



REGISTERING/TITLING A VEHICLE IN NEW YORK STATE

See the blue pages of your local telephone directory, or visit DMV's web site, for DMV phone numbers.

www.nysdmv.com

- Read the section below for the action you want. Each section identifies what paperwork is needed for each action.
- Forms with an asterisk (*) are available at any Motor Vehicles office and at DMV's web site.

TO REGISTER a vehicle for the first time in NYS, you must bring the following documents to a DMV office:

1. a completed Vehicle Registration/Title Application (MV-82*).
2. proof of ownership (see page 3).
3. a NYS insurance card in the registrant's name (see page 4).
4. proof of inspection (see page 4).
5. proof of sales tax clearance or appropriate sales tax forms (see page 4).
6. proof of identity - a current photo NYS Driver License, Learner Permit or Non-Driver ID Card, or refer to DMV form ID-82* (Proofs of Identity for Registration and Title).
7. if registering for a corporation, proof of incorporation (see page 4).
8. if registering for a partnership, proof of partnership (see page 4).
9. if the vehicle is being registered and/or titled in two names, signatures and proof of identity is required for both parties.
10. if the registrant is not the owner of the vehicle, the owner must complete and sign the "IF YOU ARE NOT THE OWNER" section of the MV-82, or complete a Registration Authorization form (MV-95*), and must provide proof of the owner's name, date of birth (see #6 above) and proof of ownership for the vehicle (for Proof of Ownership, see page 3).
11. an Odometer Disclosure Statement for all vehicles 10 years old or newer. If the proof of ownership does not contain an Odometer Disclosure Statement, the new owner and seller must complete and sign the Odometer Disclosure Statement section of form MV-103*.
12. a Damage Disclosure Statement for all vehicles 8 years old or newer if the proof of ownership is from NYS. If the proof of ownership does not contain a Damage Disclosure Statement, the new owner and seller must complete and sign the Damage Disclosure Statement section of form MV-103*.
13. a bill of sale (see Proof of Sales Tax Clearance on page 4).
14. the appropriate fee. Payment can be made by cash, check, money order or credit card (Visa, MasterCard, American Express or Discover).
15. if an individual, partnership or corporation grants power of attorney to an individual to buy, sell or register vehicles owned by an individual, partnership or corporation, an original Power of Attorney must be presented. (see page 4, Power of Attorney).

DO NOT MAIL APPLICATIONS FOR REGISTRATION TO THE TITLE BUREAU

TO REPLACE lost, destroyed or damaged registration items, provide:

1. a completed Vehicle Registration/Title Application (MV-82*).
2. if one plate is lost, the remaining plate.
3. if the registration or plates are lost due to a crime, or if there is no remaining plate, a Report of Lost, Stolen or Confiscated Motor Vehicles Items (MV-78B), or a letter, must be obtained from a police agency. Items will be replaced free of charge if a police report shows they were lost due to a crime.
4. proof of identity (see #6 of "To Register" above).
5. the appropriate fee (see #14 of "To Register" above).
6. if replacing plates, a NYS insurance card in the registrant's name (see Proof of Insurance coverage on page 4).

TO CHANGE information on a registration and/or a title, provide:

1. a completed Vehicle Registration/Title Application (MV-82*).
2. for 1973 or newer vehicles, the Certificate of Title (MV-999).
3. proof of registrant's (or owner's) identity (see #6 of "To Register" above).
4. the appropriate fee (see #14 of "To Register" above).
5. for a change in name, partnership, vehicle year, vehicle identification number, or registration class, also provide:
 - a. proof of inspection, if required (see page 4).
 - b. proof of the change to be made.

TO RENEW a vehicle registration, provide:

1. a completed Registration Renewal Reminder (MV-3).
If it is not available, or if the information on the Reminder is wrong, provide a completed Vehicle Registration/Title Application (MV-82*), along with proof of identity (see #6 of "To Register" on page 1).
2. a NYS insurance card (see page 4) if:
 - a. the vehicle has been off the road and the plates have been surrendered (the effective date of insurance must be after the date of surrender); or
 - b. the insurance has been cancelled (the effective date of insurance must be after the date of cancellation)

Note: A For-Hire certificate (FH-1) is required for all for-hire vehicle renewals.
3. proof of inspection, if required (see page 4).
4. the appropriate fee (see #14 of "To Register" on page 1).

