

MOTOR VEHICLE REGISTRATION GUIDE

THIS IS A GUIDE TO HELP YOU THROUGH THE REGISTRATION PROCESS; HOWEVER, IT DOES NOT COVER EVERY REGISTRATION SCENARIO THAT MAY OCCUR.

PAYMENT TENDER ACCEPTED AT CLERKS OFFICE

Cash, check made payable to the Town of Tilton. Credit Card is now accepted. There is a 2.95% service fee to the card holder.

REGISTRATION AND DRIVER'S LICENSE

New residents have a maximum of 60 days from the date residency was established in which to register vehicles in NH and obtain a NH driver's license (State of NH RSA's 261:45 & 263:35).

PROOF OF RESIDENCY The following persons must prove residency to the Clerk's office:

Tilton residents with an address change during the past year, New Hampshire residents new to Tilton, New residents to New Hampshire.

A resident is someone who has, through all of his actions, demonstrated a current intent to designate that place of abode as his principal place of physical presence for the indefinite future to the exclusion of all others (RSA 21:6)

- ✓ If renting you must bring in your lease agreement along with 2 pieces of mail to you at that legal address. If you do not have a lease agreement or the lease agreement is in someone else name, or you are living with a home owner who has established residency, **See Residency Affidavits**
- ✓ If you purchased a home and it is in your name, the sale must be in the assessing system for us to verify, if not please bring in a copy of closing papers/deed along with 2 piece of mail in your name at that legal address.
- ✓ Picture ID: Driver's license or Non driver's license.

REGISTRATION RENEWALS: (State of NH RSA 261:148:IV)

- ✓ If your Tilton address has not changed since your last registration, you may renew your vehicle(s) registrations online. You must have the pin # which is listed on your renewal notice. Visit www.tiltonnh.org and select **Online Registration**
- ✓ As a courtesy, the State will allow you to present your renewal notice instead of your registration.
- ✓ NH driver's license or Non driver's license.
- ✓ The Clerks' Office sends renewal notices as a courtesy. If the notice is returned to us by the U.S. Postal Service, we will ask you to prove Tilton residency again.

NEW REGISTRATIONS – Owners listed on vehicle must be present

- **The year 2000 OR NEWER VEHICLE PURCHASED, LEASED or A LEASE BUYOUT THROUGH A NH DEALERSHIP or FINANCED THROUGH A NH BANK.**
 - ✓ NH driver's license or Non driver's license.
 - ✓ Original (blue) Title Application Town Clerks Copy
 - ✓ Previous vehicle's NH registration if you would like to transfer plates (RSA 261:148); primary owner on title application form and on registration need to match in order to transfer those plates.
 - ✓ Vehicle lease paperwork for leased vehicles.
 - ✓ All of those listed on the title application or title must be present to title and register a new or a new to you vehicle.

- **The year 2000 OR NEWER VEHICLE** A LEASE BUYOUT THROUGH AN OUT-OF-STATE DEALERSHIP or A NEW RESIDENT TO NH or PURCHASED THROUGH A PRIVATE SALE or FINANCED, LEASED.
 - ✓ Photo Identification
 - ✓ Valid Title
 - ✓ Purchase Date
 - ✓ Current Mileage
 - ✓ Lien holder's name and address (if applicable); if new resident to NH, please present vehicle's out-of-state registration.
 - ✓ Date of lien (if applicable)
 - ✓ All owners must be present to sign title application form.
 - ✓ Previous vehicle's NH registration if you would like to transfer your NH plates (RSA 261:148); primary owner on title application form and registration must match in order to transfer plates.
 - ✓ Vehicle lease paperwork for leased vehicles.

- **The year 1999 OR OLDER VEHICLE**

VEHICLE

- ✓ Photo Identification
- ✓ Bill of Sale **and** one of the following:
 - Valid Title
 - NH registration from previous owner
 - Verification of VIN (form 19A)

TRAILERS > 3,000 LBS

- ✓ Photo Identification
- ✓ Bill of sale (if newly purchased) or out-of-state registration in registrant's name
- ✓ Valid Title **or** NH registration **or** Verification of VIN form (form 19A)
- ✓ Previous vehicle's NH registration if you would like to transfer plates (RSA 261:148); primary owner on title application form and on registration need to match in order to transfer plates.

TRAILERS < 3,000 LBS

- ✓ Photo Identification
- ✓ Out-of-state registration **or** bill of sale (if newly purchased) **or** Certificate of origin (if new trailer)

IF YOUR SPOUSE PASSES AWAY

If your spouse is on the vehicle's title and registration, and has passed away, please bring:

- ✓ I Photo Identification
- ✓ If you have a lien holder you must supply that information.
- ✓ Registration
- ✓ NH driver's license (surviving spouse)
- ✓ Valid Title
- ✓ Spouse's death certificate
- ✓ Current Mileage

PUTTING VEHICLE INTO A TRUST

- ✓ Photo Identification
- ✓ If you have a lien holder, you must contact them first
- ✓ NH driver's license or Non driver's license (trustee's)
- ✓ Valid Title or blue Title Application form
- ✓ Registration
- ✓ Copy of first and last page of Trust (need to see Trust name and trustees and signature page).
ALL PEOPLE LISTED IN TRUST MUST BE PRESENT

PUTTING A VEHICLE INTO A TILTON-BASED BUSINESS NAME

- ✓ Photo Identification
- ✓ Vehicle documentation as described above.
- ✓ Business entity needs to be registered with the NH Secretary of State (RSA 349:1).
- ✓ Business must be registered with the Town of Tilton - Code Enforcement Officer
- ✓ Photo identification of authorized business representative.
- ✓ Vehicles need to be principally garaged or kept on the premises of the Tilton place of business (RSA's 259:23 & 259:76); "Place of business" is the site, location or building within this state at which a person conducts the business in which he/she is engaged.
- ✓ On letterhead a letter stating that the person registering the vehicle has the authority.
- ✓ Proof of residency for the business; documents presented must show the business name and established place of business where the vehicles will be principally garaged or kept. Please present one of the following recent documents:
 - Utility Bill (electric, gas or water)
 - Cable Bill
 - Paycheck Stub
 - Mailed Official USPS Change of Address Confirmation Letter or mail with yellow forwarding label.

BUSINESS CHANGE OF ADDRESS

- ✓ Photo Identification
- ✓ On letterhead a letter stating that the person registering the vehicle has the authority
- ✓ Business entity needs to be registered with the NH Secretary of State (RSA 349:1). Need to appear on the Secretary of State website as an active business entity.
- ✓ Photo identification of authorized business representative.
- ✓ Vehicles need to be principally garaged or kept on the premises of the Tilton place of business (RSA's 259:23 & 259:76); "Place of business" is the site, location or building within this state at which a person conducts the business in which he/she is engaged.
- ✓ Proof of residency for the business: document presented needs to show the business name and established place of business where the vehicles will be principally garaged or kept. Please present one of the following recent documents:
 - Utility Bill (electric, gas or water)
 - Cable Bill
 - Paycheck Stub
 - Mailed Official USPS Change of Address Confirmation Letter or mail with yellow forwarding label.
- ✓ Corporate Address Change Form (including Corporate ID# - Federal ID#) form DSMV 503
- ✓ One of the following documents showing new address; corporate letterhead, business card of authorized individual, copy of corporate check, SOS paperwork or utility bill; copy will be sent to the State of New Hampshire DMV.