

**BUSINESS REGISTRATION FORM
CITY OF TRUTH OR CONSEQUENCES, NEW MEXICO
OFFICE OF THE CITY CLERK
505 SIMS, TRUTH OR CONSEQUENCES, NM 87901
(575) 894-6673**

A SEPARATE BUSINESS REGISTRATION APPLICATION FORM SHOULD BE COMPLETED FOR EACH BUSINESS.

CRS # _____

(Required – Obtained from the NM Dept. of Taxation & Revenue)

New Business: ☐ **Renewal:** ☐

Name of Business

Name of Contact Person

Contact Phone Number

Contact Email Address

Address of Business

City

State

Zip

Mailing Address

City

State

Zip

List addresses of each location, outlet, or branch located in Truth or Consequences:

Nature of Business: _____

Occupancy Load: _____ **Occupancy Certificate:** _____

Zoning Classification: Home Occupation: Yes: ☐ **No:** ☐ **Level: 1 2 3**

If homebased, is this an online business: Yes: ☐ **No:** ☐

Applicant Signature: _____ **Date:** _____

For use by City Clerk's Office & Staff ONLY.

Fire Chief or designee approval: _____ **Date:** _____

Planning & Zoning or designee approval: _____ **Date:** _____

Issued by: _____ **Receipt No.:** _____ **Date:** _____

City of Truth or Consequences Business Registration Information

In order to start a new business in Truth or Consequences, you will need to complete the Truth or Consequences Business Registration Form which can be obtained at the City Clerk's Office, or downloaded at www.torcnm.org. Please note that this form requires a New Mexico Tax ID number (also called a CRS number). If you don't already have a CRS number, you can obtain one from the state of New Mexico at www.tax.newmexico.gov.

Once you have a completed your Business Registration form

Once you have completed the business registration form, please bring it to the City Clerk's Office at 505 Sims Street Truth or Consequences, NM 87901. We will submit your application to the designated Zoning Official, and they will examine the zoning of the proposed business location, suitability of the proposed address for business use, or notify neighbors if a home-based business is being proposed, etc. Once the registration form has been approved, the City Clerk's Office will contact you to come in and pay the \$35 business registration fee and they will process your business registration and issue you a certificate. **The business registration fee is \$35, (Cash, Check, or Money Order only)** and is payable at the time that your business is registered, and must be renewed annually. Please note that business registrations are not pro-rated and each registration expires on December 31st of each year.

If your business moves to a new location

If your business moves to a new location, please notify the Planning & Zoning Office at 401 McAdoo Street, Truth or Consequences, NM 87901 so that they can approve the zoning and suitability of the new location. Once approved, please go by the City Clerk's Office and notify them of the move so that they can update your business information and ensure that renewal notifications are sent to the proper address. A new business registration form is required to be filled out with the updated information.

Renewing your business registration

Each year in December, the City Clerk's Office will send out a new business registration form and renewal notice to the registered address of the business. Please complete a new registration form and return it along with the **\$35 registration fee (Cash, Check, or Money Order only)** to the City Clerk's Office, 505 Sims Street, Truth or Consequences, NM, 87901 and they will process the renewal. If you have not **renewed** your business registration by March 15th, the registration will be considered delinquent, and is subject to a penalty charge.