

**REGISTERING A VEHICLE IN NEW YORK STATE**

See the blue pages of your local telephone directory for DMV phone numbers.

**WHAT IS NEEDED:** Read the section below for the action you want. Each section identifies what paperwork is needed.**CAREFULLY READ "ACCEPTABLE PROOFS" SECTION (pgs. 1 & 2) and "INSPECTION" SECTION (p. 2)****To REGISTER a vehicle for the first time:**

1. Completed Registration/Title Application (MV-82).
2. Proof of ownership.
3. N.Y.S. insurance card in the registrant's name.
4. Proof of inspection in the registrant's name.
5. Sales Tax clearance (available at any Motor Vehicles office).
6. Proof of registrant's name and date of birth.
7. If registering for a corporation, proof of incorporation.
8. If registering for a partnership, proof of legal partnership.
9. If the registrant is not the owner of the vehicle, registration authorization from the owner, together with proof of the owner's name and date of birth.
10. An Odometer Disclosure Statement must be completed for all vehicles less than 10 years old.
11. Bill of Sale.
12. The appropriate fee.
13. Work submitted by someone other than the registrant must be accompanied by the original NYS license, permit or non-driver ID card from both parties. Otherwise, the registrant must submit the work in-person.

**To RENEW a vehicle registration:**

1. Completed Registration Renewal Reminder. If it is not available or if information on the Reminder is wrong, a completed Registration/Title Application (MV-82), along with proof of name.
2. N.Y.S. insurance card if:
  - a. the insurance company has been changed since the last renewal; or
  - b. the name on the registration or the vehicle description has changed; or
  - c. the registration is expired more than 30 days.
3. Proof of inspection in the registrant's name, if required.
4. The appropriate fee.

**To TRANSFER PLATES to a different vehicle:**

1. Completed Registration/Title Application (MV-82).
2. Proof of ownership.
3. Proof of insurance in the registrant's name for the vehicle being registered.
4. Proof of inspection.
5. Sales Tax clearance (available at any Motor Vehicles office).
6. Proof of registrant's name and date of birth.
7. If the registrant is not the vehicle owner, registration authorization from the owner, together with proof of the owner's name and date of birth.
8. The appropriate fee.

**To REPLACE lost, destroyed, or damaged registration items:**

1. Completed Registration/Title Application (MV-82).
2. If one plate is lost, the remaining plate.
3. If registration or plates are lost due to a crime, or if there is no remaining plate, a Report of Lost or Stolen Plates (MV-78B) or a letter from a police agency. Items will be replaced free of charge if a police report shows they were lost due to a crime.
4. Proof of registrant's name.
5. The appropriate fee.

**To CHANGE information on a registration and/or a title:**

1. Completed Registration/Title Application (MV-82).
2. For 1973 or newer vehicles, the Certificate of Title.
3. Proof of registrant's (or new owner's) name.
4. The appropriate fee.
5. For a change in name, partnership, vehicle year, vehicle identification number, or registration class, also provide:
  - a. proof of insurance in the registrant's name.
  - b. proof of inspection in the registrant's name, if required.
  - c. proof of change to be made.

**To TITLE ONLY a 1973 or newer vehicle (this applies when the vehicle is not being registered, and only a Certificate of Title is wanted):**

1. Completed Registration/Title Application (MV-82 or MV-82 TON).
2. Proof of ownership.
3. Proof of owner's name and date of birth.
4. If titling for a corporation, proof of incorporation.
5. Sales Tax clearance: FS-6T available at any Motor Vehicles office or MV-50 from NYS dealer.
6. An Odometer Disclosure Statement must be completed for all vehicles less than 10 years old.
7. A check for \$5 payable to "Commissioner of Motor Vehicles".

The items listed above should be sent to:

NYS Department of Motor Vehicles, Title Bureau, 6 Empire State Plaza, Albany NY 12228-0322

DMV provides vehicle registration and title information to authorized businesses and persons for marketing programs, surveys, safety recalls, manufacturer's warranty, and statistical reports and other uses in the normal course of business. You may request that your name and address be withheld from marketing programs and surveys by marking the box on the Vehicle Registration/Title Application (MV-82) form. Marking this box will only affect mailings based on vehicle registration and title records. It will not eliminate mailings that originate from other sources of information. It also will not prevent release of your record to persons and businesses who have a use authorized by law.

**ACCEPTABLE PROOFS**

To be acceptable, all proof of name and proof of inspection documents must have the same name on them as the name on the registration application. See page 2 of this form for other acceptable proofs.

**OWNERSHIP**

1. If the vehicle is purchased from a dealer in New York State:
  - New** a. Retail Certificate of Sale (MV-50) and b. Manufacturer's Certificate of Origin (MCO).
  - Used** a. Certificate of Sale (MV-50) and b. Title (1973 or newer vehicle) OR Transferable Registration (1972 or older vehicle).
2. If the vehicle is purchased from a dealer outside New York State:
  - New** a. MCO. If there is no room on the MCO for a transfer, the MCO plus a bill of sale for each transfer after the last one shown on the MCO must be presented and b. A bill of sale.
  - Used** a. Out-of-state title or transferable registration. b. The original bill of sale.
3. If the vehicle was purchased from a private owner:
 

In New York State:

  - a. 1973 or newer vehicle - title showing transfer.
  - b. 1972 or older vehicle - transferable registration showing transfer.
  - c. The original bill of sale or, if the vehicle was sold at less than fair market value, an Affidavit of Sale (DTF-802) available at any Motor Vehicles office.

Outside New York State:

  - a. Appropriate title or transferable registration showing transfer.
  - b. The original bill of sale.

4. If a vehicle is being brought into New York State without a change in ownership:
  - a. A title.
  - b. If the title is being held by a lienholder/leasing company:\*
    - A certified or notarized photocopy of the title and written authorization to register OR
    - A current registration for the vehicle in the owner's name.
  - c. A "Memorandum of Title" (non-negotiable).\*
  - d. If the vehicle was not required to be titled in the state where it was last registered:
    - Transferable registration OR
    - Statement of Ownership (MV-51B) from the previous owner and a Certificate of Sale or Transfer (MV-51).

\*A New York State title will not be issued under this option.
5. If none of the above apply:
 

Vehicles from another source (for example, public auction, transfer of deceased person's property, foreign countries, etc.) require special handling. Contact a Motor Vehicles office for information.

**INSURANCE— Photocopies or faxes of the items below are not acceptable.**

1. New York State Insurance Identification Card— it must be issued by a **New York State authorized insurance company in the registrant's name** and indicate the policy is in effect when the application is completed OR
2. Two For-Hire Insurance Certificates OR
3. Federal or NYS Department of Transportation Permit.