

II. Motor Vehicle

The issuance of motor vehicle permits and the general responsibilities of the Town Clerk in the motor vehicle registration process constitutes a major part of his or her work. Most of the contact between the Town Clerk and the public is focused on matters related to motor vehicles. (In cities, motor vehicle permits are issued through the tax collector).

In this section the major statutory responsibilities (state laws called RSA'S Revised Statutes Annotated) of the Town Clerk will be outlined. All clerks should have access to the complete set of NH RSAs as these are the **laws** that **mandate** duties for their office. RSA's are on-line at www.gencourt.state.nh.us/rsa. Most motor vehicle registration and title laws are found in RSA 261. Any other **instructions** would be called **procedures**. Every town should have a "**Title Handbook**". The phone number for the MA Help Desk is 1-888-320-8585 (for town clerks only) and the email address is mahelpdesk@dos.nh.gov

Clerks should also be aware that according to the **Privacy Act**, information on registrations cannot be given out to anyone other than the owner of a vehicle. The DMV in Concord is the only authorized agent to disclose registration information.

MOTOR VEHICLE PERMITS:

I. INFORMATION

- A. The **local portion** of a vehicle registration done by the Town Clerk (or City Tax Collector) of the Town where an applicant resides is called a **permit**. RSA 261:42, 148, 153
- B. The permit portion must be done with the local clerk before the **state portion** can be done. The completed form is then called the **registration**. RSA 261:40, 141
- C. The majority of clerks are Municipal Agents (RSA 261:74-a) and do both the local portion and the state portion of registrations using the Municipal Agent Automation Project or MAAP. Towns are connected to the state database as a "browser town" or through local software as a "vendor town". Contact the MA Help Desk for a schedule of Municipal Agent Training classes and Privacy Act Training classes which every user is required to attend.
- D. Some towns require that a person applying for his/her vehicle registration show proof of payment for the "**resident tax**". RSA 261:71. This is only applicable in towns or cities where they have not abolished the resident tax. (If this receipt

is not available, check with your town officials to see what policy has been adopted). Any resident of this state on active duty in the **armed forces** of the United States may register his/her vehicle in the town where he lived prior to being called to service (their home of record) regardless of where they are stationed. RSA 261:45-a. See **domicile** RSA 259:23 and **non-resident** this chapter.

- E. A **foreign national** is a visitor (tourist) from another country who is traveling here for a short time. The registration of a vehicle for a foreign national person is handled **solely through Concord** and is good for only 6 months. It can be renewed once for an additional 6 months. The registrant would need a certificate of origin, a title or if the vehicle is 15yrs. or older, a bill of sale, a copy of a previously issued NH registration of seller (or if not available, a **Form 19A**, Verification of Identification Number), **and** a **passport or Visa listing their status**. Nothing is handled at the Town Clerk level. RSA 261:46a. Note: The registrant would have a **Visa** with a **B1** and **B2** on it and they do not get a NH license. **Anything other than a B1 or B2, (students or foreigners here on a working visa) can be registered completely at the local level** and must go to Concord for their NH license.

- F. Motor Vehicles can be divided into the following categories:
1. **CARS, PASSENGER TRUCKS, and PASSENGER VANS** (all receive 2 **PASS, IPASS, CPASS/HPASS (moose, see p.27) ICPAS**). **Titles are needed** if model year of vehicle is **15 years or newer**. For vehicles older than **15 years (1996 and older)** a **bill of sale** must be seen in addition to **verifying the VIN**. Collect **one** of the following: **copy of NH reg.** (current or expired), a copy of the title, or **Form 19A**. RSA 261:2-a-All vehicles are registered by **weight** with the state and by **list price** for the town. When clerks are registering trucks that are listed as “**chassis & cab**”, they need to add to the list price the cost of what is added to the chassis (like a dump body, pickup body, bucket, crane attachment, etc.). The cost of the added equipment will not be listed in our Red (Blue) Books. You will have to require the customer to provide this info to you. See RSAs 259:100-a, 259:51, 261:153. A **Dune Buggy** can be registered with a **PASS** plate as long as it can pass a NH safety inspection. The **model** would be “dune buggy” and the **body style** would be “APURP”. RSA 259:60 motor vehicle & RSA 266 equipment. **Body style** for a **limousine** is **LIMO**. They may get **PASS** plates if they are “scheduled”, ie (know ahead of time who they are picking up) or **APRO**. There are also permits they need to get from Concord. The cost of the extension should be added to the list price and the weight will be greater than what is listed in the book. Questions-call **IRP 271-2196**

2. **TRAILERS-1 TRAI** plate. RSA 259:5, 113. Includes **5th wheel trailers**. If the trailer is model year 1997 or newer ask to see the title or certificate of origin to verify the weight; no title required if stated **GVW** (Gross Vehicle Weight) is 3000 lbs or less. If it has a gross weight of 3001 lbs. or greater, then it needs to be titled, even if it is being registered for less weight. (The title will reflect the GVW but the registrant has the option of registering the State portion with the stated **GVW** or with the actual combined weight of the trailer and the load that he will be carrying). If the customer does not have the title on a new trailer, he needs to get it. If he does not have the title on a used trailer and you think perhaps the trailer is large enough that a title is needed, you may call the Title Bureau to have them check if it has ever been titled. **No titles needed on trailers 15 years or older (model year 1996 and older)**-RSA 261:3. However, if they are being registered for **3001 lbs or more**, a bill of sale must be seen in addition to collecting one of the following: **copy of NH reg.** (current or expired), **Form 19A**, or **a copy of the title**. RSA 261: 2-a. Use **list price & weight** (trailer plus load); get a list of body styles and weight chart for state fees from the state. **Homemade trailer** information is in the "Title Handbook" p.61. If the **VIN** cannot be found on any trailer, the following rules apply before a clerk can **issue** a **NHTR VIN decal** (obtain from Motor Vehicle): 3000 lbs. and less– (homemade or manufactured) –needs a **19A**; Trailers **3001 lbs. and over** get their **VIN from an enforcement officer** (\$30). In addition, the manufactured trailers need a highway inspection; homemade trailers need a highway inspection, **19A** and a "**Statement of Construction**". Trailers include **Semi-Trailers**, RSA 259:98. State portion of semi-trailer registrations must be done at a sub-station or Concord since they know whether they are being registered in conjunction with a truck tractor or not. All semi-trailers model year 1997 and newer need titles. **No** semi-trailers model year 1996 or older need titles. RSA 261:3. Exceptions to normal state trailer fees are **saw rigs, log splitters, and generators when they are pulled**. They have **CONET** as **body style** and get a **CONEQ** plate. Town fee is based on **weight**. (See CONEQ p.5-6) State fee is \$.50 per month. They need lights, brakes and directional's if the lights from the towing vehicle do not show on both sides. If the **saw rigs** or **log splitters** (or **air compressors** or **cement mixers**) are **towed** exclusively within the limits of a single city or town, the state registration fee shall not be collected. RSA 261:141, IIIe. They **are registered** and the state **plate fee** is charged on a new. Have the customer sign an affidavit stating the vehicle will not be used out of town. Send a copy of the affidavit to the state with the registration. Collect **town permit fees**. Titles on these

vehicles are tricky. They **do not need titles if** they are pulled or self-propelled. See RSA 259:105 for other **“Special Mobile Equipment”**. However, **if** the equipment has been **truck-mounted** then the truck **is titled**. Also see RSA 261:3 for title exempt vehicles.

