



# REGISTERING/TITLING A VEHICLE IN NEW YORK STATE

Visit [www.dmv.ny.gov](http://www.dmv.ny.gov) for DMV information and telephone numbers

- ➔ Each section below describes an action you can take and provides the instructions you must follow.
- ➔ Forms with an asterisk (\*) are available at any Motor Vehicles office and at [www.dmv.ny.gov](http://www.dmv.ny.gov). Sales tax forms are also available from the New York State Department of Taxation and Finance

## TO REGISTER a vehicle in NYS, you must bring the following documents to a DMV office:

1. A completed Vehicle Registration/Title Application (*MV-82\**).
2. Proof of ownership (*see page 3*). If there are more than 2 owners, you must also provide a Statement of Partnership or Joint Ownership (*form MV-83T\**).
3. A NYS insurance card in the name of the registrant (*see page 4*).
4. Proof of inspection (*see page 4*).
5. Proof of sales tax clearance or completed sales tax forms (*see page 4*).
6. Proof of identity - a current photo NYS driver license, learner permit or non-driver ID Card, or refer to form ID-82\* (*Proofs of Identity for Registration and Title*).
7. If a corporation registers the vehicle, proof of incorporation (*see page 4*).
8. If a partnership registers the vehicle, proof of partnership (*see page 4*).
9. If two persons register the vehicle, each person must provide information in section 2 and sign section 7 of form MV-82 and submit proof of identity.
10. If the registrant is not the owner of the vehicle, the owner must complete and sign section 3 of the MV-82 or complete a Registration Authorization form (*MV-95\**). The owner must submit acceptable proof of the owner's name and date of birth (*see number 6 above*) and acceptable proof of ownership for the vehicle (*see page 3*).
11. An Odometer Disclosure Statement for all vehicles that are 10 years old or newer. If the proof of ownership does not contain an Odometer Disclosure Statement, the new owner and seller must complete and sign the Odometer Disclosure Statement section of form MV-103\*.
12. If the proof of ownership is from NYS, submit a Damage Disclosure Statement when the vehicle is 8 years old or newer. If the proof of ownership does not contain a Damage Disclosure Statement, the new owner and seller must complete and sign the Damage Disclosure Statement section of form MV-103\*.
13. A bill of sale (*see page 4, Proof of Sales Tax Clearance*).
14. An original Power of Attorney if a person, partnership or corporation gives power of attorney to a person to purchase, sell or register a vehicle (*see page 4, Power of Attorney*).
15. Payment. The fee can be paid with cash, check, money order or credit card (*Visa, Mastercard, American Express or Discover*). The credit card holder must be present for the transaction.

**DO NOT MAIL AN APPLICATION FOR A REGISTRATION TO THE TITLE BUREAU**

## TO REPLACE lost, destroyed or damaged registration items, provide:

1. A completed Vehicle Registration/Title Application (*MV-82\**).
2. If one of the vehicle's plates is missing, the remaining plate.
3. If the registration or the vehicle's plates are missing as the result of a crime, submit a "Report of Lost, Stolen or Confiscated Motor Vehicles Items" (*form MV-78B*) or a letter from a police agency and they will be replaced free of charge.
4. Proof of identity (*see number 6 above*).
5. To replace the vehicle's plates, submit a NYS insurance card in the name of the registrant (*see page 4, Proof of Insurance Coverage*).
6. Payment of the fee (*see number 15 above*).

## TO CHANGE information that is on a registration document, a title document or both, provide:

1. A completed Vehicle Registration/Title Application (*form MV-82\**).
2. For 1973 or newer vehicles, the Certificate of Title (*form MV-99*).
3. Proof of identity of the registrant or owner (*see number 6 under "To Register" above*).
4. For a change in name, partnership, vehicle year, vehicle identification number, or registration class provide:
  - a. proof of inspection, if required (*see page 4*).
  - b. proof of the change.
5. Payment of the fee (*see number 15 under "To Register" above*).

