

Vehicle Registration **Renewal** Requirements:

- ✓ Motor vehicle insurance
- ✓ Odometer reading
- ✓ Previous Registration

If you have recently moved to Manchester from another state or municipality please also provide your previous registration and proof of **Manchester residency (utility bill/Driver's license).*

New (to you) Vehicle Registration Requirements: (in addition to renewal requirements)

Private Sale:

- ✓ Title
 - Ensure that the transfer of ownership section is entirely completed, failure to do so could prevent registration
 - **MUST** have the title to register the vehicle for vehicles 1998 and newer
 - For any vehicles from non-title states, must have previous owner's registration
 - For electronic title states, **must** acquire hard copy title from previous owner
- ✓ Bill of Sale
 - **ALWAYS** include: Year/Make/Model/VIN/mileage
 - **SIGNED** by ALL parties (parties should match those on the title)
 - **BUYER/SELLER INFO** including address and phone number if possible
 - **OUT OF STATE** Bill of Sales **must** be notarized!

Dealership Purchases:

- ✓ Window sticker (if brand new vehicle)
- ✓ CTA (blue form) – *please check to be sure that boxes 15 & 16 have been filled in!*
- ✓ Sales receipt showing sales tax has been paid
- ✓ Lease agreement (if applicable)

If you are planning on using plates you already possess, please provide the most recent registration from those plates. Ownership of plates **must match** that of current sale or both parties must be present.

For trucks, commercial vehicles, and all trailers please be able to let us know the net weight of your vehicle along with any registered weight preference (towing/hauling weight).

Insurance Cards may be faxed to the Town Office at 622-1715

There is a processing fee for credit/debit card payments - it saves to bring a check or cash for payment!