3. **MOTORCYCLES**– RSA 259:63 1 **MOTO** plate, no **weight** needed, **list price** needed for Town fees. State fee is \$2.08 per month plus \$1.00 for Safety Fund. **Title** required for model years 1997 and newer. RSA 261:1 & 3. **VIN needs to be verified** on older models. Note: Suzuki and Kawasaki VIN numbers sometimes coincide. Be sure you get the correct make.
4. **LARGE TRUCKS**– 2 **PASS** plates (up to 26,000 lbs.) 2 **COMM** (commercial) plates (over 26,000 lbs.) RSA 259:12-e (COMM Plates are issued at substations and Concord.) or, 2 **APRO** Plates (Apportioned RSA 260:75,V – if driving in other states) (plates and all State work is processed in Concord). Titles are needed if vehicle is model year 1997 and newer. **VIN needs to be verified** on older (exempt) models. RSA 261:2-a See p2 **“HEAVY”** trucks are those with 3 or more axles. RSA 259:41 – If they **weigh over 18,000 lbs.**, which most of them do, and have 3 or more axles they **must be titled regardless of age**. **“TRUCK-TRACTORS”** all have **gross weights over 18,000 lbs.**, so they are **all titled regardless of age or axles**. RSA 261:3. Substation/Concord for weight fees. If they are traveling out of state, they need to go to Concord for the State portion (**IRP**) RSA 260:75, but clerks do the local portion of the permit as usual. RSA 259:45-a
5. **FARM TRACTORS**– RSA 261:83 & 259:32, 1 **TRAC** plate, no weight or list price is needed, charge minimum local fee, **IF IT IS USED SOLELY FOR AGRICULTURAL PURPOSES**; even if it **has attachments** such as a **backhoe, loader**, etc. RSA 259:3 State fee is \$.15 per month. RSA 261:141. Put **FMTR** as **body style**. RSA 21:34-a has rewritten the definition of “farming” and “agriculture” to more accurately reflect the scope of agriculture as practiced today in New Hampshire. We are advised that the definitions are purposely very broad because the intent of the original laws was to give the farmer a bit of a break. Therefore when determining if a vehicle is used solely for agricultural purposes, we need to look at broadly. If we are to err, it is suggested that we err on the generous side. You may want to have the customer sign an affidavit stating that they swear under penalty of perjury that the equipment is used exclusively for agricultural purposes. If the tractor is used for **other purposes** (non-agricultural), it is considered construction **equipment**. (See #6 below) **No titles needed**. RSA 261:3(f). **Ski area** vehicles (RSA 259:101) also get **TRAC** Plates. RSA 261:85. The local fee is based on list price. The state fee is \$.50 per month. **Lawn-mowers** can not be registered for the road if

they do not have stoplights, turn signals, etc. If in doubt, an area officer from enforcement will look at it. RSA 21-p: 19 RSA 259:108.

6. **CONSTRUCTION EQUIPMENT**– RSA 259:42, one (1) **CONEQ** plate, issued and all new transactions processed from Concord or substations. Included are the following (unless they are used exclusively for agricultural purposes): **bulldozers, rollers, scrapers, graders, spreaders, paving machines, bituminous mixers, retread machines, compressors, power shovels, excavators, backhoes, wagons, concrete mixers, generators, message boards, wood chippers, bucket loaders, snow loaders, rooters, scarifying machines, and construction tractors.** Do not have to be registered if used at work sites **and trailered from location to location or to cross highways to access contiguous property.** It may get a special permit from the highway commissioner; RSA 265:7 or 228:21 if it is over width and overweight and has to be transported or moved over the highways). But, if **driving or being pulled on the roads**, (not trailered) it **must** be registered. If the equipment must be registered as Construction Equipment, follow the following guidelines: RSA 261:64

<u>EQUIPMENT</u>	<u>MODEL</u>	<u>STATE FEE</u>	<u>TOWN FEE</u>
Generator	GENER	\$5.00 flat fee	based on weight
Compressor	COMP	\$6.00 prorated	based on weight
Cement Mixer	MIXER	\$6.00 prorated	based on weight
Saw Rig	SAWRIG	\$6.00 prorated	based on weight
Log Splitter	SPLITTER	\$6.00 prorated	based on weight
Grader	GRADER	\$25.00 prorated	based on weight
Front-end Loader	LOADER	\$25.00 prorated	based on weight
Excavator	EXCAV	\$25.00 prorated	based on weight
Backhoe	BACKHOE	\$25.00 prorated	based on weight
Wood Chipper	CHIPPER	\$25.00 prorated	based on weight
Construction Wagon	WAGON	\$25.00 prorated	based on weight
Message Board	BOARD	\$25.00 prorated	based on weight

All these vehicles will have a **body style** of **CONET**. The town fee has to be prorated based on the **weight** chart below:

0	to	7,500 lbs	\$25.00
7,501	to	15,000 lbs	\$50.00
15,001	to	50,000 lbs	\$100.00
50,001	to	80,000 lbs	\$200.00
80,001	to	999,999 lbs	\$300.00

All other construction equipment not listed above (**bulldozers, rollers, scrapers, spreaders, pavers, bituminous mixers, retreading machines, power shovels, rooters, scarifiers** etc.) will be charged both a town permit fee and state fee of **\$25** per year, **prorated** by month based on the length of the registration. These will have a plate type of **CONEQ** and a **body style** of **CONEQ**. There is no specific code for model name.

Note: The formula to use for new fees (town permit or state) for proration is: yearly fee amount times the number of registration months divided by 12. The final result will be rounded to the nearest cent. For example: \$25.00 X 7 months of registration = 175: $175/12 = 14.583$: 14.583 will be rounded to 14.58 for the registration fee. **No titles** are needed on any of these (**unless they are truck-mounted**), because they are not designed to **carry a load** and that makes them also "**special mobile equipment**". See special mobile equipment" RSA 259:105 and title exemptions RSA 261:3. However, if they are **truck-mounted** ones, they are on vehicles that are designed to carry a load, so they are required to have titles. Upon **renewal** of the registration, clerks will ask customers to identify the type of equipment and to specify if the equipment is to travel over a roadway or is to be transported by trailer. The **local portion** of construction equipment is done by the **clerk**. **Municipal agents** may **renew** and **transfer** CONEQ plates (under 8,001 lbs.).

7. **1/3 RATE VEHICLES** – Equipment mounted on trucks where the equipment is an **integral part of the unit** and the truck is not capable of carrying freight or merchandise. In other words, they are **not designed to carry a load**. RSA 261:141 III (1) 2 **PASS** plates (if under 26,000 pounds, or 2 **SCOMM** plates issued in Concord (if over 26,000 pounds RSA 259:12-e, or 2 **APRO** plates (if delivering in other states) issued in Concord. RSA 260:75), includes **Wreckers, Cranes, Aerial Bucket Trucks, Post Hole Digger Trucks, Gradalls, Aerial Ladder Trucks, Well Drillers and Concrete Pumps**. Clerk charges regular fee based on **list price**. **Body style is 3RATE**. **Model** is what the vehicle is. Substation does state portion (Concord does APRO) and it is **1/3** the regular **weight** fee. **Cranes that are self-propelled are included as 1/3 rate** because they **do not carry a load**. **Cranes that are pulled** get **TRAI** plates. Titles are varied on these. The aerial bucket trucks and the aerial ladder trucks **DO NEED TITLES** up to 15 years. **Wreckers, model year 1996 or newer, are titled if truck mounted** (which most of them are). RSA 259:105 & 261:4. Be careful of vehicles that carry a car on them (car is completely off the ground). These are **car carriers** and they **pay full rate**. **Cranes model year 1996 or newer, are**

titled if truck mounted. Cranes that are self-propelled are not titled. (Cranes that are pulled need titles if model year 1996 or newer and they get TRAI plates. **Post hole diggers, well drillers and concrete pumps do not need titles.** Call Title Bureau (271-3111) and/or IRP Department (271-2196) if you have questions on these.

