle Name or Initial Gender	Birth Date
--	------------

<b>PHYSICAL STREET ADDRESS WHERE YOU LIVE NOW</b>	
2 Street Address	Apartment, Unit, or Lot #
City	
Zip	

<b>ADDRESS WHERE YOU GET YOUR MAIL (If different from above)</b>		
3 Mailing Address	City	Zip

4 If you are changing your name on this application, under what full name were you previously registered? Last, First, Middle	5 E-Mail Address (*optional)
---	------------------------------

<b>6 POLITICAL PARTY</b> NOTE: You must name a major political party to vote in primary elections. ▶▶▶▶	Party	If you choose NO PARTY check this box <input type="checkbox"/>	<b>7 DAYTIME TELEPHONE NUMBER (optional)</b> May the county clerk make this telephone number public <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>POLL WORKER</b> Would you like to serve as an election day precinct worker? <input type="checkbox"/> YES
--	-------	--	---	--

<b>8</b> I hereby authorize you to cancel my previous registration in the following county and state.	City or Township	County	State
---	------------------	--------	-------

Please answer the following question: **ATTESTATION OF QUALIFICATION**

<b>9</b> Are you a citizen of the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No If you checked "NO" to the question above, do not complete this form. If you are currently incarcerated as a result of a felony conviction, do not complete this form.	I swear/affirm that I am a citizen of the United States and a resident of the state of New Mexico, that I am, or will be at the time of the next election, 18 years of age; and that I am not currently incarcerated as a result of a felony conviction. I further swear/affirm that I am authorizing cancellation of any prior registration to vote in the jurisdiction of my prior residence; and that all the information I have provided is correct.
--	--

TODAY'S DATE:  
Month / Day / Year

➔ SIGN YOUR FULL NAME OR MARK ON THE YELLOW LINE BELOW:

<b>10</b> Name of person who assisted you in filing out this form:	VRA ID #
--	----------

DO NOT WRITE IN SHADED AREAS - FOR OFFICIAL USE ONLY

Accepted for filing in County Registration Records	PCT.	MUN.	PRC. DIST.	REP. DIST.	SEN. DIST.	SCHOOL	C.C.
Date / /							
County Clerk							
Filing Clerk							

MOISTEN, FOLD UP AND SEAL HERE BEFORE MAILING

MOISTEN TO SEAL

MOISTEN TO SEAL



### VOTER REGISTRATION APPLICATION

1. Complete the application
2. Detach and Retain your receipt
3. Moisten where indicated, fold, seal and mail.

### \* PRIVACY NOTICE

The provided protected personal identifier information is required to register to vote in New Mexico. Pursuant to state and federal law, the Secretary of State, a County Clerk or any other registration agent, will not release the provided protected information. A person who unlawfully copies, conveys or uses information from a certificate of registration is guilty of a fourth degree felony. Additionally, voter files provided to the public shall not include email addresses.

### APPLICANT KEEP THIS RECEIPT

If you have not received confirmation of your voter registration within fifteen days of submitting the form, you may use the receipt number below to track your application. Please have the receipt number available and call your County Clerk at the number listed in the directory on the reverse side of your receipt, or check the status of your receipt number by visiting the Secretary of State's website at: www.nmvote.org.

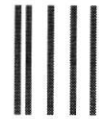
\_\_\_\_\_

TODAY'S DATE:  
Month / Day / Year

VRA ID #

SP&G-1 (2023)

FROM:

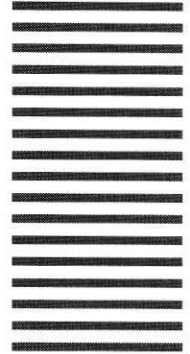


NO POSTAGE  
NECESSARY  
IF MAILED  
IN THE  
UNITED STATES



**BUSINESS REPLY MAIL**  
FIRST-CLASS MAIL PERMIT NO. 10240 SANTA FE NM

POSTAGE WILL BE PAID BY ADDRESSEE



USE THIS SIDE ONLY IF YOU LIVE AT A RESIDENCE WITH NO PHYSICAL STREET ADDRESS.

**If the address where you live ("Physical Address") is one of the following:**

- a rural address
- a non-street address
- a non-traditional place

In the space provided to the right, you must draw a map of where you live in relation to local landmarks, such as roads, schools, churches, stores, etc. This will help your county clerk to determine your correct voting precinct.

