

Meter Reading Instructions

INSTRUCTIONS

1. Download the "[Meter Reading Form](#)"
2. Save the form to your machine.
3. Open and fill out the form on your machine with your meter reading information and save it.
4. Click on the [District Office metering email address](#) you are required to report your meter reading to

Note: If a this does not launch your email client automatically, you will need to open a new email and copy/paste the appropriate email address into the "To address line".

5. Attach the form you saved to this new email and click send.

We have also included a form in [PDF Format](#) for individuals who prefer to print this form and mail it in to the district office. For the addresses of the district offices go to our [District Offices page](#).

Note: Please contact the [District Office](#) if you do not believe this standard meter reading form fits your particular needs.

CORPORATE AND GOVERNMENTAL METER READING

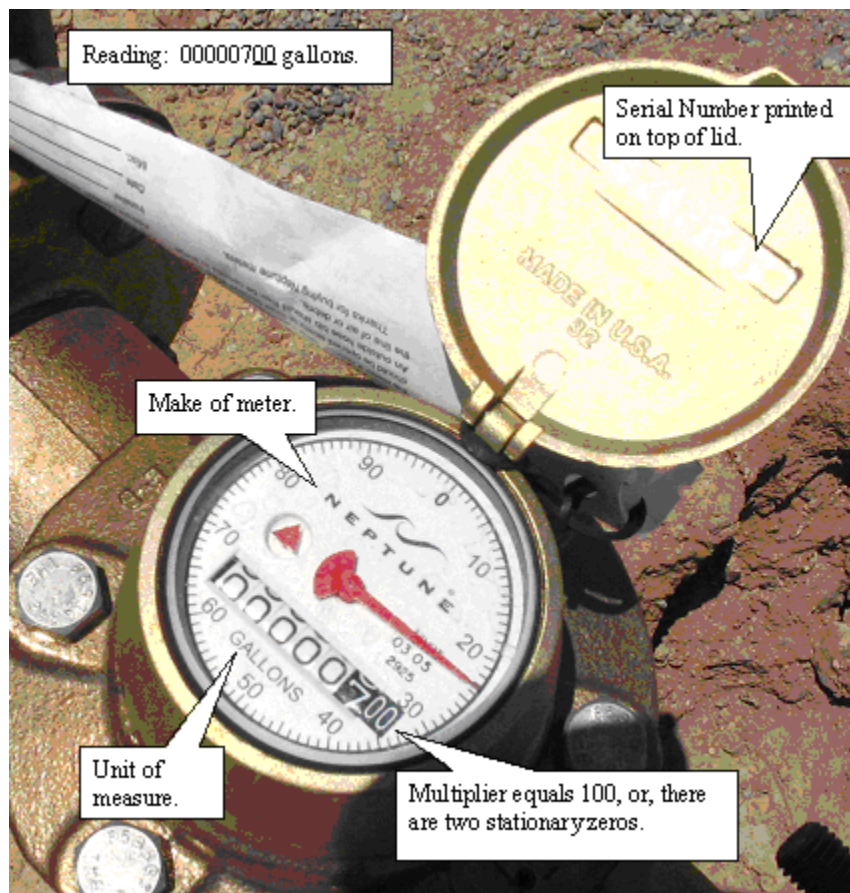
Water right owners that have several metered points of diversion can submit their meter readings in an Excel Spreadsheet. Enter your meter information on a spreadsheet and attach it to an email and send

it back to the appropriate district office using the [District Office metering email addresses](#)

METER PHOTOGRAPH

Please send a one-time photograph of your meter clearly showing the face of the meter and a photograph clearly showing the serial number. Photographs can be emailed or sent by mail to your appropriate [District Office](#).