8. **AGRICULTURAL VEHICLES – 2 AGRI** plates, can be a truck, **truck-tractor** or tractor, if it meets certain restrictions. See RSA 261:82. Applicant must sign the **affidavit** found in this RSA. (Notice a farm tractor, may have either a **TRAC** plate or an **AGRI** plate) Charge **minimum fee of \$5.00 plus \$1.00 local fee.** RSA 261:153 State fee is \$.30 per month. RSA 261:141 Trucks model year 1996 and newer require titles. **Verification of VIN** needed on older models. RSA 261:2-a “Heavy trucks” (3 or more axles and over 18,000 Lbs.) **need to be titled no matter how old.** **Truck-tractors need to be titled no matter how old.** Tractors **do not need titles.**
9. **FARM VEHICLES – 2 FARM PLATES**, can be a Truck, Tractor-Truck or Semi-Trailer if it meets the restrictions of RSA 261:84. Vehicles are charged on **list price.** Weight is needed, but fee is a flat \$2.00 per month up to 16,000 lbs. Trucks and semi-trailers **need titles if model year 1996 or newer.** **Verification of VIN** needed if older model. (See p2) RSA 261:2-a “Heavy trucks” (3 or more axles and over 18,000 lbs.) **need to be titled no matter how old.** Truck-tractors need **to be titled no matter how old.**
10. **ANTIQUÉ VEHICLES – 2 ANTI** plates issued from Concord. Vehicle must be **over 25 years old** and maintained for use in exhibitions, club activities, parades and other functions of public interest. RSA 259:4 & 261:89-a. There is also an **antique trailer** and **antique motorcycle plate.** RSA 261:89-a. There is no such thing as an **antique tractor plate.** Local fee is based on **list price.** State fee is \$.50 per month for cars and trucks, but \$.20 per month for trailers and motorcycles (plus \$1 for motorcycle safety fund). **Title truck-tractors and “heavy trucks”.** **Upon request clerks can prepare a a title application for an antique vehicle.** The following are needed: title (any state), or prior **original** reg. (any state) with **19A**, or **copy** of NH reg. and **19A**, or **TDMV 105** and **19A**. Need **TDMV22A** if new owner.
11. **MISCELLANEOUS VEHICLES**
 - a. **MOTOR HOMES – 2 PASS** plates. These are **not** heavy trucks, therefore car rules apply. The exception is inspections which are done annually by July 1, instead of owner’s birth month. Sometimes the tenth digit in the VIN # does not reflect the model year of the motor home. Choose the model year that is printed on the prior title. **Make** is based on manufacturer of chassis or “truck” part as listed on inside driver’s door. (example: FORD). **Model** is name of manufacturer of “home” part.

- (example: Champion). **Body Style** is **MTRHM**. Look in Recreational Vehicle Red Book for list price (SRP, Suggested Retail Price) and **weight**. This will be total of chassis and home parts. It is usually found on the title of the home part.. When the motor home is brand new it may have 2 **CO's** (Certificates of origin), one for the "home" part and one for the chassis part. The model year of the "home" part is usually later. Send both CO's to Concord, but use the newer certificate of origin to determine the model year for the registration and new title application. Titles required on motor homes with a model year of 1997 or newer. **Verification of VIN** needed on older models. RSA 261:2-a (See p 2)
- b. **STREET RODS** – RSA 259:106a – 1 **SROD** plate. RSA 261:89b. (A vehicle whose body and frame was made prior to 1949 and modified for safe road use or a replica of such). Must show a "**certificate of verification**" (**DSMV 434**) from an authorized highway patrol enforcement officer. May issue a permit for a set fee of \$50. **Not pro-rated and not based on list and millage rate**. State fee is based on weight plus \$25 certification fee plus \$4.00 for single plate (displayed on rear of the vehicle). Plates issued the first time in Concord. **No titles** needed, however it is permissible on vehicles 26 years and older. (see Antique vehicles- p 7)
- c. **SCHOOL BUS** – May have 2 **SBUS** plates, issued at substations. May be titled to either a school district or private contractor. Restricted to use by the school district for student transportation and school sponsored activities. A bus with school bus plates may be used in another district but its use must remain for student transportation. Register in town of school district office if titled to that district or in town where contractor garages them principally if titled to contractor. Charged on **list price**. **State fee is \$24 pro-rated; or 2 PERM /GOVERNMENT plates**, issued in Concord. Bus must be titled to the school district or leased by the school district. School district name must be on the registration. Register in town of Superintendent's office. (**no town fee** collected); or 2 **COMM** plates, issued at substations. No **weight** limit. Registered by school district or contractor. Buses used for activity exclusive of student transportation **MUST** be registered with **COMM** or **PASS** plates. Register in town of school district office if titled to that district. Title in town where contractor garages them principally if titled to contractor. Charged on **list price and weight or 2 PASS** plates. Same as **COMM** except weight is 18,000 lbs. or less. RSA 259:96, RSA 261: 141 (q) Titles required for model year 1997 and newer.
- d. **Verification of VIN** needed if older model. (See p2) RSA 261:2-a.

- e. **MOPEDS** – 1 Moped Plate, issued at substations. There is **no local fee** . Registrations are mailed to registrant. A moped is any cycle under 50cc's and which travels under 30 miles per hour and has automatic transmission. RSA 259:57. **No titles needed.** Mopeds may be renewed with Municipal Agent as of 2008.
- e. **BOATS** – Any Town Clerk may collect the local portion (**boat fee**) of a boat registration for boats that have motors **and** steering wheels. (Do not charge anything if there is no steering wheel even if it has a motor.) A chart from the Dept. of Motor Vehicle is used to find the correct fee according to the category, length and mills. A \$1 Town Clerk fee is added to the amount stated in the chart. On a **new** Boat registration the Town Clerk simply writes out a receipt for the local money collected, and the customer brings it with them to a boat agent to do the state portion. **Renewals** come from the state and go directly to the customer. Customer brings registration to clerk and then above procedure is followed. Lower right box has permit fee amount to be collected. Customers have 3 choices of where to pay. They may choose to pay both local and state fees to the state by mail. They may pay the local portion to the Town Clerk and the state portion to a boat agent. They may pay both local and state fees to a boat agent. If local fee is paid to the Town Clerk, the money goes to the town (\$1 to clerk if on fees). (In the other situations the town does not get the money; the agent's town or the state gets it.) **No titles needed. Please call the boat desk at 271-2333 if you have any questions.**

RSA 72-A:4 & RSA 270-E:4.

II. PREPARATION OF PERMITS –

- A. The clerk shall prepare the permits in the form prescribed by the Director of Motor Vehicles. The director shall supply the forms to the clerk who shall in every case prepare them by typewriter or computer. RSA 261:152 (not by hand).
- B. There are **3 BASIC TYPES OF REGISTRATION TRANSACTIONS**
1. **RENEWALS** – Same vehicle and same owner. Due in birth month of registrant or according to month assigned to the first letter of business or lease. (RSA 259:29-a). **Plate changes** may be done anytime.
 - a. The State no longer issues pre-printed renewal registrations. All renewals are for 12 months –until end of birth month. The months should always equal 12.
 - b. **Double check everything** – color, DOB's, months, mills, wt., list, address, etc. Make sure **mill rates** have been decreased by 3. If pro-rated, the bottom mill rate of the previous registration must be the top

mill rate on the renewal. The number of months at the bottom mill rate of the previous registration **plus** the number of months at the top mill rate on the renewal must equal 12. Likewise, the number of months at the bottom mill rate on the renewal will be whatever number of months added to the top number of months on the renewal equals 12.