Also in the space below "RURAL ADDRESS DESCRIPTION", please describe the following:

1. the actual number of the state or county road on which your residence is located, and on which side of the road it sits (east, west, north, south);
2. the number of the nearest state roads that cross your road (in both directions from either side of your home), or the names of the identifiable landmarks;
3. the distance and direction you would travel from home to reach each of these roads;
4. the distance you would travel to reach your home if you live on a private road that is an extension of a public road (please note at which end of the public road your road begins east, west, north or south).

EXAMPLE RD 678, north side, 1 mile east of RD 615  
- OR -

RD 743, west side, 1 mile north of Smith's store and 4 miles south of RD 698

5. any county issued rural address assigned to your physical residence where you live now:

EXAMPLE 3251 CR W Grady, NM 88120

This address may also be used in Block 2 "PHYSICAL ADDRESS WHERE YOU LIVE NOW" on the reverse of this form.

**MAP**

N  
+  
E  
S

**RURAL ADDRESS DESCRIPTION**

ALL VOTER REGISTRATION FORMS MUST INCLUDE A MAILING ADDRESS IN BOX 2 OR BOX 3 ON THE REVERSE OF THIS FORM.

**REGISTRATION ID REQUIREMENTS**

If you are registering to vote in person or are currently registered to vote in New Mexico, no identification need be shown or attached to complete this registration. Pursuant to the HELP AMERICA VOTE ACT, if you are submitting this form yourself by mail (not through a Voter Registration Agent)

and it is the first time you have registered in the state of New Mexico, you must submit a COPY of a photo ID issued by a government or educational institution or a COPY of a current utility bill, bank statement, paycheck or other government document that shows your name and address in this county. If you submit this information now you will avoid being required to show documentary identification at the polling place on Election Day.

**COUNTY CLERK DIRECTORY**

BERNALILLO (505) 488-1290  
 CATRON (575) 533-6400  
 CHAVES (575) 824-6614  
 CIBOLA (575) 285-2554  
 COLFAX (575) 445-5551  
 CUNY (575) 763-5591  
 DE BACA (575) 355-2601  
 DOÑANA (575) 647-7428  
 EDDY (575) 885-3383  
 GRANT (575) 574-0042

GUADALUPE (575) 472-3791  
 HARDING (575) 673-2301  
 HIDALGO (575) 542-9213  
 LEA (575) 396-8619  
 LINCOLN (575) 648-2394  
 LOS ALAMOS (505) 662-8010  
 LUNA (575) 546-0491  
 MCKINLEY (505) 722-4469  
 MORA (575) 387-2448  
 OTERO (575) 437-4942  
 QUAY (575) 461-0510  
 Rio Arriba  
 Española (505) 753-1780  
 Tierra Amarilla (575) 588-7724

ROOSEVELT (575) 356-8562  
 SAN JUAN (505) 334-9471  
 SAN MIGUEL (505) 425-9331  
 SANDOVAL (505) 867-7577  
 SANTA FE (505) 988-6280  
 SIERRA (575) 894-2840  
 SOCORRO (575) 835-0423  
 TAOS (575) 737-6400  
 TORRANCE (505) 544-4350  
 UNION (575) 374-9491  
 VALENCIA (505) 866-2080

**REGISTRARSE PARA VOTAR**



INCLUYA AQUI SOLAMENTE UNA COPIA DE SU INFORMACIÓN DE IDENTIFICACIÓN (SI SE REQUIERE)