TO TRANSFER PLATES to a different vehicle, provide:

1. a completed Vehicle Registration/Title Application (MV-82*).
2. proof of ownership (see *Acceptable Proofs* on page 3).
3. a NYS insurance card in the registrant's name for the vehicle being registered (see page 4).
4. proof of inspection (see page 4).
5. sales tax clearance* (available at any Motor Vehicles office - see page 4).
6. proof of identity (see #6 of "To Register" on page 1).
7. if the registrant is not the owner of the vehicle, the owner must complete and sign the "IF YOU ARE NOT THE OWNER" section of the Vehicle Registration/Title Application (MV-82*), or complete a Registration Authorization (MV-95*), and must provide proof of the owner's name, date of birth and proof of ownership of the vehicle (see # 6 of "To Register" on Page 1).
8. the appropriate fee (see #14 of "To Register" on page 1).

TO OBTAIN A TITLE ONLY (for situations when a 1973 or newer vehicle is **not** being registered, but a title is needed). Also includes 1995 and newer manufactured homes that are at least 8 ft. wide or 40 ft. long when being transported, or at least 320 square feet when erected on a site. Please provide:

1. a completed Application for Title (MV-82TON*), or if an MV-82TON is not available, a Vehicle Registration/Title Application (MV-82*).
 2. proof of ownership (see *Acceptable Proofs* on page 3).
 3. proof of owner's identity (see #6 of "To Register" on page 1).
 4. if titling for a corporation, proof of incorporation (see page 4).
 5. if titling for a partnership, proof of partnership (see page 4).
 6. sales tax clearance; receipt (FS-6T) (available at any Motor Vehicles office) or a Retail Certificate of Sale form MV-50 from a NYS dealer (see page 4).
 7. an Odometer Disclosure Statement for all vehicles 10 years old or newer. If the proof of ownership does not contain an Odometer Disclosure Statement, the new owner and seller must complete and sign the Odometer Disclosure Statement section of form MV-103*.
 8. a Damage Disclosure Statement for all vehicles 8 years old or newer if the proof of ownership is from NYS. If the proof of ownership does not contain a Damage Disclosure Statement, the new owner and seller must complete and sign the Damage Disclosure Statement section of form MV-103*.
 9. a check for the appropriate fee payable to "Commissioner of Motor Vehicles".
 - \$50 for a "Title Only" for vehicles.
 - \$125 for a "Title Only" for a manufactured home.
- Most Title Only applications can be processed in any DMV office, or you can mail items 1-9 to the address below. If mailing the Title Only application, send photocopies of the proof of identity/partnership/corporation.
- NYS Department of Motor Vehicles
Title Bureau
6 Empire State Plaza
Albany NY 12228-0322
- DO NOT USE THIS ADDRESS TO MAIL REGISTRATION APPLICATIONS**
- NOTE: The following Title Only applications must be mailed to the above address:
- Garageman Liens
 - Salvage Certificate
 - Manufactured Homes
 - Boats
 - Bonded Vehicles
 - Application by dealers or manufacturers for vehicles returned by the purchaser because it does not conform to its warranty (Lemon Law).

ACCEPTABLE PROOFS - To be acceptable, all documents you present for proof of name and proof of insurance must have the same name on them as the name used on the registration application. See page 4 of this form for other acceptable proofs.

PROOF OF OWNERSHIP

1. If the vehicle is purchased from a dealer in New York State:

- New**
- a Retail Certificate of Sale (MV-50) **and**
 - a Manufacturer's Certificate of Origin (MCO)

- Used**
- a Retail Certificate of Sale (MV-50) and
 - either a title (for a 1973 or newer vehicle) or a transferable registration (for a 1972 or older vehicle).

