

CHECKLIST FOR REGISTRATION AND TITLE PROCEDURES

Before you drop off your paperwork, please follow this checklist based on your type of transaction. **Failure to submit any of the documents needed will cause cancellation of transaction and we will return the documents to you for completion.** **Be sure to provide a phone number so we are able to reach you.** If you would like to pick up your things rather than us mailing them please let us know that with a note. Things will be mailed back by default unless we are asked to do otherwise.

Name: _____ Phone: _____

NH DEALERSHIP PURCHASE

- ____ 1. NH Dealership Title Application
- ____ 2. Copy of driver's license for all buyers (front and back)
- ____ 3. The original registration from the vehicle you are transferring plates, if you are transferring plates
- ____ 4. If NOT transferring plates, specify type of plate needed (Passenger, moose, state park, vanity, etc) _____
- ____ 5. If obtaining a vanity plate, Vanity Plate Application must be submitted
- ____ 6. Blank check made out to the Town of New London or we can contact you for a credit card number (additional 2.79% fee for CC)

PRIVATE SALE

- ____ 1. Title with necessary information filled in:
 - Buyer name and address
 - Date of Sale
 - Odometer reading
 - Seller signature
 - Buyer signature and printed name
- ____ 2. Lienholder information if applicable _____
- ____ 3. Copy of driver's license for all buyers (front and back)
- ____ 4. Color of vehicle: _____
- ____ 5. The original registration from the vehicle you are transferring plates, if you are transferring plates
- ____ 6. If NOT transferring plates, specify type of plate needed (Passenger, moose, state park, vanity, etc) _____
- ____ 7. If obtaining a vanity plate, Vanity Plate Application must be submitted
- ____ 8. Blank check made out to the Town of New London or we can contact you for a credit card number (additional 2.79% fee for CC)

OUT OF STATE DEALER PURCHASE

- _____ 1. Title with necessary information filled in:
 - Buyer name and address
 - Date of Sale
 - Odometer reading
 - Seller signature
 - Buyer signature and print
- _____ 2. Lienholder information of applicable _____
- _____ 3. Copy of driver's license for all buyers (front and back)
- _____ 4. Color of vehicle: _____
- _____ 5. The original registration from the vehicle you are transferring plates, if you are transferring plates
- _____ 6. If NOT transferring plates, specify type of plate needed
(Passenger, moose, state park, vanity, etc) _____
- _____ 7. If obtaining a vanity plate, Vanity Plate Application must be submitted
- _____ 8. Blank check made out to the Town of New London or we can contact you for a credit card number (additional 2.79% fee for CC)

VEHICLES OLDER THAN 1999 MODEL

- _____ 1. Bill of Sale
- _____ 2. Copy of driver's license (front and back)
- _____ 3. Previous owners NH registration
OR
- _____ 4. VIN verification form
- _____ 5. Color of vehicle: _____
- _____ 6. Gross Vehicle Weight _____
- _____ 7. Original List price at new: _____
- _____ 8. Year: _____
- _____ 9. Make: _____
- _____ 10. Model: _____
- _____ 11. The original registration from the vehicle you are transferring plates, if you are transferring plates
- _____ 12. If NOT transferring plates, specify type of plate needed
(Passenger, moose, state park, vanity, etc) _____
- _____ 13. If obtaining a vanity plate, Vanity Plate Application must be submitted
- _____ 14. Blank check made out to the Town of New London or we can contact you for a credit card number (additional 2.79% fee for CC)

TRAILERS UNDER 3,000 LBS GROSS VEHICLE WEIGHT

- _____ 1. Bill of Sale
- _____ 2. Copy of driver's license for all buyers (front and back)
- _____ 2. Year: _____
- _____ 3. Make: _____
- _____ 4. Model: _____
- _____ 5. Axles: _____
- _____ 6. Gross Vehicle Weight _____
- _____ 7. Style (utility, boat, camper) _____
- _____ 8. Original List price at new: _____
- _____ 9. Color of trailer: _____
- _____ 10. If homemade, Homemade Trailer Form
- _____ 11. If VIN cannot be found, VIN Verification Form
- _____ 11. The original registration from the vehicle you are transferring plates, if you are transferring plates
- _____ 13. If obtaining a vanity plate, Vanity Plate Application must be submitted
- _____ 14. Blank check made out to the Town of New London or we can contact you for a credit card number (additional 2.79% fee for CC)