Ex, If previous reg. has: 7 months @ 15 mills
 5 months @ 12 mills
 Renewal would be: 7 months @ 12 mills
 5 months @ 09 mills

- c. Collect fee – plus \$1.00 Town Clerk fee. See RSA 261:153 or use charts to compute Town fee.
- d. Have the registrant sign the registration (if person before you is the registrant). A signature is not mandatory but to make the document legal it should be signed.
- e. The registration (RDMV344) is a three part form printed on 8 ½ x 11 paper. There is a municipal copy, motor vehicle copy and owner copy. If doing town portion only use registration form DSMV181S. Retain municipal copy (red) and give customer first two pages to take to state agent or municipal agent of a town.
- f. May be done up to 4 months **early**. (Count the month of expiration plus 3 preceding months. EX: If date of expiration is January, it may be renewed only up to and including October. As of 2007, customer does not have to prove absence from Town. (An inspection may be completed up to 4 months early).
- g. **Late** registrations may be done, but RSA 261:141, VI states that the whole 12 months is charged (unless the vehicle is **13** months or **more** late – then it is done new again). If registrant comes in to renew during the 12th month, the clerk would need to do **2** renewals; one for the past year and one for the current year.
- h. There is **no longer** a procedure called a **13 month renewal and/or “renewal to a new vehicle”**. (p.19) 8/2003
- i. **Reversal of Names (Name Swap)** From first owner’s to second owner’s date of birth and is only allowed at renewal time.
 - i. If both names are on the old registration. A letter of release is required for the plates authorizing the “new” first owner to have those plates.
 - ii. If you change the expiration date on the new registration. Issue new month and year stickers.
 - iii. You **pro-rate**.(If it is May and the new expiration will be September, the correct number of months is 5). (No credit is given for May). If

the new expiration will be May, it is for 13 months. None are done for less than 5 months – it will be either, 13, 14, 15, or 16 months)

- iv. **Cannot** do this for a **Lease Co., estate, corp., trust,** or a **4 – digit plate.**
 - v. **No \$8.00** plate charge.
 - vi. Late renewals with a reversal of the order of names are to be done as **new** registrations
 - j. **Address changes** may be done with the submission of form DSMV 30 Record Change Request. **Company** addresses can be changed in Concord and with on-line towns. To be sure the company address gets updated submit form **DSMV503** and proof of change (such as a letterhead note stating the change) with work. Note: If a business has changed names, they need a form from the Secretary of State's Office.
 - 1. **Renewals** may be done by **mail** since signature is not required. Customer sends check/s by mail. Clerk mails completed registration with decals to customer.
2. **NEW** (to registrant) **VEHICLE TRANSACTION**
- a. If the vehicle is **15 YEARS OLD OR OLDER (model year 1996 or older)** or if it is a farm tractor, or it is a trailer 3000 lbs. and under (check the title to prove the GVW is less than 3001; or if in doubt, call Title Bureau and they will check the **VIN** to see if it has been titled), the clerk must see a **bill of sale** from the previous owner (not a 20 day temporary registration). The bill of sale shall contain the date of the sale, a description of the vehicle, including make, model, identification number, model year, type of body, number of cylinders, name and address of buyer, and signature and address of seller. In addition, **one** of the following must be turned in with municipal agent work (except for farm tractors and trailers under 3001 lbs): **copy of New Hampshire registration** (current or expired), copy of title or **VIN verification Form 19A**. RSA 261:2-a. This is true for all vehicles that would be titled if they were new enough (including trailers registered for 3001 lbs and greater). This is also the case for a **change of ownership** for a NH resident. If registrant is just registering a vehicle they have had off the road for a few years, a **VIN verification** is not needed as long as they have their previous registration. **Bonded dealers** can **not** sign Form **19A**. These vehicles are all **EX** – Exempt from Title. **Excluded** from this group are heavy trucks 15 years or older, but with 3 or more axles and over 18,000 lbs. **Also excluded** from this group are truck-tractors 15 years old or older, but over 18,000 lbs.

- i. Look up **list price** in Red Book or use computer generated list price. Use **model year** list on all vehicles. (Column headed POE, Sug. Fact or Fact. ADP. But, **not** Ave. Retail). Round to nearest hundred. If list price is not in Red Book yet, call the watts # in the front of the book (1-800-621-9907). Clerks might also be able to call the dealer to get the list price. (Many times, the customer has the sticker price that was on the window of the new vehicle with the SRP)
- ii. Look up **weight** in Red Book or use computer generated list price. Use shipping weight plus 150 lbs per passenger for a car. Use GVW for trucks. RSA 261:142
- iii. Figure State fee for Registration. Plates have an additional fee of \$4.00 each.
- iv. Figure out **months** and **mills**
 - a. Use charts to figure from present month to birth month. **Businesses** are registered by first letter of Business name.
 - b. Mills figured by model year. Present year or future year model is 18 mills, (in 2011; 2011's and fall model 2012's = 18 mills). Then the mills go down by 3 each year.
 - 2011 = 18 mills
 - 2010 = 15 mills
 - 2009 = 12 mills
 - 2008 = 09 mills
 - 2007 = 06 mills
 - 2006 = 03 mills

A mill equals 1/1000 of a dollar and is charged on each dollar of the maker's list price.
 - c. **Pro-rate.** In no case shall the registrant pay more than 12 months at each mill rate (except 3). If months are over 12, 12 charged at the mill rate for that year, the remainder charged at the next mill rate down. (Ex: in 2010 for a 2010 model, if it is 14 months from the present month to the birth month, 12 months are charged at 18 mills, the 2 remaining months are charged at 15 mills. In all cases the total months at a particular mill rate shall equal 12, even if the remaining months at that mill rate need to be calculated the following year. (In the example above – the following year, 10 more months must be figured at the 15 mill rate in order that no less than a total of 12 months at that rate are charged. There will also be 2 months at 12 mills charged on that year's registration.
- v. Figure local fee using chart of mills and list price. 261:153.
 - a. In no case shall the fee be less than \$5

- b. Add \$1 Town Clerk fee
- vi. **Leased** vehicles need Leasing Co. to appear first with Driver's name, and driver's address underneath. Leasing Co. address appears in the legal address section of the registration.
- b. If the vehicle is a **1997 OR NEWER**, (except trailers under 3001 lbs.) (See more explanation at end of paragraph) or a farm tractor; or special mobile equipment; RSA 259:105, RSA 261:3, the clerk must see one of three documents: a **certificate of origin (PS**, for private sale from an out of state dealer), a **title (PS** for a private sale from an individual, etc.) or an **application for title (AP**, from a NH dealer, NH Banking Institution, etc). **Model year** (10th. Digit of VIN) determines need for Title. See "Title Handbook". NH has a **15 year title exempt law** in effect. RSA 261:3. On **trailers** ask to see the title or certificate of origin (or previous owner's registration) to prove the GVW is less than 3001. If GVW is 3001 lbs. or greater on the title or certificate of origin, the trailer **must be titled** even if it is **registered** for less than the 3001 lbs. (**unless it is 15 years old or older (model year 1996 and older)**). If in doubt on used trailers, call the **Title Bureau**. Registration procedures are the same as those above.
 - i. If the **title application** (Form TDMV 23) is given to the clerk, the clerk completes the registration as above. Do not accept a hand written or fax copy of a title application. If the customer has lost his, he must go back to the dealer and have them make out a whole new title app. Make sure application has signatures; two names, two signatures. A \$2.00 title application fee is charged and goes to the clerk (through the town). (RSA261:4, IV).
 - ii. If a **Certificate of Origin** or a **Title** is given to the clerk, the clerk makes out the application for title (\$25) and then the registration. (If a title or CO comes from a NH licensed dealer, clerk should send customer back to the dealer to do the title application. If the title or CO comes from a Lien holder, do not send the customer back, as not all lien holders do title applications. The clerk shall examine the documents for (a) name, residence and mailing address of the owner (b) description of the vehicle including make, model, identification number, type of fuel, model year, year of mfg., color, type of body, number of cylinders and whether new or used (c) date of purchase (d) name and address of seller(s) and (e) name and address of any lien holders. The Title Application should list the model year. A **DBA** (Doing Business As) **cannot be listed first** on a registration. Make sure the signature(s) of seller (s) are on the back and are the same as

the owner(s) on the front. (2 needed if 2 names on front are connected by “**and**”) There must be only **one assignment on the back** if the seller(s) are individuals rather than a car dealership. See the “Title Handbook” p.34. The **odometer reading** must be there, disclosed by the seller. The mileage should be the **actual** mileage that the vehicle has traveled, **not** necessarily what the odometer reads if it has gone around more than once. For instance, if the vehicle has traveled 150,000 miles, the odometer could read 50,000. Seller should have filled in 150,000 and checked the box saying it has exceeded its mechanical limits. Make sure new owners sign the title application (2 needed if 2 owners). A notarized **Power of Attorney** form may be used if both owners cannot get in to sign the Title Application. If preferred, the local portion of the registration may be done and the title application may be taken to the second owner for his signature. The customer may return to do the state portion of the registration or he may finish the state portion at a substation. See “Title Handbook” p.21 for instructions on preparing the title application. See “Title Handbook p.71 for **Lease Vehicle** titles. Also see “Title Handbook” p.40 & p.71 for **60 day Temporary Registrations** when there is an **out of state lien holder** problem. Prepare title and registration same as above. If there are **2 names** on the title, **both** names must appear on the **registration**, but they do **not** have to be in the same **order** as what is on the title. Also charge a \$2.00 title application fee. State portion is done at substations for a 60 - day temporary. When there is no lien holder problem, do this next:

