How to submit your completed application packet electronically.

1. From the list of application forms, click on the application form that you would like to submit.

2. Once the application form that you selected opens, complete the application form by typing in all the required information and checking all the required boxes. When you have completed the application form, you will need to print the completed form and sign and date the last page of the application form. Typed signatures are not acceptable.

3. Copy all the required supporting documents that are listed in the application form, such as current ARDMS, ARMRIT, ARRT, NMTCB, or CCI wallet cards, social security cards, official government issued photo ID's.

4. After you have signed and dated your completed application form, scan the form and the required supporting documents into a PDF and attach the PDF to an email that is sent to stephen.sanchez@state.nm.us

5. If you have questions regarding the electronic payment process please see the other link that is located on the MIRTP web page.

6. If you are not able to type in your information or check the required check boxes in the application form, you may neatly print in the required information or place checks in the check boxes manually. However, please make every attempt to type your information.

7. Each application form has a check list that must include check marks after each item. Please make sure that these are checked to help ensure that a complete application packet will be submitted and processed without any unnecessary delays.

The most common question is always, "HOW LONG DOES THE APPLICATION PROCESS TAKE?". The quicker I get a completed application packet and the required payment, the quicker you will get your request processed. Keep in mind, it is mostly mail time, so if you submit your applications electronically and pay electronically, that will speed up the application process.