



- Each section below describes an action you can take and provides the instructions you must follow.
- All documents you present for proof of name and proof of insurance must show the same name as the name that will appear on the registration.
- Forms with an asterisk (\*) are available at any Motor Vehicles office and at [dmv.ny.gov](http://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 (*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. A NYS insurance card in the name of the registrant (*see page 3*).
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 1 and sign section 6 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 form MV-82\*. 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, and the vehicle is 8 years old or newer, submit a Damage Disclosure Statement. If the proof of ownership does not include 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.

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

1. Submit a completed Vehicle Registration/Title Application (*form MV-82\**).
2. If one of the vehicle's plates is missing, provide 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 the registration or plates will be replaced free of charge.
4. Submit 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 3, Proof of Insurance Coverage*).
6. Submit payment of the fee (*see number 15 above*).

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

1. Submit a completed Vehicle Registration/Title Application (*form MV-82\**).
2. For 1973 or newer vehicles, provide the Certificate of Title (*form MV-999*).
3. Submit 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
  - c. proof of insurance
5. Submit 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 the form is not available or if information on the form 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. Proof of identity - a current photo NYS driver license, learner permit or non-driver ID card, or refer to form ID-82\* (*Proofs of Identify for Registration and Title*).
3. A NYS insurance card (*see page 3*):
4. Proof of inspection, if required (*see page 4*).
5. Payment of the fee (*see number 15 under "To Register" on page 1*).

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

1. Submit a completed Vehicle Registration/Title Application (*form MV-82\**).
2. Provide proof of ownership (*see page 3, Acceptable Proofs*).
3. Provide a current NYS insurance card in the name of the registrant. The card must be for the vehicle that the plates will be transferred to (*see page 3*).
4. Provide proof of inspection (*see page 4*).
5. Provide sales tax clearance (*see page 4*).
6. Submit 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\**). 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. Submit payment of the fee (*see number 15 under "To Register" on page 1*).

**TO REQUEST ONLY A TITLE,  
NOT A REGISTRATION**

- for a 1973 and newer vehicle
- for a 1973 and newer trailer with an unladen weight of 1,000 lbs. or more
- for 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

1. Submit a completed Application for Title (*form MV-82TON\**), or Vehicle Registration/Title Application (*form MV-82\**).
2. Provide 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. Provide 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, provide proof of incorporation (*see page 4*).
5. If the title will be in the name of a partnership, provide proof of partnership (*see page 4*).
6. Provide 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. Provide an Odometer Disclosure Statement for all vehicles that are 10 years old or newer. If the proof of ownership does not include 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, and the vehicle is 8 years old or newer, submit a Damage Disclosure Statement. If the proof of ownership does not include a Damage Disclosure Statement, the new owner and seller must complete and sign the Damage Disclosure Statement section of form MV-103\*.
9. Submit a check or money order payable to "Commissioner of Motor Vehicles". The fees to get a title are:
  - \$50 for a vehicle, trailer, or vessel
  - \$125 for a manufactured homeMost 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 ONLY 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 (*Provide Only Original Documents*):

**PROOFS OF OWNERSHIP** If none of the situations described below apply to you, visit [dmv.ny.gov](http://dmv.ny.gov) or visit a DMV office.

1. If the vehicle was purchased from a New York State dealer and the vehicle is:
  - a. **New**- Provide a Retail Certificate of Sale (form MV-50) or a NYS DMV transaction receipt issued by the dealer **AND** a Manufacturer's Certificate of Origin.
  - b. **Used**- Provide a Retail Certificate of Sale (form MV-50) or a NYS DMV transaction receipt issued by the dealer **AND** either a title or a transferable registration.

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2. If the vehicle was purchased from a dealer that is outside of New York State, and the title is not held by the lienholder:
  - a. For a **NEW vehicle** - Provide a bill of sale **AND** a Manufacturer's Certificate of Origin (MCO) transferred to the new owner. If the MCO does not have space for a transfer, present the MCO and a bill of sale for each transfer and any reassignments.
  - b. For a **USED vehicle** - Provide a bill of sale **AND** an original out-of-state title or transferable registration, and any reassignments.

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3. If the vehicle was purchased out-of-state and the lienholder holds the title:
  - a. Provide a copy of the title in the owner's name, **certified by the lienholder or the out-of-state Motor Vehicles Agency**. The certification must appear on the same page, **OR** on a Memorandum of Title, **OR** on an abstract of ownership issued by the Motor Vehicles agency, and show the name of the owner of the vehicle, **AND**
  - b. Provide a statement from the lienholder that includes the owner's name and the vehicle's year, make, and Vehicle Identification Number (VIN). 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 be subject to any conditions (for example, the lienholder cannot require DMV to notify the lienholder after the vehicle is registered).

**Important:** DMV cannot issue a transferable title or registration until you give DMV the out-of-state ownership documents. Mail a request for a NYS title, the title or ownership documents that the lienholder gave you and a copy of your NYS registration to the Title Bureau at the address shown below. DMV will mail the title or transferable registration to you.