TRAILERS OVER 3,000 LBS GROSS VEHICLE WEIGHT

- _____ 1. Title with necessary information filled in:
 - Buyer name and address
 - Date of Sale
 - Seller signature
 - Buyer signature and printed name
- _____ 2. Copy of driver's license for all buyers (front and back)
- _____ 2. Year: _____
- _____ 3. Make: _____
- _____ 4. Model: _____
- _____ 5. Axles: _____
- _____ 6. Gross Vehicle Weight _____
- _____ 7. Style (utility, boat, camper) _____
- _____ 8. Original List price at new: _____
- _____ 9. Color of trailer: _____
- _____ 10. If VIN cannot be found, VIN Verification Form
- _____ 11. The original registration from the vehicle you are transferring plates, if you are transferring plates
- _____ 13. If obtaining a vanity plate, Vanity Plate Application must be submitted
- _____ 14. Blank check made out to the Town of New London or we can contact you for a credit card number (additional 2.79% fee for CC)

NEW RESIDENT ALREADY FROM NH

- _____ 1. Proof of residency (current utility bill, lease agreement, or bank statement)
- _____ 2. Copy of driver's license
- _____ 3. Record Change Request Form (one per person)
- _____ 4. Declaration of Residency Form (one per person)
- _____ 5. All current registrations from vehicles you are registering
- _____ 6. Blank check made out to the Town of New London or we can contact you for a credit card number (additional 2.79% fee for CC)

NEW RESIDENTS FROM OUT OF STATE

- _____ 1. Proof of residency (current utility bill, lease agreement, or bank statement)
- _____ 2. Copy of driver's license
- _____ 3. Record Change Request Form (1 per person and only if you don't have NH Lic.)
- _____ 4. Declaration of Residency Form (1 per person)
- _____ 5. Original Out of State Title
- _____ 6. If lienholder has title, current out of state registration
- _____ 7. Lienholder information _____
- _____ 8. Color of vehicles: _____
- _____ 9. Specify type of plate needed (passenger, moose, state parks, etc.) _____
- _____ 10. If obtaining a vanity plate, Vanity Plate Application must be submitted
- _____ 11. Blank check made out to the Town of New London or we can contact you for a credit card number (additional 2.79% fee for CC)

Common DMV Documents

Antique Vehicle Affidavit <https://www.nh.gov/safety/divisions/dmv/forms/documents/tdmv105.pdf>

Boat Decal Replacement <https://www.nh.gov/safety/divisions/dmv/forms/documents/rdmv415.pdf>

Boat Registration Application

<https://www.nh.gov/safety/divisions/dmv/forms/documents/rdmv612.pdf>

*Please write check to "Town of New London" despite what it says on the form.

Change of Address <https://www.nh.gov/safety/divisions/dmv/forms/documents/dsmv30.pdf>

Duplicate Registration <https://www.nh.gov/safety/divisions/dmv/forms/documents/rdmv110.pdf>

Non Resident Affidavit <https://www.nh.gov/safety/divisions/dmv/forms/documents/rdmv1001.pdf>

Replacement Plates/Decals <https://www.nh.gov/safety/divisions/dmv/forms/documents/rdmv125.pdf>

Vanity Plate Application <https://www.nh.gov/safety/divisions/dmv/forms/documents/rdmv120.pdf>

Verification of Vessel ID <https://www.nh.gov/safety/divisions/dmv/forms/documents/rdmv690.pdf>

VIN Verification Form <https://www.nh.gov/safety/divisions/dmv/forms/documents/tdmv19a.pdf>



TOWN OF
NEW LONDON, NEW HAMPSHIRE

375 MAIN STREET • NEW LONDON, NH 03257 • WWW.NL-NH.COM

Declaration of Residency

I, _____, declare that I am a resident of the Town of New London, New Hampshire and I reside at _____ with a mailing address of _____.

My previous address was:

Email Address: _____. Telephone: _____.

I understand that a person can claim only one state and one city/town as his/her domicile at one time. I acknowledge that I am not declaring residency in any other state or any city/town.

In declaring New London, New Hampshire as my domicile, I am subject to the laws of the State of New Hampshire, which apply to all residents, including laws requiring me to register my motor vehicles and apply for a New Hampshire driver's license within 60 days of moving to the state.

In declaring New London, New Hampshire as my domicile, I realize that I may be forfeiting benefits or rights, including the right to vote in another state.

I acknowledge that I have read and understand the qualifications of becoming a resident and do hereby swear that I am qualified to declare my residency in New London, New Hampshire.

Signature: _____ Date: _____

Signed Under Penalty of Perjury

Documentation presented:

- ____ Statement from Landlord, Tax Bill, Deed
- ____ Utility Bill/Receipt mailed to your physical New London address
- ____ Bank Statement mailed to your physical New London address
- ____ Voter Checklist - Date registered _____
- ____ Other _____