If you are a new resident to the Town of Londonderry – **Welcome**!

We will need some documents from you to establish residency in your new home. What you send depends on where you are coming from.

All paperwork for your transaction must be mailed to the Town Clerk’s office or dropped into one of the secure black drop boxes at either entrance to the Town Hall.

**MOVING FROM ANOTHER NH TOWN or LONDONDERRY ADDRESS  Send us:**

1. A completed [DMV Record Change Request Form](#)
2. One suitable proof of residency document from the list below
3. For renewals, send us:
   a. A copy of your current registration
   b. A copy of your driver’s license
   
   *If it is not time to renew, we will simply update your address with the DMV. You will not receive a new license unless you send the form with $3 to the DMV. Please do not send us $3.*

4. For new vehicles, please follow the instructions listed in “Registering a Newly Purchased Vehicle”. First, we will update your address, then we will register your vehicle.

**MOVING FROM ANOTHER STATE  Send us:**

1. Completed [Contact Form](#) giving us the information about your vehicle(s) and stating the type of plates you want. If you are getting vanity plates, please include the completed [DMV Application for Initial Plates](#).

2. A copy of your current out of state registration

3. A copy of your current driver’s license. Your out of state license is acceptable.

4. If you **own your vehicle outright**, we need the title to your vehicle. Please send the original. Copies are not accepted. Your vehicle will be retitled in NH and mailed to you.

5. If you are financing your vehicle and do not have the title, send us a copy of all pages of your bill of sale or lease agreement. This will contain all the information we need to process your title and registration including the lienholder information.
SUITABLE PROOF OF RESIDENCY DOCUMENTS – Send copies only

1. A copy of a bill that is tied to the home:
   a. Mortgage statement
   b. Utility bill
   c. Payroll stub
   d. Bank statement – account blacked out

2. A copy of your closing documents

3. A copy of your lease agreement

4. A notarized letter from the property owner that you permanently reside there.

PAYMENT

There are currently 2 options for payment.

1. You can include a check made out to the Town of Londonderry, signed and dated with the amount left blank. We will fill in the amount once we have completed your transaction and mail your registration(s) (which includes a detailed receipt) and/or plate(s) to you right away.

2. You can send us your paperwork without a check. We will process the transaction and contact you with the amount. Once we receive your check made out to the Town of Londonderry for the correct amount, we will mail your registration(s) and/or plate(s) to you.

Do not mail or drop off cash. If you don't have checks, please get a money order.

We are unable to accept credit/debit card payments over the phone at this time.

PROCESSING TIME

Please allow 5-8 business days for receipt of your new registration from the time we receive your paperwork. We are processing vehicles as quickly as we can with only half of our staff in the office at a time. Calling to check up on your transaction will only further delay the process.

Thank you.

FORMS

Contact Form – Must be filled out and included with your paperwork for your transaction to be completed.

DMV Application for Initial Plates

DMV Record Change Request Form

DMV Application for a Duplicate Registration

NH Bill of Sale Form

Londonderry Town Clerk’s Office – 268B Mammoth Rd., Londonderry, NH 03053