How to Register a Newly Purchased Vehicle

Register your newly purchased vehicle while we are closed to the public. Read these instructions carefully and fill out our Contact Form to get your registration and/or plates mailed to you.

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.

PLATES

New Plates – Indicate this on the Contact Form and fill in the details about your vehicle. If you are getting vanity plates, please include the completed DMV Application for Initial Plates.

Transferring Plates – You can transfer plates from another vehicle if the primary owner of the old and the new vehicle is the same. Include your vehicle information on the Contact Form. You must surrender the original current registration for the vehicle you took off the road. If you don’t have the old registration, you must apply for a duplicate registration. Fill out the DMV Application for a Duplicate Registration and include a separate check for $18.

TYPE OF PURCHASE

From a New Hampshire dealer? Send us:
1. The Town Clerk copy of the dealer-prepared NH Certificate of Title application
2. A copy of your Driver’s License
3. Contact Form stating your plate choice and permission to mail them to you.

From an Out-Of-State dealer? Send us:
1. The Town Clerk copy of the dealer or lender-prepared NH Certificate of Title application if one was prepared (not common)
2. A copy of your signed bill of sale showing the name and address of your lienholder (if financed)
3. A copy of your Driver’s License
4. Contact Form stating your plate choice and permission to mail them to you.

From a Private Sale? Send us:
1. A copy of your Driver’s License
2. Contact Form stating your plate choice and permission to mail them to you.
3. If you financed the vehicle, we will need your lienholder information including their address
4. Vehicles 2000 or newer, the title to the vehicle properly executed on the back with Seller(s) and Buyer(s) signatures and the odometer reading AND a copy of your bill of sale if you have one
5. Vehicles 1999 or older, a proper bill of sale AND a copy of the title, or an original registration from the last owner, or a VIN Verification from the local Police Department or Inspection Station.

Leased Vehicle? Send us:
1. The Town Clerk copy of the dealer-prepared NH Certificate of Title application OR a copy of your signed lease agreement.
2. A copy of your Driver’s License
3. Contact Form stating your plate choice and permission to mail them to you.
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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.

TEMPORARY PLATES (Issued by the DMV)

We strongly recommend that you obtain 20-day plates for your vehicle as this will allow you to use your vehicle while we are getting your registration and hard plates ready for you. The Governor has extended the expiration of temporary plates to May 31, 2020.

CONTACT THE CONCORD DMV FOR INSTRUCTIONS AT 603-227-4000.

FORMS

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

DMV Application for Vanity Plates
DMV Record Change Request Form
DMV Application for a Duplicate Registration
NH Bill of Sale Form

NEW RESIDENTS

Are you a new resident? Click here for instructions