2. If the vehicle is purchased from a dealer outside New York State:

- New**
- an MCO. If there is no room on the MCO for a transfer, the MCO plus a bill of sale for each transfer after the last one shown on the MCO, must be presented, any applicable reassignments **and**
 - the original bill of sale.

- Used**
- an original out-of-state title or transferable registration, any applicable reassignments **and**
 - the original bill of sale.

3. If the vehicle was purchased from a private owner:

In New York State:

- 1973 or newer vehicle - original title showing transfer, or
- 1972 or older vehicle - original transferable registration showing transfer, and
- the original bill of sale.

Outside New York State:

- the original out-of-state title or transferable registration showing transfer, and
- the original bill of sale.

4. If the ownership is a New York State title or transferable registration and there is no change in ownership and:

- the registrant is not the owner
 - an original New York State title or transferable registration and the MV-95 (Registration Authorization) or the "IF YOU ARE NOT THE OWNER" section on the MV-82 signed by the owner
- the owner is a New York State Leasing Company
 - a copy of the New York State Title and the MV-95 (Registration Authorization) or the "IF YOU ARE NOT THE OWNER" section on the MV-82 signed by the owner

5. If a vehicle is being brought into New York State without a change in ownership:

- an original out-of-state title **or**, if the vehicle was not required to be titled in the state where it was last registered, a transferable registration or certified copy of the registration from the out-of-state Motor Vehicles authority.
- if the title is held by an out-of-state lienholder:**
 - a copy of the title in the owner's name, certified by the lienholder or the out-of-state motor vehicle agency, (certification must be on the same page), or a Memorandum of Title** (non-negotiable) [if you cannot obtain a copy of the title because the out-of-state Motor Vehicle Agency issues "Paper" or "Electronic" titles when there is a lien on a vehicle, you must provide an abstract of ownership from the Motor Vehicle Agency showing you as the owner of the vehicle] **and**
 - the lienholder's statement identifying the owner and the vehicle's year, make and VIN. The statement must be on the lienholder's letterhead and must state that the lienholder holds the original title and is aware that the title copy will be used to register the vehicle in NYS. The letter must be unconditional (that is, the lienholder cannot ask that we notify him/her once the vehicle is registered, etc.)

IMPORTANT: New York State issues Title for 1973 or newer model vehicles and Transferable Registrations for 1972 or older model vehicles as proof of ownership for the vehicle. We cannot give you a transferable registration or title until you give us the original out of state title. Therefore, when you receive the actual title from the lienholder, please mail it to the Title Bureau at the address below with a letter of explanation and a copy of your registration. We will then mail you the appropriate proof of ownership for your vehicle.
TITLE BUREAU, NYS Department of Motor Vehicles, 6 Empire State Plaza, Albany NY 12228-0320

- if the title is held by an out-of-state leasing company:**
 - a copy of the out-of-state title (in the leasing company's name) **and**
 - a letter from the owner stating that the owner is aware that the copy of the title will be used to register the vehicle in NYS **and**
 - the MV-95 (Registration Authorization) or the "IF YOU ARE NOT THE OWNER" section on the MV-82 signed by the owner

** A New York State title will not be issued in this case.

IMPORTANT: If you buy out the lease, you must obtain the original title from the leasing company properly transferred to you and apply to your local New York State Motor Vehicle office to have ownership transferred to your name. **DO NOT** just mail the title to the Title Bureau.

6. If none of the above apply, vehicles from another source (for example, public auction, transfer of a deceased person's property, foreign countries, etc.) require special handling. Contact a Motor Vehicles office for information.

ACCEPTABLE PROOFS (continued) - To be acceptable, all documents you present for proof of name and proof of insurance must have the same name on them as the name used on the registration application.

PROOF OF INSURANCE COVERAGE

1. A New York State Insurance Identification Card (must contain a bar code) - it must be issued by a **New York State authorized insurance company in the registrant's name**, and must show that the policy is in effect on the day the vehicle is registered **or**
2. FH-1 Insurance Certificate for a For-Hire Vehicle **or**
3. A Federal Department of Transportation permit, or a NYS DOT permit.

