

Request for Undercover or Protective License Plates
Must be on requesting agency's official letterhead

PERSONAL AND CONFIDENTIAL – SHOULD BE SECURED AT ALL TIMES

Date: MM/DD/YYYY

To: General Services Department
Transportation Services Division
Attn: Annette Roybal, Bureau Chief
2542 Cerrillos Rd.
Santa Fe, New Mexico 87505

From: Agency's Name
Department's Head
Agency's Address
City and Zip
Point Of Contact - Name and Phone #

The requesting agency above, through it's Chief Executive Officer is requesting the issuance of **(Undercover or Protective Plate)** for the following vehicle for the period from: MM/YYYY

Please provide vehicle's information by completing Vehicle Compliance Form

If requesting Undercover License Plate the Agency's Name states that the described vehicle on the Vehicle Compliance Form will be assigned to sworn and commissioned law enforcement officers or criminal justice agency personnel performing investigative functions on the full-time basis and will not be used for personal use.

If requesting Protective License Plate the Agency's Name states that the described vehicle on the Vehicle Compliance Form will be assigned to or used by only law enforcement or criminal justice agency personnel performing investigative functions on a full-time basis and will not be used for personal use.

The requesting agency assumes all liabilities for the issuance of the requested Undercover or Protective License Plate and states that the agency is insured or self-insured in compliance with the New Mexico Financial Responsibility Act. The requesting agency agrees to be in compliance with all requirements and conditions of the Undercover or Protective License Plate Program at all times.

First & Last Name (Please Print)

Job Title

Signature

Date



MICHELLE LUJAN GRISHAM
GOVERNOR

ANNA SILVA
ACTING CABINET SECRETARY

JAMES CHAVEZ
DEPUTY DIRECTOR
TRANSPORTATION SERVICES

State of New Mexico

General Services Department

ADMINISTRATIVE SERVICES DIVISION
(505) 476-1857

FACILITIES MANAGEMENT DIVISION
(505) 827-2141

PURCHASING DIVISION
(505) 827-0472

RISK MANAGEMENT DIVISION
(505) 827-2036

STATE PRINTING & GRAPHIC SERVICES BUREAU
(505) 476-1950

TRANSPORTATION SERVICES DIVISION
(505) 827-1958

VEHICLE COMPLIANCE FORM

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IMPORTANT NOTICE: This agency compliance form must be completed when requesting issuance of Undercover or Protective Plate Registration. The Chief, Sheriff or Director must submit written justification on the Department's letterhead for requesting a non-governmental license plate. **Incomplete applications or forms will be returned.**

DATE: _____ (MM/DD/YYYY)

REQUESTING Protective Plate ☐ Undercover Plate
(Check one)

REGISTRATION First Time ☐ Renewal
(Check one)

VEHICLE INFORMATION

If Requesting Undercover Plates

Fictitious Name and Address _____

For Undercover and Protective Plates

VIN: _____ Year: _____ Make: _____ Model: _____ Body Style: _____

Please answer the following:		Yes	No	Additional Information
1.	Is vehicle assigned to one employee?	<input type="checkbox"/>	<input type="checkbox"/>	If Yes, identify employee: _____
2.	Is the employee allowed to use the vehicle off-duty?	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Will this vehicle be used for traffic enforcement?	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Door emblem(s) or other markings?	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Exterior spot lights?	<input type="checkbox"/>	<input type="checkbox"/>	
6.	Exterior emergency lights?	<input type="checkbox"/>	<input type="checkbox"/>	Are they visible from outside? Yes <input type="checkbox"/> No <input type="checkbox"/>
7.	Antenna(s)?	<input type="checkbox"/>	<input type="checkbox"/>	How many (excluding AM/FM)? _____
8.	Interior emergency lights?	<input type="checkbox"/>	<input type="checkbox"/>	Are they visible from outside? Yes <input type="checkbox"/> No <input type="checkbox"/>
9.	Rear deck lights?	<input type="checkbox"/>	<input type="checkbox"/>	Are they visible from outside? Yes <input type="checkbox"/> No <input type="checkbox"/>
10.	Security cage?	<input type="checkbox"/>	<input type="checkbox"/>	
11.	Dark tinted windows?	<input type="checkbox"/>	<input type="checkbox"/>	
12.	Other?	<input type="checkbox"/>	<input type="checkbox"/>	

Agency Agreement

1. An undercover or protective license plate, registrations and title will be issued only in response to a formal written request on official agency letterhead. The request must bear an original signature of the chief, sheriff, or director of the requesting agency. 2. This completed form must accompany the formal written request on each vehicle for which an undercover or protective plate is requested. 3. An undercover, protective plate will be issued only to operators that are full time, sworn and commissioned law enforcement officers (extenuating circumstances will be reviewed on a case by case basis). 4. The GSD/TSD retains the right to demand the return of any or all Undercover or Protective Plates if the responsible agency: abuses the purpose of the Undercover/Protective Plate program; routinely uses the vehicle for stopping motorists for minor traffic infractions; the driver or the vehicle receives citations or warning for traffic violations, overtime parking or abuse of handicapped parking privileges. 5. All other provisions of the Undercover/Protective Plate program policies and procedures issued May 1, 1996 and revised April 1, 2011 shall remain in effect. 6. Non-compliance with MVD/TSD policies and procedures, misuse or abuse of the Undercover/Protective Plate program may result in the agency's non-participation in the program.

I hereby certify that the information provided is true and correct – I understand that misuse may result in my agency's non-participation in the Protective/Undercover Plate Program. I agree to abide by the Agency Agreement above.

First and Last Name (Please print or type)

Title

Signature

Date