

State of New Mexico
A Part of the NAIS – National Animal Identification System

	Administered by: THE NEW MEXICO LIVESTOCK BOARD 300 San Mateo NE, Suite 1000 Albuquerque, NM 87108 Email: nmlivestockboard@state.nm.us 505-841-6161 FAX: 505-841-6160	
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PREMISES REGISTRATION PROCEDURE – NEW MEXICO

What is involved in premises registration? The New Mexico premises registration system is designed to provide maximum flexibility for a wide range of agribusinesses. Under one business registration you can include multiple premises and multiple users as your needs dictate. We need three pieces of information to get you registered as outlined below. Register your premises with the New Mexico Livestock Board by completing the attached forms or by calling 1-505-646-1709 (Ron Parker at NMSU). We can help you to enter your new business registration information via the telephone.

What is a Premises?

USDA defines a premises as: "... any geographically unique location associated with animal agriculture that would allow for the commingling or movement of animals or poultry or that is involved in commerce (i.e. farms, ranches, feedyards, dairies, auction barns, livestock exhibitions and fair sites)." If there are multiple physical locations, then each location may be required to register as a separate premises.

However, in the strictest sense, it is not necessary to identify every piece of ground that may contain animals with a separate premises ID number if these locations contain no facilities and are only transient grazing locations that may often change. However, if locations are "substantial", and harbor animals for considerable lengths of time, or if animals are commingled with animals from other locations, then it will probably be necessary to have separate premises identification numbers for each location. Separate numbers might mean that only one of a producer's premises would be quarantined should an infected animal be traced back to that premises. If livestock will be subject to brand inspection requirements when moved from premises to premises, each premises will need a separate premises registration number.

Instructions for Premises Registration

The most important information needed in premises registration is an accurate and precise physical address. The physical address is usually a 911-type address as assigned by the county emergency addressing system. This address can usually be obtained by contacting the county tax assessor's office and/or the county planning and zoning coordinator. Post office box numbers will not suffice as a physical address.

The physical address should be the location of the livestock operation headquarters if appropriate. If no headquarters or other improvements exist on the property, and an adequate 911-type address is not available, then adequate information locating the property must be provided. Please provide as much information as possible to help us pin-point your livestock headquarters.

We suggest you make a copy for your records. Please print clearly. Required fields are denoted by an asterisk *.



Please fax or send ORIGINAL completed forms to:

New Mexico Livestock Board	or	Ron Parker (at New Mexico State University)
Attn: Ron Parker		Box 30003, MSC 3AE, NMSU
300 San Mateo, NE, Suite 1000		Las Cruces, NM 88003
Albuquerque, NM 87108		Phone: (office) 505-646-1709 (cell) 505-644-1269
Phone: 505-841-6161, Fax: 505-841-6160		Fax: 505-646-3164

Part 1 - Business Information:

This information will be stored as your business contact details. A business can be your name, ranch name, or legal business name. Note that one or more premises can be registered under the same business name.

Business Name:* _____

Primary mailing address for this business:*

Address: _____

City: _____ State: _____ Zip Code: _____ County: _____

Main Business Phone: * _____ Cell Phone: _____

Alternative Phone(s): _____ Fax: _____

E-Mail address: _____

How is this business organized: *

- | | |
|---|--|
| <input type="checkbox"/> Individual | <input type="checkbox"/> Limited Liability Partnership |
| <input type="checkbox"/> Incorporated Company | <input type="checkbox"/> Non-Profit Organization |
| <input type="checkbox"/> State or Federal Government Entity | <input type="checkbox"/> Partnership |
| <input type="checkbox"/> Limited Liability Company | |

Part 2: User(s) Information:

Users are premises contacts and/or any other individuals that need access to business, premises or animal ID information. Use a separate username and password for each individual. You may enter additional users of your account as needed. Please use one copy of part 2 for each user. (Make additional copies of part 2 as needed.) Multiple users must have unique usernames, but may use the same password.

NOTE! Your username and password are CASE SENSITIVE. Be clear in your use of capital and small letters. Remember that anyone who knows these credentials can also access your account! You may enter additional users as needed by accessing your account.

Usernames and Passwords must be 8 to 12 characters with no spaces.