NO INCLUYA IDENTIFICACIÓN ORIGINAL

<b>Doble Aquí</b>	<b>Doble Aquí</b>	<b>Doble Aquí</b>
<b>Por favor de ESCRIBIR Claramente</b>		<b>Protegido: Vea Aviso de Privacidad *</b>
<b>INFORMACIÓN PERSONAL</b>		Provea los últimos 4 dígitos de SSN, o # completo de Lic. de manejar o # de NM ID
1	NOMBRE Apellido Nombre de Pila Otro Nombre o Inicial Género	Fecha de Nacimiento
2	<b>DIRECCIÓN DONDE UD. VIVE AHORA</b> Número y Nombre de la Calle Apartamento, Unidad o # de Lote Ciudad Zona Postal	
3	<b>DIRECCIÓN DONDE UD. RECIBE CORREO (SI ES DIFERENTE DE LO ANTERIOR)</b> Dirección Ciudad Zona Postal	
4	Si Ud. va a cambiar su nombre en esta solicitud, bajo qué nombre completo estaba Ud. matriculado antes? Apellido, Nombre de Pila, Otro Nombre o Inicial	5 Correo Electrónico (*opcional)
6	<b>PARTIDO POLÍTICO</b> AVISO: Ud. tiene que indicar partido político principal para votar en la elección primaria Partido Si Ud. NO ELIGE partido marque aquí <input type="checkbox"/> 7	<b>NÚMERO DE TELEFONO EN EL DÍA (opcional)</b> ¿Con motivo de elecciones, puede divulgar el Escribano del Condado este núm. de teléfono? <input type="checkbox"/> SÍ <input type="checkbox"/> NO
8	Por la presente autorizo que Ud. cancele mi matrícula previa en el condado y estado a continuación. Ciudad o División Condado Estado	<b>TRABAJADOR/A ELECTORAL</b> ¿Quiere Ud. trabajar en un recinto electoral el día de la elección? <input type="checkbox"/> SÍ <input type="checkbox"/> NO
9	<b>TESTIMONIO DE CALIFICACIÓN</b> ¿Es Ud. ciudadano/a de los Estados Unidos? <input type="checkbox"/> SÍ <input type="checkbox"/> NO Si ha marcado "NO" a la pregunta anterior, no complete este formulario. Si actualmente está encarcelado como resultado de una condena por un delito grave, no complete este formulario.	Yo juro/afirmo que soy ciudadano de los Estados Unidos y residente del Estado de Nuevo México, que tengo, o tendré al momento de la próxima elección, 18 años de edad; y que no estoy actualmente encarcelado como resultado de una condena por un delito grave. Además, juro/afirmo que estoy autorizando la cancelación de cualquier registración previa para votar en la jurisdicción de mi residencia anterior, y que toda la información que he proporcionado es correcta.
10	Nombre de la persona que le ayudó a llenar este formulario: _____ VRA ID # _____	FECHA: _____ Mes / Día / Año
<b>NO ESCRIBA EN LOS ESPACIOS EN COLOR GRIS - SOLO PARA USO OFICIAL</b>		
Accepted for filing in County Registration Records		
Date _____	County Clerk _____	Filing Clerk _____
MOJE PARA SELLAR		MOJE PARA SELLAR

SP&G-1 (2023)

MOJE, DOBLE Y SELLE ANTES DE REMITIR POR CORREO



**SOLICITUD PARA VOTAR**

1. Completa la aplicación.
2. Separe y retenga su recibo.
3. Moje donde indica, doble, sella y remita por correo.

**\* AVISO DE PRIVACIDAD**  
Para registrarse para votar en Nuevo México, se requiere la información personal de identificación. Conforme a la ley estatal y federal, la Secretaría del Estado, el Escribano del Condado, o cualquier otro agente de registración, no va a revelar la información protegida provista. Una persona que hace copias ilegalmente, transmite, o utiliza información de un certificado de registración es culpable de un crimen grave en el cuarto grado. Adicionalmente, archivos del elector provistos al público no incluirán correos electrónicos.

**SOLICIANTE RETENGA ESTE RECIBO**  
Si usted no recibe confirmación de su aplicación dentro de quince días de la fecha en que envió su aplicación, usted puede usar el número del recibo abajo para confirmar su aplicación. Por favor de tener listo el número del recibo y llame a su Escribano del Condado al número apuntado en el directorio en la reversa de su recibo, o puede también visitar el sitio de internet de la Secretaría del Estado en: www.nmvotes.org

FECHA: \_\_\_\_\_  
Mes / Día / Año

VRA ID # \_\_\_\_\_



NO POSTAGE  
NECESSARY  
IF MAILED  
IN THE  
UNITED STATES

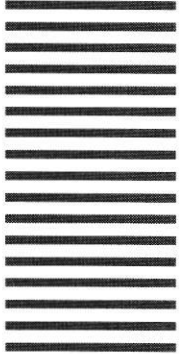
FROM:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**BUSINESS REPLY MAIL**  
FIRST-CLASS MAIL PERMIT NO. 10240 SANTA FE NM

POSTAGE WILL BE PAID BY ADDRESSEE



USE ESTE LADO SOLAMENTE SI VIVE EN RESIDENCIA SÍN DIRECCIÓN DE CALLE

Si la dirección donde usted vive (Dirección de la calle) es uno de los siguientes:

- dirección rural
- no es dirección de calle
- no es lugar tradicional

En el espacio que está a la derecha, Ud. tiene que dibujar un mapa para indicar donde vive Ud. en relación a señales locales tales como caminos, escuelas, iglesias, tiendas, etcétera. Lo anterior le ayudará al Escribano del Condado a localizar el recinto electoral correcto.