- a. Separate title application pages – give the customer copy as well as sellers and lien holders. Give this to customer if being processed at a state agent.
- iii Other Title regulations to be aware of include:
- a. **Duplicate Title** –“Title Handbook” p.57. RSA 261:12 (\$25)
 - b. **Voided Assignments-** “Title Handbook” p.36
 - c. **Salvage Vehicle** – “Title Handbook” p.68. When a vehicle has a title with “Salvage” printed on it, it can **not** be titled or registered until it has been inspected by a Highway Patrol officer and has a signed **DSMV 547** form (\$50 fee) (Do Not accept a **VIN Verification form (TDMV19A)**). Clerks should attach copy of salvage form and allow the customer to keep the original. Customer must show inspector proof of ownership, insurance adjusters report and bills of sale for the parts replaced. If the

form is with the title, the clerk may proceed as usual. State will mark all subsequent titles “**Rebuilt Vehicles**”. Therefore, if a clerk gets a title marked “Rebuilt”, “Reconstructed”, “Prior Salvage” or “Prior Collision”, she can proceed as usual. The State of MA does not title salvage vehicles that are over ten years old. If a vehicle is signed over from a customer to an **insurance company**, a salvage inspection is needed even if the title is not branded as salvage. **20 day temporary plates** can be issued on salvage vehicles so that the customer can get the vehicle inspected. **Note exception: a double assignment is allowed on a Salvage Title** if the vehicle has not been repaired by the first owner. Buyer/seller may write “sold unrepaired” on the title. Once repaired a Rebuilt Title will be issued to the owner who repaired it (as above).

- d. **Title Only** – If the customer does **not** qualify for a **60 day temporary**, see “Title Handbook” p. 40, but does have an **out-of-state lien holder**, do a “title only” taking information from the customer’s out-of state registration. (This is for new people coming from out of state only not for NH residents who buy out of state.) Customer sends the title application and \$25 to Concord. He pays Clerk \$2 (RSA 261:4, IV). When Concord has his title from the lien holder, they will send him a letter, which he must bring to the clerk in order to register. Municipal Agents may now do the state portion too. Letter goes with the state work. **Non-residents can not do a title only unless they are also going to be registering the vehicle.** Both title and registration should be marked “**Non-Resident**” at the top. See RSA 21:6 and 259: 88 & 261:46.

- e. **JTWROS** - (Joint Tenancy with Rights of Survivorship. See “Title Handbook” p.55. RSA 261:17 III. Non-married owners that use “**or**” between their names, do **not** need JTWROS to ensure ownership to the survivor. Non-married owners that use “**and**” do need JTWROS to ensure ownership to the survivor.

Upon the death of one of the owners, the surviving owner may transfer the vehicle pursuant to RSA 261:14 without obtaining a new title, or title the vehicle in his or her name. Old title and copy of death certificate needed.

- f. On a **NY title**, the clerk may use the **control number** for the **title number**. For a list of other states that this is possible for, contact the title bureau.

- g. **Inheritance** – When a person inherits a titled vehicle he needs a copy of the death certificate and a copy of the probate papers naming the Administrator. The Administrator signs the title on the back over to the new person. On the title application under seller put Administrator's name and address.
- h. **Assignment of Title** – Form **TDMV 17A** is used when mistakes are made on titles or when the dealer assignment blocks are filled in error. (See Title Handbook) p.36
- i. **Trusts** – Titling under a Trust is the only time the registration can differ from the title. The Trust can be the sole owner of a vehicle, but for purposes of expiration may have (optional) the vehicle expiring in a trustee birth month. Person must prove they are a trustee. The title application will read just the trust. The registration may be done with the trustee and the trustee's date of birth first with the trust listed as second owner or solely in the trust name. The trustee has no ownership rights. Transfer credit is allowed. Registrant can transfer from a vehicle in a private name to one in a trust name, if they use the private name as the first one on the trust. All trusts going from a personal name to a trust must have the appropriate assignments on back of the title as this is a change of ownership. The first and last page of the trust paperwork needs to be submitted with daily work.
- j. **Name Changes** (Not a change of owner) **Optional**
 Clerk can **NOT** change the customer name on the registration. If a title is involved, clerk gets title from customer as well as supporting documents and then prepares new title application. These go with customer to substation. (Do not hold up reg. if title is too inconvenient to obtain because title can be changed at a later date.) No FEE is charged for title because there has been no change of ownership. Clerk renews registration to old name. Customer needs to go to the Licensing Division first before change can be made. Easiest way is for customer to go next to licensing substation and bring certified copy of supporting document (marriage certificate, divorce decree or court order) and a new license will be made at no charge. Then he goes to Motor Vehicle section of the substation and a new registration is printed at no charge. **If** customer prefers, he may mail form **DSMV 30** to Concord along with a certified copy of the supporting document. He does not receive a new license this way. He adds the info to the back of his license and registration himself. After this he can

go to substation and get a new reg. (old reg is turned in). A person whose **name or address** changes has **10 days** to notify the Division of Motor Vehicle. RSA 261:55.

- k. **Name Removal or Addition** – (changes in ownership) When adding or deleting a name from a titled vehicle, the title must be signed over on the back to the correct name (or names). A title application is done. This is done at the lien holder, if there is one, or if no lien holder the clerk can process. Regular fees are charged, because the ownership has been changed. RSA 261:20. If the reg. was already in the first owner's name, the renewal registration may be completed (by municipal agents). If it is not renewal, the customer takes the title application to a sub-station. If the registration will have a new first owner, then a "new" registration is done. **No** names can be added or removed from a vehicle registered with a number plate that has only **4 digits or less** except through the Commissioner's Office in Concord. Process local portion first and have the customer either come in or mail the registration to the Commissioner's Office in Concord.
- 1. **Lost Titles** – If a person has lost their **NH Title**, they need to fill out form **TDMV 18 Duplicate Title Application**. See p.57 in "Title Handbook". If there was originally a lien holder and now there is not, customer will have to get a lien release statement from the lien holder to send to the state as well. (Otherwise the state won't know and lien holder will get listed again on the duplicate title. If they have lost their **out of state** title, they need to contact that state to get a duplicate. RSA 261:12.

3. TRANSFERS

- a. When a customer wants to use the same plates and decals on a different vehicle, he may do a transfer, **if the old registration is from NH, if it has the same first owner, if it has not expired and if the vehicle has not previously been registered with the plate number (the law states that once the original registration has been transferred to another vehicle, it shall not be again transferred to the original vehicle.)** Monetary credit is given from the old vehicle toward the new vehicle. The expiration must remain the same. If the customer needs to, it is permissible to do a **transfer** and then a **renewal** on the same vehicle on the **same day** (up to 4 months early). Municipal agents must put the transfer work **on top** of the renewal work when they send it in.
- b. The customer must have the current original registration which contains the plate number, decal number and audit number. If the customer does

not have the registration, they must get a certified copy for a fee of \$15.00. Use the same plate # and same decals on new registration.

- c. Person may transfer any number of times to new vehicles, but never back to the original vehicle. (Original vehicle would need to be done as **new** if registered). A second name can be added or deleted depending on the new title or bill of sale. If registrant wants to use the plate on an unregistered vehicle he had registered in the past, it is done as a new with the plate number he wants, plate must be released.
- d. All proof of ownership, VIN verification and title laws apply as in “new vehicle transactions”. See page 11.
- e. Find the **Town credit** on the old vehicle (calculated automatically by computer) from chart. Find the number of **months** from the present month to the birth month of the registrant; if the number is 14, 15, or 16, subtract 12. If the number is **13**, see p. 19(n) this manual. RSA 261:150. Use the mills of the old vehicle (pro-rate if needed, starting with the bottom **mill rate**).