Who is the Primary Contact for this account? *

First, middle initial, last name: _____

Username: _____ Password: _____

Are there alternative contacts for this business? Yes _____ (please list) No _____

First, middle initial, last name: _____

Username: _____ Password: _____

First, middle initial, last name: _____

Username: _____ Password: _____

First, middle initial, last name: _____

Username: _____ Password: _____

Part 3: Premises Information:

Premises Information pertains to where your animals are located. Determine the number of premises you need to register, using one copy of part 3 for each premises in your business. (Make additional copies of this part as needed.)

Premises Name: _____

Is the mailing address of this premises the same _____ or different _____ from your business mailing address?

If different, what is the **mailing address** of this premises?

Address: _____

City: _____ State: NM Zip code: _____ County: _____

What is the **physical address** of this premises?

(NOTE: The preferred **physical address** is the 911-emergency address assigned by the county. This address should correspond to your operation headquarters. This address may be obtained from your county tax records, or by contacting your county assessor or county planning and zoning coordinator. These cannot be postal box numbers!)

Physical Address:* _____

City:* _____ State:* NM Zip:* _____ County: _____

The USDA postal database does not correspond to newer emergency addresses assigned by many counties. Please provide as much of the following information as possible so that we may determine the exact location of your premises headquarters. GPS coordinates may be available from your local county extension agent or from local livestock inspectors.

Township _____ Range _____ Section _____ GPS Lat. _____ GPS Long. _____

Driving Directions: (Please give exact driving directions from an easily identifiable starting point, such as the intersection of major roads, streets, etc. Give distances to the nearest 1/10 mile if possible. Indicate directions by N,E,S,W. Remember that we cannot see physical structures such as mailboxes or mile markers, etc. on our mapping systems. Attach additional pages as needed.)

Primary Operation Type at this Premises:* (Check **only the one** which describes the majority of your business)

- | | | | | |
|--|--|--|--|--|
| <input type="checkbox"/> Producer | <input type="checkbox"/> Backyard Farm | <input type="checkbox"/> Boarding Facility | <input type="checkbox"/> Breeding Center | <input type="checkbox"/> Rendering Plant |
| <input type="checkbox"/> Veterinary Clinic | <input type="checkbox"/> Exhibition Site | <input type="checkbox"/> Feeder | <input type="checkbox"/> Laboratory/Research | |
| <input type="checkbox"/> Market/Auction | <input type="checkbox"/> Port of Entry | <input type="checkbox"/> Backgrounder | <input type="checkbox"/> Quarantine Facility | |
| <input type="checkbox"/> Service Provider | <input type="checkbox"/> Slaughter Plant | <input type="checkbox"/> Tagging Site | <input type="checkbox"/> Training Facility | |

Primary Species at this Premises:* (Check **only one** which describes the majority of livestock in your business)

- | | | | | |
|--|---------------------------------------|---|---------------------------------------|--|
| <input type="checkbox"/> Aquaculture | <input type="checkbox"/> Bison | <input type="checkbox"/> Camelids (Llama and Alpaca) | <input type="checkbox"/> Cattle, Beef | <input type="checkbox"/> Cattle, Dairy |
| <input type="checkbox"/> Captive Cervids (Deer/Elk/Antelope) | <input type="checkbox"/> Exotics | | <input type="checkbox"/> Goats | <input type="checkbox"/> Horses (Equine) |
| <input type="checkbox"/> Pigs | <input type="checkbox"/> Poultry/Fowl | <input type="checkbox"/> Ratites (Ostrich and Emu) | <input type="checkbox"/> Sheep | |

Additional Species at this Premises: (Check **all that apply**, even if you only have one animal of the species)

- | | | | | |
|--|---------------------------------------|---|---------------------------------------|--|
| <input type="checkbox"/> Aquaculture | <input type="checkbox"/> Bison | <input type="checkbox"/> Camelids (Llama and Alpaca) | <input type="checkbox"/> Cattle, Beef | <input type="checkbox"/> Cattle, Dairy |
| <input type="checkbox"/> Captive Cervids (Deer/Elk/Antelope) | <input type="checkbox"/> Exotics | | <input type="checkbox"/> Goats | <input type="checkbox"/> Horses (Equine) |
| <input type="checkbox"/> Pigs | <input type="checkbox"/> Poultry/Fowl | <input type="checkbox"/> Ratites (Ostrich and Emu) | <input type="checkbox"/> Sheep | |

Master Brand Numbers: List all Master Brand Numbers registered with the NM Livestock Board that are primarily used on this premises, listing the main brand associated with this premises first:

Main MASTER Brand Number: _____ Other MASTER Brand Numbers: _____