

Billing Information Sheet

Your agency must complete the following:

Publish in the *New Mexico Register*

Volume: Issue: Publication date:

Agency's 3-digit DFA code:

Purchase order 15-digit number:

Agency name:
Division name (if applicable):
Street address or P.O. Box:
City, State and Zip code:

Contact person's name:
Contact person's phone number:
Contact person's e-mail address:

Notice name (if submitting a notice):

Example: [Notice of Rulemaking Hearing](#)

Or Rule NMAC number and rule name (if filing an amendment, repeal & replace, repeal, new rule etc.)

Example: [19.31.3 NMAC, Hunting and Fishing License Application](#)

Electronic file name(s):
(ALD Use Only)

Analyst's initials:

(ALD Use Only)

Instructions for Completing the BILLING INFORMATION SHEET



Your agency must complete the following:

New Mexico Register

Volume number:

Issue number:

Publication date:

Example: Volume: XXVIII , Issue: 19, Publication date: October 17, 2017

Agency's 3-digit DFA code: Example: 123

Agency's 15-digit purchase order number: Example: 12300-0000004567

Agency's name:

Division name (if applicable):

Street address or P.O. Box:

City, State and Zip code:

Contact person's name:

Contact person's Phone number:

Contact person's E-mail address:

Note: Complete one or the other of the following fields unless submitting a notice AND filing a rule.

Notice name, if submitting a notice of rulemaking

Example: Notice of Regular Board Meeting and Rulemaking Hearing

OR

Rule NMAC number and rule name, if filing a new rule, an amendment, a repeal or replacement.

Example: 19.31.3 NMAC, Hunting and Fishing License Application

Last 2 fields are for Administrative Law Division staff use only.