PROOF OF INSPECTION

1. All **USED** vehicles bought or obtained from any source other than a NYS dealer must be reinspected after sale or transfer. DMV will issue a temporary certificate for the vehicle, giving you ten days to have it inspected, if it is being registered by you for the first time, **AND IF IT DOES NOT HAVE TO BE INSPECTED BEFORE IT IS REGISTERED (see #3 below)**. This will let you register the vehicle before it is reinspected.
2. Vehicles purchased from a registered New York dealer must be inspected at the time of sale. The retail certificate of sale (MV-50) will include the inspection date, facility number and inspection certificate number.
3. Vehicles that have to be inspected prior to registration:
 - a. Junk/Salvage vehicles, a current valid inspection stamp on the MV-899 or a NYS licensed inspection state billhead or letterhead containing complete vehicle information and name of registrant.
 - b. any vehicle carrying passengers which must be inspected by NYS DOT or by a NYS Heavy Vehicle inspection station, must pass inspection before being registered. Required proof of DOT inspection is a vehicle inspection report (MC300) issued by NYS DOT.
 - c. for NYS Heavy Vehicles, an inspection station billhead or letterhead containing complete vehicle information and name and address of registrant, is required.

For more information, refer to Inspection Requirements for Carriers Transporting Passengers, MV-82.1P.

PROOF OF SALES TAX CLEARANCE

1. If the vehicle is bought from a New York dealer, provide a Retail Certificate of Sale (MV-50). If the vehicle is bought from an out-of-state dealer, provide the original bill of sale indicating that NYS sales tax was collected, and complete form DTF-803*.
2. The original bill of sale and the front of form DTF-802* if the vehicle was purchased in a casual sale, the vehicle is a gift, or if the vehicle is obtained from a spouse, parent, child, stepparent or stepchild. **In addition**, the back of form DTF-802* must also be completed and signed by the seller/donor, if the vehicle was purchased at less than fair market value or the vehicle is a gift from someone other than a spouse, parent, child, stepparent, or stepchild.
3. If an exemption from sales tax is claimed, complete Form DTF-803.*
4. If sales tax was paid to another state and credit is allowed, complete Form DTF-804* and pay the remainder, if any, of the tax due to New York State. If no credit is allowed, complete Form DTF-802.
5. If the vehicle is leased, a copy of the lease agreement is required. Additional tax may be due at the time of registration.

*DTF sales tax forms may be obtained from any Motor Vehicles office, from the state Tax Department or from DMV's web site.

PROOF OF INCORPORATION

1. A NYS vehicle registration or title in the same corporate name **or**
2. A certified copy of the NYS Certificate of Incorporation **or**
3. For New York State corporations only:
 - a. a certificate under seal issued by the NYS Dept. of State **or**
 - b. a filing receipt issued by the NYS Department of State
4. For out-of-state corporations only:
 - a. a certified copy of the Certificate of Incorporation from their home state **or**
 - b. a certificate under seal issued by the NYS Dept. of State; **or**
 - c. a filing receipt issued by the NYS Dept. of State.
5. For corporate DBAs: a filing receipt from the NYS Department of State with the DBA listed.
6. For unincorporated associations: proofs vary depending on the type of organization. Contact a Motor Vehicles office for information.

PROOF OF PARTNERSHIP

1. Provide a Certificate of Partnership (filed with the County Clerk).
2. For DBAs: a copy of the DBA filing receipt issued by the County Clerk.

NOTE: If there are more than two (2) partners, you must also provide a Statement of Partnership or Joint Ownership (MV-83T*).

POWER OF ATTORNEY

If an individual, partnership or corporation grants power of attorney to an individual to buy, sell or register vehicles owned by an individual, partnership or corporation, an original Power of Attorney must be presented. The power of attorney must be notarized. The power of attorney should contain:

- Date POA was issued.
- The name, and address of the person designated to act as the power of attorney.
- The name, address and signature of the person granting the power of attorney.
- The name and address of the corporation or partnership, if applicable.
- Proof of identity of the person signing as POA.

The person designated uses the initials P.A. after his/her signature.

NOTE: The same Power of Attorney cannot be used for the buyer and seller when transferring ownership.