

VEHICLE REGISTRATION PROCEDURES

While Town Hall is closed to the public due to Covid-19, the following provides detailed instructions regarding motor vehicle registrations. Should you have additional questions after reading the following, please email: registrations@rollinsford.nh.us.

All of the following can be completed by mail or via the drop box located in the front door of Town Hall. Failing to provide all of the required documentation, **including a self-addressed stamped envelope**, will delay the process.

GOOD ADVICE: PLAN AHEAD DO NOT LEAVE DMV TRANSACTION TO THE LAST MINUTE

ROLLINSFORD RESIDENTS - REGISTRATION RENEWALS

A registration renewal reminder is mailed to Rollinsford residents about a month before the due date that includes amounts owed for each vehicle. Do not reduce payment to town by \$3.00/vehicle unless you intend to go to State DMV office to get your renewal stickers after paying the town portion.

Just place the renewal letter in an envelope with two (2) checks in the amounts noted on the renewal form (Mun Fee=Town of Rollinsford; State fee=NHDMV), include your phone number and email address and a **self-addressed stamped envelope**. Renewals will be processed as usual by the Clerk, who will send your new stickers to you in the SASE you include with payment.

IF YOU DID NOT RECEIVE A RENEWAL NOTICE IN THE MAIL AND YOUR VEHICLE RENEWAL IS DUE:

1. Provide a copy of your current car registration
2. Proof of Residency – a recent utility bill or pay stub (last 30 days) showing your physical address in Rollinsford. (A lease CANNOT be used as proof of residency.)
3. A copy of your driver's license (front and back)
4. Two (2) checks
 - a. First check payable to **Town of Rollinsford**
 - b. Second check payable to **NH DMV**
 - c. Sign both checks. The Clerk will enter correct amounts on both checks and send a copy with your registration
 - d. Include your phone number and email address on both checks
 - e. Include self-addressed stamped envelope (SASE) to avoid delay
5. Renewals will be processed as usual by the Clerk, who will send your new stickers to you in the SASE you include with payment.

ROLLINSFORD RESIDENTS

REGISTERING A NEW VEHICLE PURCHASED FROM A NH DEALERSHIP

1. The CTA (Application for Title) from the dealership or Original Title or Original Certificate of Origin. (The CTA is an 8 1/2 X 11 white or blue document that will say "Town Clerk's Copy" at the bottom and will have a CTA number at the top right.)
2. Be sure the following information is included on the CTA or provide on a separate piece of paper:
 - a. Gross vehicle weight
 - b. Color
 - c. Original MSRP
 - d. # cylinders
 - e. Type of fuel (gas, diesel, electric)
 - f. current mileage
3. A copy of your driver's license (front and back)
4. Two (2) checks
 - a. First check payable to **Town of Rollinsford**
 - b. Second check payable to **NH DMV**
 - c. Sign both checks. The Clerk will enter correct amounts on both checks and send a copy with your registration
 - d. Include your phone number and email address on both checks
 - e. Include self-addressed stamped envelope (SASE) to avoid delay
5. If you want to move plates from another vehicle to your new vehicle **you must include the original registration for those plates and include a note requesting the transfer of plates.** Note the owner of these plates must match owner of the new vehicle. Include a **large, self-addressed stamped envelope** (SASE) to avoid delay. Alternatively, provide a phone number and email address and we will contact you when the documents are ready to be picked up
6. If new plates are required, we will contact you to pick up your plates and registration, etc. If plates are being transferred, we will mail the documents to you in the SASE you supply.

ROLLINSFORD RESIDENTS

REGISTERING A NEW VEHICLE PURCHASED VIA A PRIVATE SALE OR IN ANOTHER STATE

1. Proof of ownership of the new vehicle
 - a. Vehicles model year 2000 or newer
 - provide original Title with buyer and seller information completed on back
 - Be sure the following information is included:
 - a. gross weight
 - b. color
 - c. original MSRP
 - d. # cylinders

- e. type of fuel (gas, diesel, electric)
 - f. Current mileage
- b. Vehicle model year 1999 or older
 - Copy of Bill of Sale
 - copy of the seller's NH registration. If vehicle was not registered in NH, a completed VIN Verification Form is required and may be obtained here:
<https://www.nh.gov/safety/divisions/dmv/forms/documents/tdmv19a.pdf>
 2. A copy of your driver's license (front and back)
 3. Two (2) checks
 - a. First check payable to the **Town of Rollinsford**
 - b. Second check payable to the **NH DMV**
 - c. Sign both checks. The Town Clerk will enter the correct amounts and send you a copy
 - d. Include your phone number and email address on both checks
 - e. Include self-addressed stamped envelope (SASE) to avoid delay
 4. If you want to move plates from another vehicle to your new vehicle **you must include the original registration for those plates and include a note requesting the transfer of plates.** Note the owner of these plates must match owner of the new vehicle. Include a **large, self-addressed stamped envelope** (SASE) to avoid delay. Alternatively, provide a phone number and email address and we will contact you when the documents are ready to be picked up
 5. If new plates are required, we will contact you to pick up your plates and registration, etc. If plates are being transferred, we will mail the documents to you in the SASE you supply.

NEW TO ROLLINSFORD?

REGISTER A VEHICLE YOU OWN THAT IS TITLES AND REGISTERED IN A STATE OTHER THAN NEW HAMPSHIRE

1. The **Original Title** for the vehicle, making sure the following information is included:
 - a. Gross Weight
 - b. Color
 - c. Original MSRP
 - d. # of cylinders
 - e. Type of fuel (gas, diesel, electric)
 - f. Current mileage
2. A copy of your driver's license (front and back)
3. Proof of Residency – a recent utility bill or pay stub (last 30 days) showing your physical address in Rollinsford. (A lease CANNOT be used as proof of residency.)
4. Two (2) checks
 - a. First check payable to the **Town of Rollinsford**
 - b. Second check payable to the **NH DMV**
 - c. Sign both checks. The clerk will enter the amounts on both checks and provide you with a copy
 - d. Include your phone number and email address on the checks

5. We will contact you with a time to come to Town Hall to sign paperwork and pick up your plates

**NEW TO ROLLINSFORD?
REGISTERING A NEW VEHICLE PURCHASED
IN A PRIVATE SALE OR IN ANOTHER STATE**

1. Proof of ownership of the new vehicle
 - a. Vehicles model year 2000 or newer
 - i. provide original Title with buyer and seller information completed on back
 - ii. Be sure the following information is included:
 - a. gross weight
 - g. color
 - h. original MSRP
 - i. # cylinders
 - j. type of fuel (gas, diesel, electric)
 - k. Current mileage
 - b. Vehicle model year 1999 or older
 - i. Copy of Bill of Sale
 - ii. copy of the seller's NH registration. If vehicle was not registered in NH, a completed VIN Verification Form is required and may be obtained here:
<https://www.nh.gov/safety/divisions/dmv/forms/documents/tdmv19a.pdf>
2. A copy of your driver's license (front and back)
3. Proof of Residency - a recent utility bill or pay stub (within last 30 days) showing your physical address in Rollinsford. (A lease CANNOT be used as proof of residency.)
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