Ex: Transfer with five (5) months remaining:
 Old charges = 9 @ 15, 3 @ 12
 Credit given = 2 @ 15, 3 @ 12

Use list price of **old** vehicle to figure credit. (number of months left at certain mill rate for that list price)
- f. Find **Town charge** on the new vehicle. The number of months will be the same as for credit. Millage will be determined by the model year of the new vehicle.
- g. Calculate: RSA 261:150 Charge minus credit plus \$6.00 (transfer fee and Town Clerk fee) plus \$2.00 (Title application fee, if you receive a title or a title application.) = Amount paid. If credit is larger: Charge **minimum** of **\$5+\$1** (NO REFUNDS are given) plus \$2.00 (if Title or Application)
- h. Find **State Credit** on the old vehicle. Calculate number of months left at weight rate of old vehicle (see new weight chart fees) x amount per month for **weight** range of old vehicle.
- i. Find **State Charge** by number of months at weight range of new vehicle x amount per month for weight range of new vehicle.
- j. Calculate: If the credit is more than or equal to charge, then fee is \$25.00 (transfer fee). If credit is less, it will be the charge minus the credit, plus \$25 Transfer fee = total due.
- k. Vehicles up to 15 years old (model year 1997 or newer), collect title app., or prepare title application from Certificate of Origin or title. State rates

- (8000lbs and under) are \$31.20, \$43.20 and \$55.20 pro-rated plus surcharge for each weight category. See charts of surcharge fees.
- m. Staple documents together; title application on top of title. If a Municipal Agent, keep all copies except owners. If not a Municipal Agent, keep only the red municipal copy (old style registration) and blue title app and give the remaining copies to the customer to bring to a motor vehicle substation.
 - n. **Be careful if a person is transferring in their birth month – this is a different procedure.**
 - i. If the previous vehicle has **already been renewed**, (and it is still the birth month of the registrant), then there is a 13 month charge on the new vehicle. From this a 12 month credit on the old vehicle is subtracted. The \$6.00 transfer fee and Town Clerk fee is added to the total. This is called a 13 month transfer.
 - ii. If the previous vehicle has **not been renewed**, and it is the birth month of the registrant, then a **one month transfer** is done. Then a 12 month renewal is processed. These must be done as 2 separate transactions. All regular transfer fees are collected. There is **no longer** a **13 Month Renewal** or Renewal to A New Vehicle.
08/01/2003
 - o. **Lease Vehicle Transfers and Surviving Spouse Transfers** are the only time when a transfer can be made where the first owner of the original registration does **NOT** match the first owner of the transfer registration. RSA 261:66, IV, RSA 261:150, III. Municipal agents are allowed to process **lease vehicle transfers** and **surviving spouse transfers** as of 2009.
 - i. Leased Vehicles can be transferred from **Lease to Owner** if the second name on leased registration is the first name on the new registration.
 - ii. Leased vehicles can be transferred from **Owner to Lease** if first name on owner's vehicle will be second name on leased vehicle registration.
 - iii. On the lease company registration the leasing company is the first owner, but address of Driver is typed in the mailing address; address of Lease Co. is typed in the legal address. The lessee is listed as second owner. Third owners are shown on titles but not included on registrations.
 - iv. On lease title, Name of Leasing Co., goes first, then Leasing Co. Address, then owner's name and address.

- v. Lease vehicle transfers can go from one **lease company** to a **different lease company**, if the second owner remains the same.
- vi. Usually, the expiration date changes and the same plates are used.
- vii. Transfers from **one** lease company to the **same** lease company are considered **regular** transfers.
- viii. To **process a lease transfer**: Can be **same** vehicle, (meaning that the person could have purchased the car after the lease expired) or a **new** vehicle. All proof of ownership, **VIN verification** and title laws apply as with “new vehicle transactions” p. 11
 - a. From **owner to lease** done in January with a **Toyota lease** – (November expiration derived from the first letter of the company name)
 - Charge** Jan – Nov = 11 month charge on new (or same) vehicle
 - Credit** Jan – July (expiration on old registration – owners birth month) = 7 months credit on old registration (use last or **bottom mill rates first- Ex.** If the transfer has 7 months remaining, and the old charges were 10 @ 9 and 2 @ 6); then the credit is given with 2 @ 6 and then 5 @ 9)
 - 11 Months **charge** – 7 months **credit** + transfer fee of \$5.00, Town Clerk’s fee \$1.00 and \$2.00 title application fee, if applicable. = total due.
 - b. From **Lease to Owner** done in January, **charge** Jan – Dec (owner’s birth month) = **12 month charge** on new or same vehicle. **Credit** Jan – April (Lease Co – Ford Motor expiration by first letter of company on old reg.) = **4 month credit**. 12 month charge minus 4 month credit + \$5.00 transfer fee + \$1.00 Town Clerk fee + \$2.00 title app. fee if applicable (15 years old or newer) = total due.
 - c. If the expiration on the transfer would be **less than 5** months, **always extend** the expiration of the new registration to 13, 14, 15 or 16 months. (If the expiration is **just 5** months, the customer does **not** have the option of choosing a **17 month** expiration. There are **no 17 month lease transfers.**) Ex: Done in March – old reg . expires in April (Ford), new will expire in June (birth month of owner), charge Mar. – Apr. = 2 months. 16 month charge minus 2 month credit + \$5.00 transfer fee + \$1.00 Town Clerk fee + \$2.00 title app. fee if applicable (1997 and newer) = total due.
 - d. Sometimes the number of months credit is **more** than the number of months charge. However, money is not refunded and registration permit fees never go below the minimum (\$5.00 + \$1.00)
 - ix. **Surviving Spouse** can continue to drive on the plates until they expire. If done in month of renewal process as a surviving spouse transfer. A copy of the death certificate should be presented and sent

in with municipal agent work. They must title if they are registering the vehicle. If they have the title, make a new title application (See Title Handbook” p. 21). **DO NOT** charge \$25 title fee **unless** they are **adding a name or lienholder**. The Clerk’s fee is \$2.00. If the title is at a lien holder, they go there first and then bring in the blue title app. (If there is no time for this, as a last resort and under great hardship, the clerk may make out a new title application in surviving spouse’s name with a copy of the death certificate.) A new registration is completed in the new name. (even if both names were not on the original title or reg.) On the new registration ***DO charge** them for the month of old expiration. ***NOTE THIS NEW CHANGE! 8/2003** Ex: If the old registration expired in Feb. (deceased’s birth month), and spouse comes in to renew in Feb, and the spouse’s birth month is July, then Feb to July is **6** months, charge for the complete **6** months.

State portion may be completed with on-line town or at substation. If the spouse comes in **late** (after expiration), do **not** subtract one month. Complete the registration as **new** starting with the month the spouse came in and it would expire on their birth month.

- x. **Surviving Spouse may** transfer prior to renewal month, if they prefer not to wait until expiration month, and registration shall be processed as a surviving spouse transfer. The expiration will likely change and the same plates are used.

Example: Old reg. Expires in Dec., spouse’s birth month is Nov. Spouse transfers in Oct. **Charge** Oct – Nov. = **14 months** (if less than 5 months, , always extend) Credit Oct. – Dec. = **3 months** (use last or bottom mill rates first) 14 month charge minus 3 month credit + \$5.00 transfer fee + \$1.00 Town Clerk fee + \$2.00 Title app. fee (if applicable) = total due. A copy of the death certificate must accompany this paper work. Municipal Agent part done at **substation or with on-line agent**. **Credit** can be given for more months than the number of months charge, but no money is refunded. If they get a **new** vehicle,, then fees are treated as any **new** vehicle fees. (No transfer credits given) They may keep plates if they go to a substation.

- xi. If **Surviving Spouse** comes in after the renewal month and is the first owner on the registration do as a renewal and delete the second owner. If **Surviving spouse** is second owner on the registration do as a new registration after having the plate released and put back in your inventory.