Además en el espacio más abajo (DESCRIPCIÓN DE DIRECCIÓN RURAL), favor de indicar lo siguiente:

1. el verdadero número del camino estatal o del condado sobre el cual está ubicada su residencia, en que lado del camino está (este, oeste, norte, sur);
2. el número del camino más cercano que atraviesa el camino donde Ud. reside (en los dos sentidos en cualquier lado de su casa) o los nombres de marcas que se pueden identificar;
3. la distancia y dirección a la cual Ud. tendría que caminar de su casa para llegar a cada uno de los caminos;
4. la distancia que Ud. tendría que atravesar para llegar a su casa si Ud. vive sobre camino privado que es la extensión de camino público (favor de indicar de que punto sale el camino público - el este, el oeste, el norte, o el sur).

EJEMPLO: Camino 678, el lado norte, 1 milla al este del Camino 615

- O -

Camino 743, lado oeste, 1 milla al norte de la tienda de Smith y 4 millas al sur del Camino 698

5. alguna dirección rural asignada por el condado a su residencia donde vive ahora:

EJEMPLO: 3251 CR W Grady, NM 88120

Esta dirección se puede usar en bloque 2 "DIRECCIÓN DONDE VIVE AHORA" en la reversa de esta forma.

**MAPA**

N  
W + E  
S

DIRECCIÓN RURAL EN DETALLE

CADA SOLICITUD PARA VOTAR DEBE INCLUIR UNA DIRECCIÓN DONDE RECIBE SU CORRESPONDENCIA EN EL CUADRO 2 O 3 EN LA REVERSA DE ESTA FORMA.

**REQUERIMIENTO DE IDENTIFICACIÓN PARA REGISTRARSE**

Si usted se registra para votar en persona, o ya está registrado para votar en Nuevo México, no se necesita incluir o enseñar identificación para completar este registro. Conforme a la ley, AYUDEMOS A FIN DE QUE AMÉRICA VOTE, si usted entrega la registración por correo y es la primera vez que se registra en el Estado de Nuevo México,

tiene que entregar COPIA de una identificación fotográfica emitida por un gobierno o institución educacional, o COPIA de un recibo actual que indique que pagó servicios públicos, COPIA del estado de su cuenta bancaria, COPIA de cheque de sueldo, u otro tipo de documento expedido por el gobierno que indique su nombre y dirección en este condado. Si usted entrega su identificación ahora, evita que tenga que presentar documentos identificativos el día de la elección en el recinto electoral donde usted vota.

**DIRECTORIO DE ESCRIBANOS DEL CONDADO**

BERNALILLO	(505) 468-1281
CATRON	(575) 533-6400
CHAVES	(575) 624-6614
CIBOLA	(575) 285-2554
COLFAX	(575) 445-5551
CURRY	(575) 763-5591
DE BACA	(575) 355-2601
DOÑA ANA	(575) 647-7428
EDDY	(575) 885-3383
GRANT	(575) 574-0042

GUADALUPE	(575) 472-3791	ROOSEVELT	(575) 356-8562
HARDING	(575) 673-2301	SAN JUAN	(505) 334-9471
HIDALGO	(575) 542-9213	SAN MIGUEL	(505) 425-9331
LEA	(575) 396-8619	SANDOVAL	(505) 867-7577
LINCOLN	(575) 646-2394	SANTA FE	(505) 986-6280
LOS ALAMOS	(505) 662-8010	SIERRA	(575) 894-2840
LUNA	(575) 546-0491	SOCORRO	(575) 835-0423
MCKINLEY	(505) 722-4469	TAOS	(575) 737-6400
MORA	(575) 387-2448	TORRANCE	(505) 544-4350
OTERO	(575) 437-4942	UNION	(575) 374-9491
QUAY	(575) 461-0510	VALENCIA	(505) 866-2080
Rio Arriba			
Española	(505) 753-1780		
Tierra Amarilla	(575) 588-7724		