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

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4. If the vehicle was leased from an out-of-state leasing company and the leasing company holds the title:
    - a. Provide a copy of the out-of state title in the name of the leasing company, **AND**
    - b. A letter from the leasing company which states the company acknowledges and understands that the copy of the title will be used to register the vehicle in NYS, **AND**
    - c. A completed Vehicle Registration/Title Application (form MV-82\*) with the section "If the OWNER of the vehicle is DIFFERENT from the REGISTRANT" signed by the owner of the vehicle, **OR** a Power of Attorney in which the vehicle owner grants you permission to register the vehicle in NYS.
    - d. Also provide a copy of the vehicle lease which indicates the monthly lease payment and the duration of the lease.  
**NOTE: You may have to pay New York State sales tax on the balance of lease payments.**

When you purchase a leased vehicle, the leasing company must transfer the title to you. To transfer the ownership of the vehicle to your name, you must complete form MV-82\* or MV-82TON\*, and pay applicable sales tax.

## **PROOF OF INSURANCE COVERAGE**

1. A current and valid New York State Insurance Identification Card in the name of the registrant, or
2. For a For-Hire vehicle, form FH-1 (Insurance Certificate), or
3. A permit issued by the federal Department of Transportation or the New York State Department of Transportation, or
4. A certificate of self-insurance.

## ACCEPTABLE PROOFS (continued)

### PROOF OF INSPECTION

1. Vehicles purchased from a New York State dealer **must** be inspected as part of the sale. The inspection must be noted on the Certificate of Sale (form MV-50).
2. Vehicles that transport passengers may require:
  - NYS DOT Operating Authority (see <https://www.dot.ny.gov/divisions/operating/oss/bus/passenger>);
  - NYS DOT inspection (see <https://www.dot.ny.gov/divisions/operating/oss/bus/inspection>); and/or be subject to
  - Article 19-A requirements (see <https://dmv.ny.gov/motor-carriers/information-and-forms-article-19>)
3. All other vehicles must be inspected after they are registered in New York State for the first time. When you register your vehicle, you are given a 10-day temporary inspection sticker to place on the vehicle. Your vehicle must pass inspection within 10 days.

### ALTERED VEHICLES

1. If your vehicle was altered or stretched to increase the passenger capacity, you must present to the DMV office a photograph or copy of all labels or plates (normally put on the driver's side door). If the vehicle was altered or stretched and now has an adult seating capacity of 11 or more (including the driver), you must show the original NYS DOT Inspection OR a NYS DOT Exemption Letter.

### PROOF OF SALES TAX CLEARANCE

1. If the vehicle was purchased from a New York State dealer, provide the Certificate of Sale (form MV-50).
2. If the vehicle was purchased from a dealer that is outside of New York State, a private individual, or a company, complete form DTF-802\*\*. Section 6 must also be completed if the vehicle is a gift or is sold below fair market value to a person other than a spouse, parent, child, stepparent, or stepchild. If Section 6 is not required, a bill of sale signed by the seller is required. If a trailer is sold below fair market value or is a gift Section 6 must always be completed.
3. If you claim an exemption from payment of sales tax, complete form DTF-803\*\*. You may be required to present proof of the exemption.
4. If sales tax was paid to another state and credit for such payment is permitted, complete form DTF-804\*\* and provide a bill of sale. You must pay the balance due, if any. If credit is not permitted, complete form DTF-802\*\*.

### PROOF OF INCORPORATION

1. Provide a New York State title, registration, or plate number issued to a vehicle that is registered by the corporation, or
2. Provide a certified copy of the Certificate of Incorporation, or
3. A certificate under seal, or a filing receipt issued by the New York State Department of State.
4. For business organizations other than corporations (e.g., LLP, LLC, etc.), please contact a DMV office to determine acceptable proofs.

### PROOF OF PARTNERSHIP, DBA, or USE OF A TRADE NAME

1. For a partnership - Provide a Certificate of Partnership filed with the County Clerk.
2. For individuals using a trade name (DBA) - Provide a copy of the DBA filing receipt issued by the County Clerk.
3. For corporations using an assumed name - Provide a certified copy of the certificate of assumed name issued by the Secretary of State, Division of Corporations.

### POWER OF ATTORNEY

A Power of Attorney must be presented when an entity (i.e., "Principal") grants the authority under a Power of Attorney to a person ("Agent") to purchase, sell, or register a vehicle that is owned by the Principal. The Power of Attorney must contain the following:

1. The date the Power of Attorney was signed by the Principal;
2. The notarized signature, name, and address of the Principal (the entity granting Power of Attorney);
3. The name and address of the Agent (the person who is granted authority under the Power of Attorney);
4. If applicable, the name and address of the corporation or partnership.

**NOTE: The Agent (person who is given Power of Attorney) must write "P.A." after his or her signature on all forms.**

\*\* DTF sales tax forms are also available from the New York State Department of Taxation & Finance.