



# City of Alamogordo

OFFICE OF THE CITY CLERK

1376 E. NINTH STREET • ALAMOGORDO, NEW MEXICO 88310-5838 • (575) 439-4100 FAX (575) 439-4396

October 11, 2025

Dear Alamogordo Business Owners,

The City of Alamogordo thanks you for your patience during this very long conversion of our new business registration system. Unfortunately, we have to extend the renewal letter once again. **The letter expires on June 30, 2026, unless your new renewal date is issued before that date.** We can provide you with a temporary business registration certificate upon request. All business owners registered with the City of Alamogordo are required to maintain any applicable local, state, federal, and other licenses to do business in the city.

**Please be advised that this renewal letter only applies to Business Registrations and not Food Vendor Licenses. Food vendors must apply for a license annually.**

If you need to change the physical business location or have a change in business owners, you must submit a new business registration to my office along with the approved prerequisite form. For any other changes, you can make an amendment by submitting an amendment form to my office. For your convenience, both forms are located under the City Clerk's page on the City's website at: <https://ci.alamogordo.nm.us/151/Business-Registrations-Licenses-Permits>, and the prerequisite form is located on the Planning & Zoning page at <https://ci.alamogordo.nm.us/162/Planning-Zoning>.

Below is information from the previous renewal letters of July 24, 2023, October 4, 2023, February 28, 2024, January 12, 2024, and October 7, 2024, October 21, 2024, and March 5, 2025.

The City of Alamogordo is in the process of converting to a new business registration program and will take a few months to complete the process. Therefore, the \$35 business registration fee due by January 31, 2023, will be waived, and your business registration will be automatically extended. However, a new business registration certificate will not be issued. If the state requires you to have a business registration certificate, we can issue a temporary certificate upon request after December 1, 2022. You may also use this letter as proof of the business registration extension.

Per our ordinance amendment of Chapter 17, all business registration renewals will no longer have the due date of January 31<sup>st</sup> of each year, the renewal dates will be staggered. Therefore, once the program conversion is in operation, you will receive a notification of how to access the new system. Please assist us in getting this notification to you by emailing us, calling us, or stopping by with your current email address, and including your business name and business location. The email address where you can send this information is [cityclerk@ci.alamogordo.nm.us](mailto:cityclerk@ci.alamogordo.nm.us) or call our office at (575) 439-4100 option 6.

Again, thank you for your continued patience during this conversion. If you have any questions, please contact me at [rhughes@ci.alamogordo.nm.us](mailto:rhughes@ci.alamogordo.nm.us) or (575) 439-4100, option 6.

Sincerely,

Rachel Hughes, CMC, City Clerk