

NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

## Register a Car, Truck, Motorcycle, Trailer or Transfer License Plates

NYS DMV has created a Registration Document Guide to help you determine the specific documents needed for your transaction. Please utilize the online guide or the checklist below to complete your paperwork for mail-in or drop-off.

- ☒ Proof of Identity
  - Photo copy of your NYS Driver's License, Permit or NDID
  - Other proofs of acceptable identity (refer to ID-82)
- ☒ Proof of ownership (ORIGINAL DOCUMENTS ONLY NO PHOTOCOPIES)
  - NYS title signed by both the buyer(s) & seller(s)
  - Out of state title signed by both parties, notarized if required
  - NYS Transferable registration
  - If ownership is not changing, please submit a copy of original title for processing
- ☒ Bill of sale
  - Private sale- please complete DTF-802, seller must complete section 6 if form requires. A bill of sale would be acceptable in other cases, MV-912 attached, or a handwritten bill of sale containing seller & buyers names, purchase price, vehicle information and signed by both parties.
  - Out of state dealer- must have bill of sale on dealer letterhead
  - NYS dealer- requires E-50 or MV-50
- ☒ Proof of insurance
  - Must be in effect, have a clear scanable barcode and have registrants full name (Last,First, MI). Insurance can also be faced to our office (585)396-4981. (Please indicate on forms if this was done).
- ☒ Required forms
  - MV-82 (registration application)- please complete all applicable sections and sign the back. If you are transferring plates, please indicate that by checking the "transfer plates" box & fill in the plate number to be transferred. If not indicated on your forms you are transferring plates, new plates will be issued and you will be charged accordingly.
  - DTF-802 (sales tax form)- Buyer completes all sections 1-5. Please make sure to sign in section 5 and please make sure your social security number is completed. If the vehicle is a gift, the seller is required to complete section 6. Seller also must complete section 6 if indicated as such in section 4 or 5.
- ☒ Payment & Fees:
  - **PREFERRED METHOD: Check or Money Order** made out to "Ontario County Clerk". You are REQUIRED to calculate your fees & taxes. Go to <https://process.dmv.ny.gov/regfeecal/> to determine your total, then add your counties percent for sales tax on the purchase price of the vehicle (i.e. Ontario Co 7.5%, Monroe/Yates Co 8%). If you are unsure of the value, please leave the value portion of the check blank and our office will fill it in as a courtesy when the transaction is processed.
  - **Credit Card:** Complete the attached credit card authorization form attached which will authorize Ontario County to process the transaction, without requiring you to calculate your fees.
  - **IMPORTANT ADDITIONAL FEES: For transactions requiring new plates to be issued, an additional \$5 fee will be incurred for mailing. Please provide separate payment: CASH, CHECK OR MONEY ORDER ONLY for these fees. PAYABLE TO ONTARIO COUNTY CLERK.**

Mail or drop-off items in a sealed envelope to:

**Ontario County DMV 20 Ontario St Canandaigua, NY 14424**

*You will be sent your registration document, windshield sticker and if not transferring plates, a new set of plates by mail. New titles are issued directly from the State Motor Vehicle Title Bureau and can be received up to 90 after processing. \*Ontario County is not responsible for any unprocessed returned documents\*. \*Please make sure everything is completed, signed and ready for processing\**