**TO RENEW** a vehicle registration, provide:

1. A completed Vehicle Registration Renewal invitation (*form MV-3 or OP-3*). If it is not available or if the information on it must be corrected, provide a completed "Vehicle Registration/Title Application (*form MV-82\**) and proof of identity (*see number 6 under "To Register" on page 1*).
  2. A NYS insurance card (*see page 4*):
    - a. If the vehicle's plates were returned to DMV (the effective date of insurance must be after the date the plates were returned) **or**
    - b. If the insurance was cancelled (the effective date of insurance must be after the date of cancellation)
- Note:** A For-Hire Certificate (*form FH-1*) is required for all for-hire vehicle renewals.
3. Proof of inspection, if required (*see page 4*).
  4. Payment of the fee (*see number 15 under "To Register" on page 1*).

**TO TRANSFER PLATES** to a different vehicle, provide:

1. A completed Vehicle Registration/Title Application (*form MV-82\**).
2. Proof of ownership (*see page 3, Acceptable Proofs*).
3. A NYS insurance card with the same name that is on the current registration. The card must be for the vehicle that the plates will be transferred to (*see page 4*).
4. Proof of inspection (*see page 4*).
5. Sales tax clearance (*see page 4*).
6. Proof of identity (*see number 6 under "To Register" on page 1*).
7. If the registrant is not the owner of the vehicle, the owner must complete and sign section 3 of the Vehicle Registration/Title Application (*form MV-82\**), or complete a Registration Authorization (*MV-95\**). The owner must submit acceptable proof of the owner's name and date of birth (*see number 6 under "To Register" on page 1*) and acceptable proof of ownership for the vehicle (*see page 3*).
8. Payment of the fee (*see number 15 under "To Register" on page 1*).

**GET ONLY  
A TITLE**

You can get a title when you need a title but not a registration for:

- a 1973 and newer vehicle
- a 1995 and newer manufactured home with a minimum width of 8 feet, or a length of 40 feet when transported, or that is at least 320 square feet after the home is erected on a site.

To get a title, but not a registration, provide:

1. A completed Application for Title (*form MV-82TON\**), or Vehicle Registration/Title Application (*form MV-82\**).
  2. Proof of ownership (*see page 3*). If there are more than 2 owners, you must also provide a Statement of Partnership or Joint Ownership (*form MV-83T\**).
  3. Proof of owner's identity (*see number 6 under "To Register" on page 1*).
  4. If the title will be in the name of a corporation, proof of incorporation (*see page 4*).
  5. If the title will be in the name of a partnership, proof of partnership (*see page 4*).
  6. Sales tax clearance: a receipt (*form FS-6T*) available in any Motor Vehicles office, or a Retail Certificate of Sale (*form MV-50*) from a NYS dealer (*see page 4*).
  7. An Odometer Disclosure Statement for all vehicles that are 10 years old or newer. If the proof of ownership does not contain an Odometer Disclosure Statement, the new owner and seller must complete and sign the Odometer Disclosure Statement section of form MV-103\*.
  8. If the proof of ownership is from NYS, submit a Damage Disclosure Statement when the vehicle is 8 years old or newer. If the proof of ownership does not contain a Damage Disclosure Statement, the new owner and seller must complete and sign the Damage Disclosure Statement section of form MV-103\*.
  9. A check or money order payable to "Commissioner of Motor Vehicles". The fees to get a title are:
    - \$50 for a vehicle.
    - \$125 for a manufactured home.
- Most applications for only a title can be processed in any DMV office (*see "NOTE" below*), or you can mail the documents described in this section to the address below (send photocopies of proof of identity, corporation, or partnership).
- Title Bureau  
NYS Department of Motor Vehicles  
6 Empire State Plaza  
Albany NY 12228
- DO NOT MAIL APPLICATIONS FOR VEHICLE  
REGISTRATION TO THIS ADDRESS**
- NOTE:** You must mail to the Title Bureau applications for a title that involve the following:
- Garageman Liens
  - Salvage Certificates
  - Manufactured Homes
  - Boats
  - Bonded Vehicles
  - A dealer or manufacturer who wants to get a title for a vehicle that was returned by the purchaser under the Lemon Law.



**ACCEPTABLE PROOFS** All documents you present for proof of name and proof of insurance must show the same name as the name on the registration application. See page 4 of this form for other acceptable proofs. If none of the situations described below applies to you, contact a Motor Vehicles office or visit [www.dmv.ny.gov](http://www.dmv.ny.gov) for more information.

