



## **WE ARE OPEN TO THE PUBLIC – no appointment necessary**

Here is important information about what you will need to register your newly purchased vehicle.

## **PLATES**

**New Plates** – If you are planning to get new plates, you have choices. Please visit [NH Plate Types](#) to decide on the plates you want. If you are getting a vanity plate, please use the state plate lookup to determine if your choice is currently available by visiting [NH Plate Lookup](#). You can save time by filling out the [DMV Application for Initial Plates](#) prior to your visit.

**Transferring Plates** – You can transfer plates from another vehicle if the primary owner of the old and the new vehicle is **the same**. You must surrender the original current registration for the old vehicle. A copy is not acceptable. Should you need to get a duplicate of the old vehicle's registration, we can provide that to you at the time of transfer for a fee of \$18.

## **TYPE OF PURCHASE**

**Unless you are presenting a dealer or lender-prepared NH Certificate of Title Application to the clerk, ALL owners listed on the vehicle must be present at the time of registration.**

### **From a New Hampshire dealer?**

1. The Town Clerk copy of the dealer-prepared NH Certificate of Title application
2. Your Driver's License

### **From an Out-Of-State dealer?**

1. The Town Clerk copy of the dealer or lender-prepared NH Certificate of Title application **if** one was prepared (not common) OR
2. The title to the vehicle – If you have financed your purchase, the lienholder can mail the title to our office for processing
3. Your signed bill of sale showing the name and address of your lienholder (if financed)
4. Your Driver's License

### **From a Private Sale?**

1. For vehicles year 2000 or newer, bring 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. All buyers listed on the title must be present.
2. If you financed the vehicle, the Town Clerk copy of the lender-prepared NH Certificate of Title application. We will need your lienholder information including their address. If you don't have a Title Application, the lender will need to mail the title to our office for processing.
3. For 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.
4. Your Driver's License



## Leased Vehicle?

1. The Town Clerk copy of the dealer-prepared NH Certificate of Title application OR the original title
2. Your signed lease agreement
3. A copy of your Driver's License

## TEMPORARY PLATES

Temporary (or 20-day) plates are not available at the Town Clerk's office. These must be obtained through the NH DMV.

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