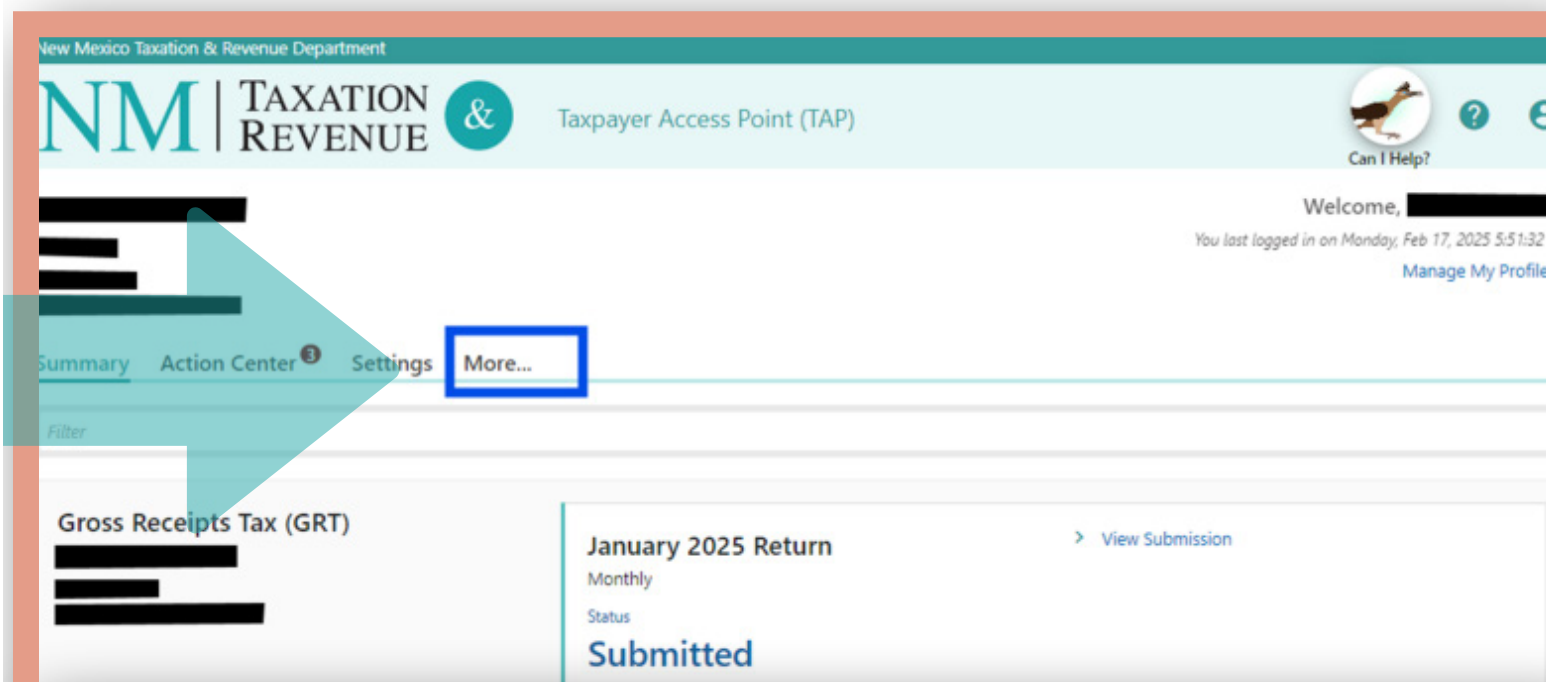


HOW TO

Obtain a Registration Certificate Online

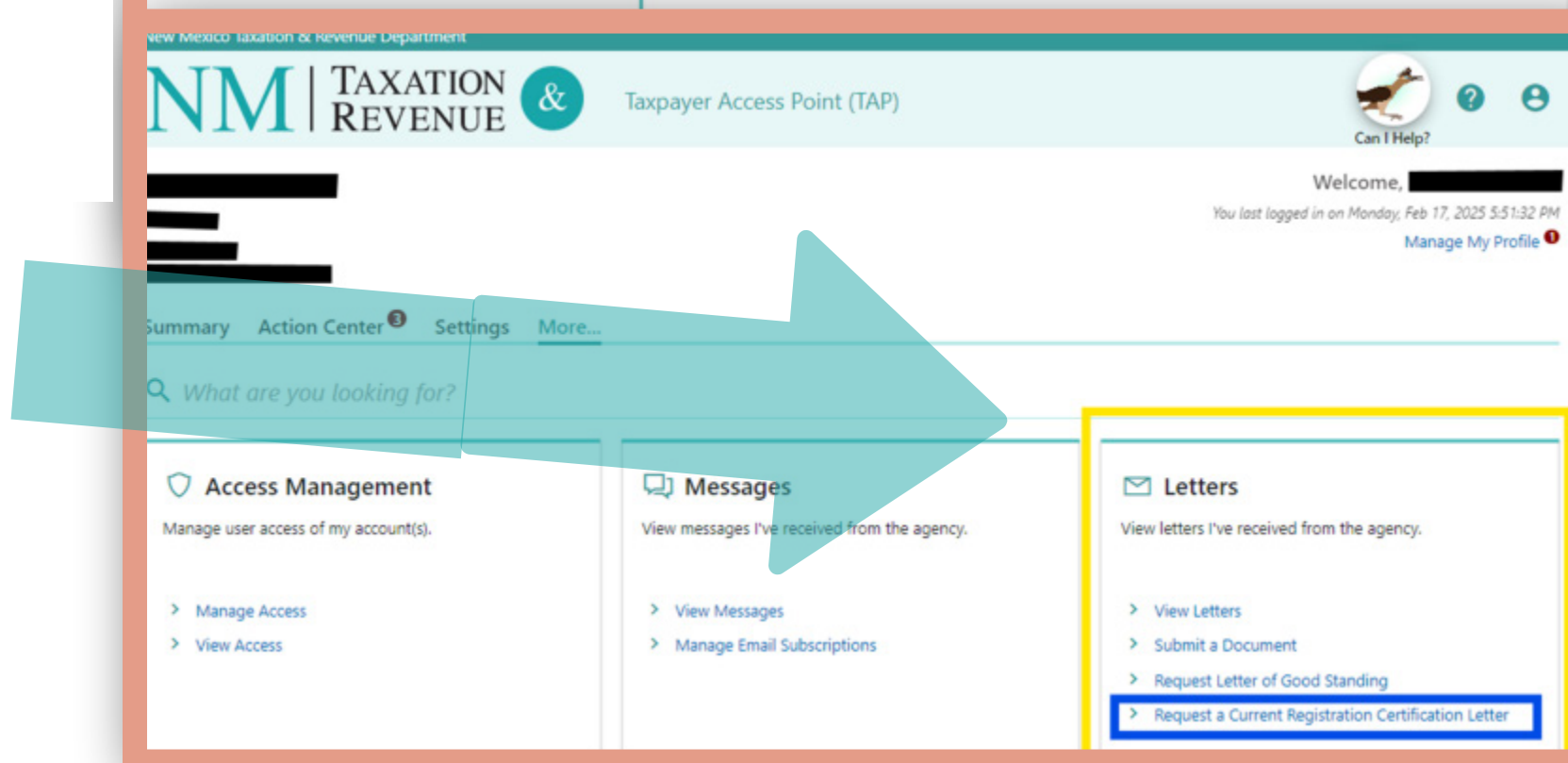
1

Log into the Taxpayer Access Point (TAP) at <https://tap.state.nm.us> Click on the "More..." tab.



2

In the Letters pan select "Request a Current Registration Certificate Letter."



3

Complete the necessary prompts, including address verification.

4

