CHECKLIST FOR REGISTRATION AND TITLE PROCEDURES

For your appointment, please follow this checklist based on your transaction. **Failure to bring any of the documents needed will cause cancellation of transaction and you will need to make another appointment as the Town Hall is currently closed to the public**. Be sure to provide the clerk a phone number for correspondence at clerkcollector@fremont.nh.gov

NH DEALERSHIP PURCHASE:

____1. NH dealership title application
____2. Your license
____3. The registration from the vehicle you are transferring plates if you are transferring
____4. If NOT transferring plates, specify type of plate needed (passenger, moose plate, state park, vanity etc)._____
____5. If obtaining a vanity plate, vanity application (attached)
____6. We accept cash or checks (2 checks) only

PRIVATE SALE:

____1. Title with Necessary Info Filled in:
    ____ Buyer Name and Address
    ____Date of Sale
    ____Odometer Reading
    ____Seller Signature
    ____Buyer Signature and Print
____2. Lienholder information if applicable:_____
____3. Your license
____4. Color of Vehicle:_____
____5. The registration from the vehicle you are transferring plates if you are transferring
____6. If NOT transferring plates, specify type of plate needed (passenger, moose plate, state park, vanity): _____
____7. If obtaining a vanity plate, provide vanity application (attached)
____8. We accept cash or checks (2 checks) only

OUT OF STATE DEALERSHIP PURCHASE

____1. Title with Necessary Info Filled in:
____ Buyer Name and Address
____Date of Sale
____Odometer Reading
____Seller Signature
____Buyer Signature and Print
____2. Lienholder information if applicable:_____
____3. Your license
____4. Color of Vehicle:_____
____5. The registration from the vehicle you are transferring plates if you are transferring
____6. If NOT transferring plates, specify type of plate needed (passenger, moose plate, state park, vanity): _____
____7. If obtaining a vanity plate, provide vanity application (attached)
____8. We accept cash or checks (2 checks) only

VEHICLES OLDER THAN 1999 MODEL:

____1. Bill of sale
____2. Your license
____3. Previous owner's NH registration
OR
____4. VIN verification form (attached)
____5. Color of Vehicle:_____
____6. Gross Weight:_____
____7. Original List Price in year of model:_____
____8. Year:____
____9. Make: _____
____10. Model:_____
____11. The registration from the vehicle you are transferring plates if you are transferring
____12. If NOT transferring plates, specify type of plate needed (passenger, moose plate, state park, vanity): _____
____13. If obtaining a vanity plate, provide vanity application (attached)
____14. We accept cash or checks (2 checks) only

TRAILERS UNDER 3,000 LBS GROSS VEHICLE WEIGHT:

_____ 1. Bill of sale
_____ 2. Year:_____
_____ 3. Make:_____
_____ 4. Model:_____
_____ 5. Axles:_____
_____ 6. Gross Weight (weight of trailer plus what it carries):_____
_____ 7. Style (utility, boat, camper):_____
_____ 8. Original List Price in year of model:_____
_____ 9. Your License
_____10. If homemade, homemade trailer from (attached)
_____11. If VIN cannot be found, VIN verification form (attached)
_____12. Color of Trailer:_____
_____13. Plate type (trailer, vanity trailer, antique etc): _____
_____14. If obtaining vanity, provide vanity application (attached)
_____15. We accept cash or checks (2 checks) only

NEW RESIDENTS ALREADY FROM NH:

_____1. Proof of residency (current utility bill, statement from landlord/ lease agreement if renting or bank statement)
_____2. Your license
_____3. Record Change Request Form (attached, ONE per person)
_____4. Declaration of Residency Form (attached, ONE per person)
_____5. All current registrations from vehicles you are registering
_____6. We accept cash or checks (2 checks) only

NEW RESIDENTS FROM OUT OF STATE:

_____1. Proof of residency (current utility bill, statement from landlord/ lease agreement if renting or bank statement)
_____2. Your license
_____3. Record Change Request Form (attached, ONE per person)
_____4. Declaration of Residency Form (attached, ONE per person)
_____5. Out of State Title
_____6. If Lienholder has title, current out-of-state registration
_____7. Lienholder information
_____8. Color of Vehicles:_____
_____9. Specify type of plate needed (passenger, moose plate, state park, vanity): _____
_____10. We accept cash or checks (2 checks) only