## PROOF OF OWNERSHIP

1. If the vehicle was purchased from a dealer in New York State and the vehicle is:

**New** a. A Retail Certificate of Sale (*form MV-50*) and  
b. A Manufacturer's Certificate of Origin (MCO)

**Used** a. A Retail Certificate of Sale (*form MV-50*) and  
b. Either a title (for a 1973 or newer vehicle) or a transferable registration (for a 1972 or older vehicle).

2. If the vehicle was purchased from a dealer outside of New York State and the vehicle is:

**New** a. An MCO. If the MCO does not have space for a transfer, present the MCO and a bill of sale for each transfer after the last one shown on the MCO, any reassignments **and**  
b. the original bill of sale.

**Used** a. An original out-of-state title or transferable registration, any reassignments **and**  
b. The original bill of sale.

3. If the vehicle was purchased from the owner in a private sale:

**In New York State:**

- a. and is 1973 or newer - an original title showing transfer, **or**
- b. is 1972 or older - an original transferable registration showing transfer, **and**
- c. the original bill of sale.

**Outside New York State:**

- a. The original out-of-state title or transferable registration showing transfer, **and**
- b. The original bill of sale.

4. If the vehicle has a New York State title or transferable registration and the owner of the vehicle has not changed and:

a. **The registrant is not the owner:**

Present an original New York State title or transferable registration and form MV-95 (Registration Authorization) signed by the owner. Or, complete section 3 of form MV-82 and have the vehicle's owner sign that section.

b. **The owner is a New York State leasing company:**

A copy of the New York State title and form MV-95 (Registration Authorization) signed by the owner. Or, complete section 3 of form MV-82 and have the vehicle's owner sign that section.

5. If a vehicle is brought into New York State without a change in ownership:

a. An original out-of-state title. Or, if the vehicle was not required to have a title in the state where the vehicle was last registered, a transferable registration or certified copy of the registration from the out-of-state Motor Vehicles authority.

b. If the title is held by an out-of-state lienholder:\*\*

- A copy of the title in the owner's name, certified by the lienholder or the out-of-state Motor Vehicles agency (certification must be on the same page). Or, present a Memorandum of Title\*\* (non-negotiable) - if you can not get a copy of the title, you must provide an abstract of ownership issued by the Motor Vehicles agency that has your name as the owner of the vehicle; **and**
- The lienholder's statement that includes the owner's name and the year, make and VIN of the vehicle. The statement must be on the lienholder's letterhead and must state that the lienholder holds the original title and understands that the copy of the title will be used to register the vehicle in New York. The statement must not include stipulations; for example, the lienholder can not request that DMV notify the lienholder after the vehicle is registered.

**IMPORTANT:** New York State issues the titles for 1973 or newer model vehicles and issues the transferable registrations for 1972 or older model vehicles to prove who the owner of the vehicle is. DMV can not give you a transferable registration or a title until you give DMV the original out-of-state title. When you receive the title from the lienholder, mail the title to the Title Bureau at the address below with a letter of explanation and a copy of your registration. DMV will mail you the proof of ownership for your vehicle.

**TITLE BUREAU, NYS Department of Motor Vehicles, 6 Empire State Plaza, Albany NY 12228**

c. If an out-of-state leasing company holds the title:\*\*

- A copy of the out-of-state title in the name of the leasing company; **and**
- A letter from the owner that states that the owner knows the copy of the title will be used to register the vehicle in NYS; **and**
- A completed form MV-95 (Registration Authorization) or section 3 of form MV-82 that is signed by the owner.

**IMPORTANT:** If you purchase the vehicle before or when the lease expires, the original title from the leasing company must be transferred to you. To transfer the ownership of the vehicle to your name, **do not mail the title** to the Title Bureau, you must visit a New York State Motor Vehicles office.

\*\* A New York State title is not issued in this situation.

## ACCEPTABLE PROOFS (continued)

### PROOF OF INSURANCE COVERAGE

1. A New York State insurance identification card with a barcode issued by an authorized New York State insurance company in the name of the registrant. The card must show that the policy is in effect on the day that the vehicle is registered; **or**
2. Form FH-1 (Insurance Certificate) for a For-Hire vehicle; **or**
3. A permit issued by the federal Department of Transportation or the New York State Department of Transportation (NYS DOT).