Return to the TAP homepage by clicking "Taxpayer Access Point (TAP)" at the top of the screen.

5

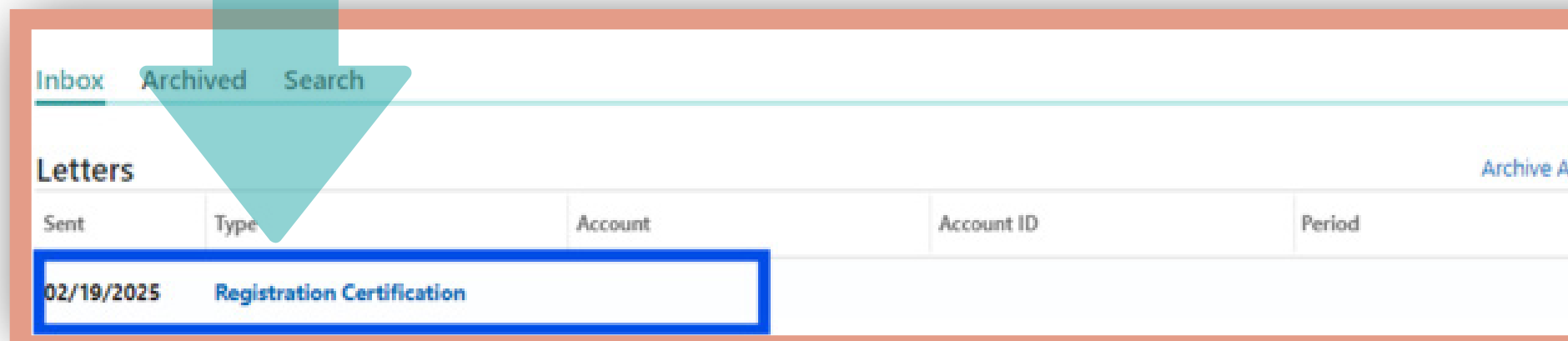
Select the "More" tab.

6

In the Letters panel, select "View Letters." Select the hyperlink titled "Registration Certificate" to obtain a PDF of the certificate, which can be printed or saved. **Ensure that you are selecting PAGE 2**



<https://tap.state.nm.us>



Sent	Type	Account	Account ID	Period
02/19/2025	Registration Certificate			