

# Motor Vehicle Registrations



In New Hampshire, there are two parts to a motor vehicle registration. The first part is completed at the local town office where the registrant lives. The second part is completed at a State DMV office or, if the town is a Municipal Agent of the State, the State portion can often be done at the local city/town office as well (for vehicles with a gross weight of 8,000 lbs or less). The City of Lebanon is a Municipal Agent of the State and is able to do many of the State's transactions in the City Clerk's Office.

## What Paperwork Do I Need to Register My Vehicle in Lebanon?

When registering a vehicle in Lebanon for the first time, you will need to prove your residency. This can be done by bringing in one of the following documents when you come in to register your vehicle:

- Lease Agreement
- Utility Bill (current utility bill in registrants name within the last 30 days - bill must show residential property address).
- Statement of Residency from Property Owner/Manager (forms available at the City Clerk's office)
- Closing Statement or Copy of Deed (if you have just purchased property and do not have a current utility bill)

Along with the proof of residency, the following documentation is needed.

### Vehicles 1994 or newer:

*For newly purchased vehicles* - If you are a Lebanon/West Lebanon, NH resident and purchase a title year vehicle (1994 or newer) within the state from a dealership, the auto dealer will complete a title application. You will need to bring in the blue copy of the title application with "Town Clerk's Copy" printed on the bottom. If you purchased the vehicle from an out of state auto dealer, you will need either the "Certificate of Origin" (for new vehicle) or "Certificate of Title" (for a used vehicle) signed over to you, the buyer, by the dealership. Bring this in along with your proof of residency. If you purchased a used vehicle from an individual (private sale) you will need the title signed over to you by all owners listed on the front of the title.

*For all other vehicles 1994 or newer* - Submit the title, date of purchase, current odometer reading. If you have a lien on your vehicle (lien holder located outside of NH), present your current registration, lien holder's name and address, date of sale and current odometer reading. If your lien holder is a NH lending institution, you will need to go to them first. They are required to complete the NH Title Application. They will give you a blue copy of the title application with "Town Clerk's Copy" printed on the bottom. Bring this paper to us along with your proof of residency.

### Vehicles 1993 or older:



Vehicles 15 years old and older are exempt from title in NH. If your vehicle falls in this category, submit a bill of sale plus one of the following: previous owner's last NH registration (current or expired), a valid title (NH or out of state) or Verification of VIN form (forms available at City Clerk's office or State DMV office).

In all cases above, if you are doing a transfer from an existing vehicle registered in your name (your name must be listed first on the registration) to a new vehicle whose title has been signed over to you, you will need to bring your copy of the registration for the old vehicle. If you have lost your copy, you will need to stop by a DMV substation and purchase one for \$10.00 prior to coming to the City Clerk's Office.

### **How Much Will It Cost to Register My Vehicle?**

Registration fees differ for each vehicle. If you need to get an estimate before coming in to do your registration, please call us at (603)448-3054. Phone estimates will be given if time allows staff to do so between assisting customers who are currently in the office conducting business.

### **What Forms of Payment are Accepted?**

We accept Cash (in person only), personal checks with correct address and phone number, bank checks and money orders and /or travelers checks. At this time we are NOT able to accept credit or debit cards.

*Please note: if you are paying by check and plan to do the State portion of the registration at our office, you will need two checks - one for the City and one for the State.*



### **Can I Register My Vehicle by Mail?**

Once you have completed the initial registration of your vehicle in person, yearly renewals of that vehicle can be done through the mail (if the gross vehicle weight does not exceed 8,000 lbs.). You will receive a renewal reminder letter by mail generally the first week of the month you are due for renewal. When you receive this form, simply follow the instructions to do your renewal by mail. When we receive mail-in registrations, we process them within 3 days.



For any other questions, please contact the City Clerk's Office at (603) 448-3054.