III. Miscellaneous Transactions:

- A. **HANDICAP PLATES – HCAP** – RSA 261:88 Issued from Concord. Only for one vehicle. On a second vehicle they would get a regular plate and a placard. May be issued to a person with a “walking disability” which limits or impairs the person’s ability to walk as determined by a licensed physician. Plates may be used on a vehicle owned by the disabled person; by a relative from the person’s household; or by an organization if they are using it primarily to transport persons with walking disabilities. Form **DSMV 16** must be submitted to apply.
- B. **UNDER AGE** –Any minor under the age of 18 (16 & 17) must submit a **pink slip** (form **DSMV 38**) **each** time they do **any** transaction with a vehicle even if they are the second owner. They can not be on a registration at all if they are age 15 or younger. However, they may be on a title at any age but the vehicle would not be able to be registered. RSA 261:53 & 54.
- C. **VANITY PLATES** – 2 **IPASS** plates issued from Concord; sub-stations and on-line clerks. Cardboard plates are issued and metal plates are mailed to address on registration. RSA 261:89. The fee is \$40.00 each year in addition to the regular fees plus a \$8.00 plate fee the first time. Form **DSMV 40** must be completed and submitted with daily work. Customer may go to a sub-station, on-line clerk or mail form to Concord. Municipal Agents do renewals and transfers as usual. **Moose Plates** (see p. 27) are available in vanity plates with 6 characters; **IPASS** are available in 7 characters and **MOTO** 5 characters.
- D. **LOST REGISTRATION** – Form **DSMV 106** is filled out and taken to a sub-station, on line agent, or mailed to Concord along with the \$15.00 fee.
- E. **REPLACEMENT PLATES/DECALS-** Form **DSMV 23** **must** be completed. **Lost or stolen** plates must get a new number. Damaged plate (s) must be turned in. If only one plate is being replaced, customer goes to a sub-station or on-line agent. Municipal Agents may replace 2 plates (with new numbers). Cost is \$4.00 per plate.
- F. **NATIONAL GUARD PLATES (NHNG)** – Issued from Concord. Clerks may renew local portion. Municipal Agents must collect and submit **Form TAGNH 50R-E** signed by the commanding officer each and every time a renewal is done. RSA 110B:70.
- G. **NON-RESIDENT** – RSA 259:23, 67, & 88; 261:46, 21:6, A **Resident** shall be a person who is **domiciled** or has a place of abode or both in this state and who, through all of his/her actions, demonstrates a current intent to designate that place of abode as his/her principal place of physical presence for the indefinite future to the exclusion of all others. A **resident** must register his/her vehicle(s) in his **town of residence**. If a person qualifies as a **non-resident** and if the vehicle is going to be **exclusively garaged** in NH, a title and registration may

- be issued. Some clerks require customer to sign a “garaged only in NH” affidavit. Make sure “**non-resident**” is typed on the title and registration. A non-resident **CAN NOT TITLE ONLY**; the registrant must also register if titled. A vehicle may be registered in a **business** name (if it is titled in the business name also; if applicable). **D/B/A**’s can only be 2nd owner. Usually the vehicle is **registered in the town in which the business is located**. However, if the business is **in town** but the **driver is out of state**, the vehicle may be registered in the town, if it is titled and registered under the **business name only** and **if the vehicle is being garaged in the town**. Since the driver is a **non-resident**, no second owner name is used. However, if the **business is out of town** and the driver is **in town**, the vehicle can be registered **in the town of the driver, if the person’s name is on the title and registration** and **if** the vehicle is being **garaged in the driver’s town**. The business name goes in as first owner. The driver’s name goes in second as the NH driver, signifying he/she doesn’t own the vehicle, but can register it. Likewise, **if the business is out of state**, it may be registered **in the town of the driver, if and only if, his/her name is on the title and registration and the vehicle is being garaged in the driver’s town**. A vehicle **leased** to a **business in town** does **not need the driver’s name**. However, if it is **leased** to a **business out of town or out of state**, but is **garaged in town**, then it needs the driver’s name as second owner on the registration and on the title. The business may be listed as third owner on the registration, but will not fit on the title. RSA 259:29-a.
- H. **TEMPORARY PLATES– 20 day** temporary plates cost \$10.00 and are issued at a sub-station. Customer must appear **in person** and have positive ID such as a NH driver’s license. Customer needs bill of sale & all pertinent information on vehicle. Temporary plates allow customer to get their vehicle home from where they purchased it before registering it. They **may** be used for **salvage** vehicles. **No** temporary plate will be issued to a vehicle that is not safe for the road. It will have to be registered before moving it. The vehicle that has been issued a 20 day plate still must be inspected within 10 days. Temporary plates from other states would be honored if that state’s dealer issues them. **60 day temporary** plates are for people with out-of-state lien holders as discussed in the Title Handbook p. 71. See also p. 15 of this manual for **Title Only**. RSA 261:56 & 57, RSA 262:57-A. Dealers also issue 20-day plates to inspectable vehicles.
- I. **EXPIRED PLATES**– If someone hasn’t renewed a vehicle, once registered, for 13 months or more, treat it like a “new” registration except title work does not need to be seen again, the old NH registration is seen as proof. If they want to keep the same plate and not pay the \$8.00, clerk must call to see if the plate is still in the system and to release the plate. If it is not still on the system they

- must** get a new plate. They **must use** the same plate if the registration is **not** more than 12 months late. In this case they are charged for the whole year. RSA 261:141,VI. If the plates have expired and the customer wants to use them on a **new** vehicle, he may as long as they are still in the system and plate has been released. Clerk registers vehicle as they would a new vehicle, but no \$8.00 plate fee is charged.
- J. **FORMER PRISONER of WAR PLATES (FPOW)** –Issued from Concord. RSA 261:86. May be issued to a person who was captured and incarcerated (not restricted to certain wars or length of time) and who was honorably discharged. Proof must be furnished and plates will be **free on one vehicle only**. RSA 261:157-a. Title fees **are** charged. The plates shall be transferable upon death of the **surviving spouse** of the prisoner of war. The surviving spouse shall be entitled to the plate as long as he or she lives, unless he or she remarries.
- K. **DISABLED VETERAN PLATES– DVETE** -issued from Concord. RSA 261:86. May be Issued to a veteran who is permanently and totally disabled from service-connected disability or to a veteran who is an amputee or paraplegic or blind due to a service-connected disability.. There is no charge for one vehicle (except the initial \$8.00 plate fee). RSA 261:157 & 159 (none for transfers either). Proof must be furnished from the Department of Veteran Affairs. Veterans who are **blind** or **amputees** are the only veterans who do **not** pay title fees. All other veteran plates do pay the \$25 title fee. RSA 261:20, III, RSA 261:86. Only one set of disabled Veteran plates or one set of handicap plates is allowed per person, who must also be the first owner except for leased vehicles where he/she will be the second owner. If a vanity disabled Veteran plate **IDVET** is selected, an additional fee of \$25.00 each year will be assessed. The disabled Veteran vanity plates may contain up to four characters.
- L. **VETERAN PLATES, (Non-Disabled) - VVETE** – issued from sub-stations. To qualify for this type veteran plate, the registrant must provide a copy of their **DD214** verification of service form (or NA Form 13038, NAVPERS-553, WDAGO form 53-55e, WDAGO form 53-98, NAVMC 78-PD, NAVCG-2510, US Dept of Veterans Affairs (VA) Verification of Service letter, NA Form 1341, NAVMC 70-PD, GSA form 6954, WDAGO form 55, NAVPERS form 660 or NCG form 553) indicating that they were **honorably discharged**. The normal state and town registration fees will be assessed, along with the \$8.00 reflectorized plate fee. The **veteran** must be the **first owner** on the registration or **second owner if leased**. A registrant may have multiple sets of Veteran plates. These plates may be obtained at renewal time or on a new vehicle registration. Again, the **state portion** must be finished at **Concord** or at a **sub-station**. **Vanity Veteran plates, IVVET**, are available at an **additional** fee of

