



United States Department of State

*Office of Foreign Missions  
Washington, D.C. 20520*

## **NOTICE**

### **Diplomatic and Consular Tax Exemption in New Mexico**

This notice outlines procedures that foreign missions and their accredited members must follow in order to receive exemption from gross receipts tax on purchases in the State of New Mexico.

New Mexico requires vendors to retain a Nontaxable Transaction Certificate (NTTC) for every tax-exempt sale they make. The foreign mission or member must request a “Type 16” NTTC from the New Mexico Taxation and Revenue Department prior to the planned purchase and present it to the vendor at the time of the purchase.

To request a Type 16 NTTC, e-mail [lisa.trujillo@state.nm.us](mailto:lisa.trujillo@state.nm.us) with the following information:

- Name and address of the foreign mission or individual purchaser
- A copy of the purchaser’s valid tax exemption card
- Vendor name and address

The NM Taxation and Revenue Department will send the NTTC to the foreign mission or member by e-mail or U.S. mail. The foreign mission or member must then give the NTTC to the vendor at the time of purchase in order to receive tax exemption.

The purchaser may request a maximum of 5 certificates at one time. However, only 1 blank certificate will be issued.

Please contact the Office of Foreign Missions at 202-895-3500 ext. 2 or [OFMTaxCustoms@state.gov](mailto:OFMTaxCustoms@state.gov) with questions or concerns. Missions located outside the Washington, DC area can contact their nearest OFM regional office.