### PROOF OF INSPECTION

1. When you get a **used** vehicle from any source except a New York State dealer, the vehicle must be inspected after it is sold or transferred. If the vehicle is not inspected before you register it and the vehicle is **not** one of those described in number 3 below, DMV will issue a temporary inspection certificate that allows you to register the vehicle and gives you 10 days to get the vehicle inspected.
2. Vehicles purchased from a registered New York State dealer must be inspected as part of the sale. A completed certificate of sale (form MV-50) must be submitted.
3. The following vehicles must be inspected before registration:
  - a. Junk and Salvage vehicles - A completed certificate of sale (form MV-50) must be submitted.
  - b. Any vehicle that will transport passengers and that must be inspected by NYS DOT or by a heavy vehicle inspection station. The required proof of NYS DOT inspection is a vehicle inspection report (MC300) issued by NYS DOT. The required proof of NYS heavy vehicle inspection is form MV-50 (for a dealer sale) that includes the inspection information, or letterhead or billhead of an inspection station that provides the information listed on form MV-82.1P (for a renewal or if the vehicle is not purchased from a dealer).
  - c. NYS heavy vehicles - Inspection station letterhead or billhead that provides complete vehicle information and the name and address of the registrant.

For more information, refer to form MV-82.1P (Inspection Requirements for Carriers Transporting Passengers).

### PROOF OF SALES TAX CLEARANCE

1. If the vehicle is **purchased from a New York State dealer**, provide form MV-50 (Retail Certificate of Sale). If the vehicle is purchased from an out-of-state dealer, provide the original bill of sale that shows New York State sales tax was collected and complete form DTF-803\*.
2. If the vehicle is not purchased from a dealer, or if the vehicle is a gift or is obtained from a spouse, parent, child, step parent or step child, the original bill of sale and the front of form DTF-802\* must be submitted. **In addition**, if the vehicle was purchased at less than fair market value or the vehicle is a gift from a person who is not a spouse, parent, child, step parent or step child, the back of form DTF-802\* must be completed and signed by the seller or donor.
3. If an exemption from sales tax is claimed, complete form DTF-803.\*
4. If sales tax was paid to another state and credit is allowed, complete form DTF-804\* and pay any balance of the tax owed to New York State. If a credit is not allowed, complete form DTF-802\*.
5. If the vehicle is leased, a copy of the lease agreement is required. When you register the vehicle, you may be required to pay additional tax.

\*Sales tax forms are available at [www.dmv.ny.gov](http://www.dmv.ny.gov), in any Motor Vehicles office, and the New York State Department of Taxation & Finance.

### PROOF OF INCORPORATION

1. A New York State vehicle registration or title in the same corporate name; **or**
2. A certified copy of the New York State Certificate of Incorporation; **or**
3. For New York State corporations only:
  - a. A certificate under seal issued by the New York State Department of State; **or**
  - b. A filing receipt issued by the New York State Department of State.
4. For out-of-state corporations only:
  - a. A certified copy of the Certificate of Incorporation from the home state; **or**
  - b. A certificate under seal issued by the New York State Department of State; **or**
  - c. A filing receipt issued by the New York State Department of State.
5. For corporate DBAs: A filing receipt from the New York State Department of State that lists the DBA.
6. For unincorporated associations: Contact a Motor Vehicles office to determine the proofs that are acceptable for the type of organization.

### PROOF OF PARTNERSHIP AND PROOF OF DBA

For a Partnership: Provide a Certificate of Partnership (filed with the County Clerk).

For a DBA: Provide a copy of the DBA filing receipt issued by the County Clerk.

### POWER OF ATTORNEY

If a person, partnership, or corporation gives power of attorney to a person to purchase, sell or register a vehicle that is owned by a person, partnership, or corporation, an original Power of Attorney must be submitted. The Power of Attorney must be notarized and must contain the following information:

- The date the Power of Attorney was issued.
- The name and address of the person who is given power of attorney.
- The name, address and signature of the person who gives the power of attorney.
- The name and address of the corporation or partnership, if that applies.

The person who is given power of attorney writes "P.A." after his or her signature.