- \$40.00 each year. The Veteran vanity plates **may contain up to six characters.** **RSA 261:87-b**, the Veteran plates are **non-transferable** and expire upon the death of the veteran, except that the surviving spouse may use the plates for one year after the death of the veteran and shall be eligible to replace the plates during that year at no charge. An individual may have both a disabled Veteran and regular Veteran plate.
- M. **PERMANENT** (government)– **PERM** For publicly owned or leased vehicles. Issued from Concord. **RSA 261:92.** Special plates and rules for vehicles owned and driven by the government, county, state, city, town, school district, volunteer fire department, or eligible nonprofit corporation, etc. Issued for a period of up to 5 years. **No state registration fees** or **local** permit fees. Just the initial \$8.00 plate fee. **RSA 261:145, 158.** Title laws apply but there are no title fees if the vehicle is titled in the town name. Title fees **are** collected if the **town leases** a vehicle. Titles are done by Town Clerk, not the dealer. Clerk does town portion only and has designated official sign. Then registration(s) is sent to Concord for completion. Concord completes the transaction and mails the registration(s) and decals back to the Town for distribution. The State portion of **transfers** are done at **sub-stations.** Vehicles owned by Police Departments that do not have a government plate (undercover) must be registered in Concord.
- N. **PURPLE HEART**– **NPURP, INPURP** - Issued from Concord. **RSA 261:86.** May Be issued to a person who was awarded the Purple Heart medal in a qualifying war or armed conflict (**RSA 72:28, IV**) and who was honorably discharged. Clerks register the vehicle normally with all regular fees. After processing, customer sends to Concord, copy of discharge papers showing Purple Heart status, a photocopy of the registration, \$8.00 plate fee and a note asking for the plate. They may be issued to only one vehicle. **Purple Heart motorcycle plates** are available in Concord only. To obtain the Purple Heart Motorcycle plate, the above mentioned proof of honorable discharge must be shown. Customers may have a set of regular Purple Heart Plates and a Purple Heart motorcycle plate if they desire.
- O. **LEGISLATIVE**– Issued from Concord. Clerks do renewals as usual. Municipal Agents do renewals as usual, except put **House plate #** above the plate number, and **“House”** above **Plate type.** Legislators put our decals on their original plates and keep them in the trunk. Legislative plate is on the vehicle - No decal needed – they are good for 2 years. **RSA 261:91 & 94.**
- P. **REFUNDS of FEES** – No portion of any permit shall be repaid to any person except when the Director of Motor Vehicle refuses the application for registration. When this occurs, the clerk shall refund the permit fee (local

- portion) when the person who has been refused makes an application in writing, or if state refunds for unused plates or decals. RSA 261:151.
- Q. **EXEMPTION FROM FEES**– There are several provisions which exempt persons and organizations from the payment of fees to register a motor vehicle. (1) Certain Veterans. RSA 261:86; See p 4 this manual. (2) Non-profit organizations which own a vehicle used exclusively without charge for emergency purposes is exempt. RSA 261:146; (3) Permanent plates (Government) State and Municipal vehicles are exempt from fees (except the \$8.00 plate fees) RSA 261:92, 145, 158. These vehicles are **no longer exempt** from having **titles**, however, there is no charge (unless they are leased and not owned). Titles are done by the Town Clerk and not the dealer. See p. 24, 25 this manual.
- R. **ADDITIONAL FEES IN CITIES OVER 50,000.** Under certain conditions towns and cities with populations of over 50,000 may assess special fees on permits which shall be earmarked for use in the construction, operation and maintenance of public parking facilities. RSA 261:154, 155.
- S. **BAD CHECKS** – If the registrant has paid the permit fee to the clerk with a bad check, the clerk may file an **Administrative Complaint** on form **DSMV164** with the Director of Motor Vehicles who shall then suspend the registration certificate and number plates until the clerk has been reimbursed the full amount. RSA 261:156. An additional charge of \$25.00 plus bank fees may be collected. RSA 80:56.
- T. **ACCOUNTING FOR FEES**– Each clerk must keep an account of motor vehicle fees and must transmit these fees to the treasurer on at least a weekly basis, or more often if directed by the Commission of Revenue Administration. These payments may be deferred until the amount held by the clerk totals \$1500. Failure to deposit these funds in the prescribed fashion shall be cause for immediate removal of the clerk from office. RSA 261:165.
- U. **COMPENSATION**– Town Clerks compensated by fees shall be paid \$1.50 for each permit issued (\$.50 from Selectmen and \$1.00 from out of what the registrant paid.) RSA 261:165 & 152.
- V. **MOOSE PLATES – CPASS & HPASS**- The annual fee for the **conservation** plate is \$30.00 in addition to the state weight fee. The fee is tax deductible. The first time a customer purchases a moose plate there is an additional \$8.00 reflectorized plate fee. Currently, passenger vehicles are the only vehicles eligible for the conservation plate. The revenues from the sale of the conservation plate directly benefits existing state conservation, wildlife and historic preservation programs. Moose Plates may be purchased at sub-stations, on-line Municipal Agents and Concord. Vanity plates **ICPAS** are available (6 digits) for an additional \$40.00.

- W. **CORRECTIONS** made on registrations are to be crimped with the town seal.
- X. **4 DIGIT**– Some plates have four digits or less on them. Only the Commissioner can grant permission for such plates. Customer must write to Commissioner requesting permission. On renewals clerks send original registration to the Commissioner’s Office with daily work and a copy is placed in the document pile. Municipal agents cannot renew 4 digit plates over 30 days late. Customer must contact the Commissioner’s Office. **Transfers** CAN be completed by clerks as long as there are NO name changes. Any other ownership changes must be completed in the Commissioner’s Office. A **surviving spouse** may be able to keep a low digit plate. Clerk does local part, and with a copy of the death certificate it can either be mailed or brought to the Commissioner’s Office in Concord. For other relatives to keep low digit plates they would have to put in a written request to the Commissioner or Director and it is not guaranteed.
- Y. **PEARL HARBOR** – Issued from Concord. RSA 261:86. May be issued to a veteran who survived Pearl Harbor and was honorably discharged. Proof must be furnished. Plates are issued for one vehicle only. **Regular registration and plate fees shall be charged.** The plates shall be transferable upon death to the surviving spouse of the survivor of Pearl Harbor. The surviving spouse shall be entitled to the plate as long as he/she lives, unless he/she remarries.
- Z. **EMERGENCY VEHICLES** – RSA 261:146,158. Vehicles owned and driven by nonprofit organizations and used exclusively without charge for emergency purposes. Shall be registered as any other vehicle, but **NO** state registration fee and **NO** local permit fee.
- AA. **CANADIAN IMPORTS** – Registering imported vehicles requires an **HS-7 Declaration Form.** Depending upon which boxes are checked, various other forms are needed also. The Title Bureau can provide clerks with sample forms and explanations. If box 1 or 2A are checked and there is no change of ownership, then a plated registration and VIN verification are also needed for the vehicle to be titled (if applicable-2A) and registered. When a resident purchases a vehicle from Canada, a **Bond Release** form is needed in addition to the HS-7, plated registration, **VIN verification** and **bill of sale.** Be sure to ask the customer if the odometer is in miles or kilometers. We record in km.
- BB. **ELT** – is an “Electronic Lien Transfer”. A paper title will not be issued until a loan is paid off. A number will be issued electronically until then.
- CC. **NMVTIS** – is the “National Motor Vehicle Title Information System” used by states to prevent fraud
- IV. **PUBLICATIONS** – Town Clerks may find it helpful to get a copy of the following:
- A. “Knowing the Territory”, published by the NH Municipal Association
 - B. “Handbook for Local Officials”, published by the NH Municipal Association.

- C. “New Hampshire Municipal Officials Directory” published by the NH Municipal Association
- D. “NH Selected Motor Vehicle, Boating and Related Laws Annotated, published by Director of Legislative Services of the State of NH and West Group. (Can be purchased through the State of NH Department of Safety, 23 Hazen Drive, Concord, NH, 03305

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