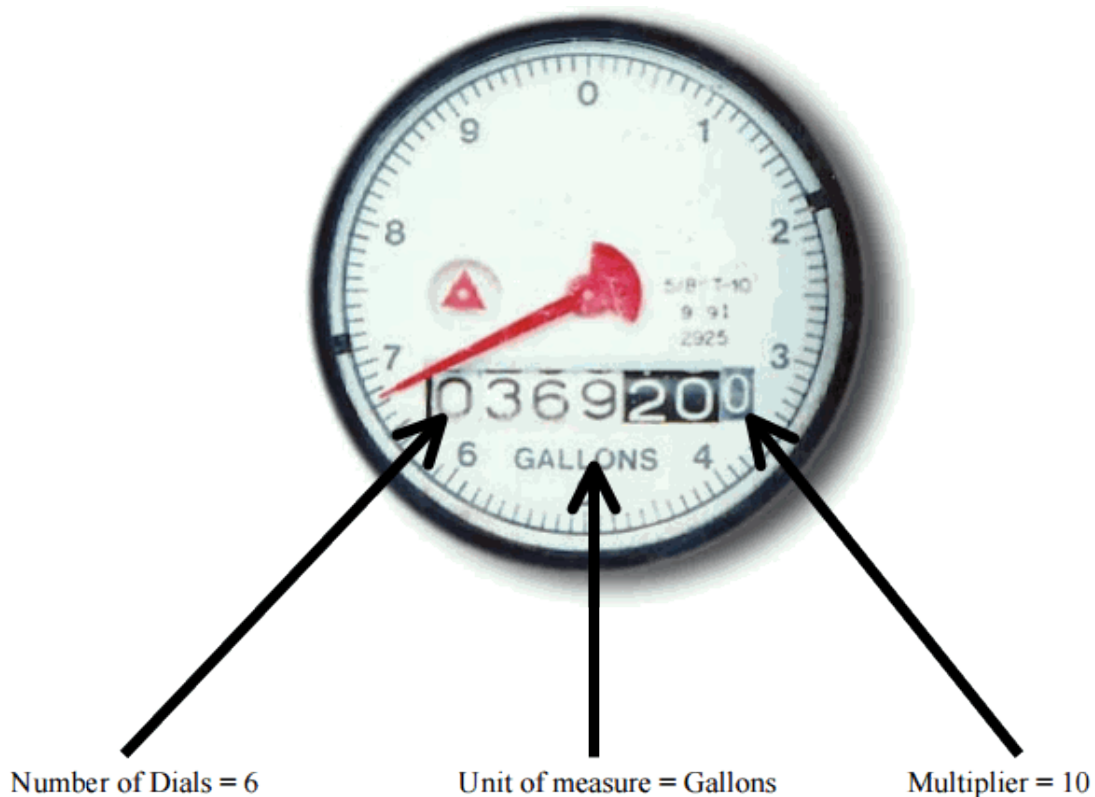
See example below:



SAMPLE OF A WATER METER

WHAT'S ON THE DIAL?

Finding things on this Meter



When submitting meter information count all the dials (numbers) even if they have not moved. The multiplier is shown by any stationary (numbers painted on the dial face) zeros on the meter. In this case there is only one stationary zero. If there are no stationary zeros on the meter face type 1 for the multiplier. If there is a decimal point on your meter anywhere, make sure to include it in your meter reading.

CONTACT INFORMATION BY DISTRICT OFFICE

Please contact your nearest [District Office](#) if you do not believe this standard meter reading form fits your particular needs.

If your email client does not launch automatically, you need to copy/paste the applicable email address into the address line of a new email.

[Albuquerque District 1:](#)

Basins: Bluewater, Estancia, Middle Rio Grande, Sandia, and Gallup underground water basins and basin surface rights

Albuquerque Office - Email to: dist1.meterreadings@state.nm.us

[Roswell District 2:](#)

Basins: Capitan, Carlsbad, Causey Lingo, Curry County, Fort Sumner, Hagerman Canal, Hondo, Jal, Lea County, Peñasco, Portales, and Roswell Artesian, underground water basins and basin surface rights

Roswell Office - Email to: dist2.meterreadings@state.nm.us

[Deming District 3:](#)

Basins: Animas, Cloverdale, Gila-San Francisco, Hatchita, Lordsburg, Mimbres, Mount Riley, Nutt-Hockett, Playas, San Simon, Virden Valley and Yaqui underground water basins and basin surface rights

Deming Office - Email to: dist3.meterreadings@state.nm.us

Las Cruces
District 4:

Basins: Lower Rio Grande, Tularosa, Hueco, Las Animas Creek, Hot Springs and Salt underground water basins and basin surface rights

Las Cruces Office - Email to: **dist4.meterreadings@state.nm.us**

Aztec
District 5:

Basins: San Juan Underground Water Basin and San Juan Basin surface rights for San Juan, Animas, and La Plata Rivers

Aztec Office - Email to: **dist5.meterreadings@state.nm.us**

Santa Fe
District 6:

Basins: Northern Rio Grande, Upper Pecos underground water basins and basin surface rights

Santa Fe Office - Email to: **dist6.meterreadings@state.nm.us**

Cimarron
District 7:

Basins: Clayton, Tucumcari, Canadian River underground water basins and basin surface rights

Cimarron Office - Email to: **dist7.meterreadings@state.nm.us**