

# Registering a Vehicle or Transferring a Registration by Mail or Drop Box

The following items are required to register a vehicle in New York State:

- Proof of ownership (only 1 is required)
  - o NYS title signed by both the buyer(s) and seller(s) – original title, no photocopies
  - o Out of state title signed by both the buyer and seller – notarized if required
  - o Photocopy of NY title if you already own the vehicle
  - o Call the office if you already have a NY title with multiple owners
- Bill of sale
  - o Private Sale - must indicate the buyer's name, purchase price, year, make and VIN and contain the previous owner's signature.
  - o Out of State Dealer – must be on dealership letterhead
- New York State Insurance Card
  - o Effective date must be on or before the day the vehicle is registered
  - o Must show the name(s) of the registrant(s)
- Proof of identity
  - o Photocopy of NYS driver license or permit
- Required forms
  - o MV-82 (registration form) – complete all applicable sections and sign the back. You must check the “Transfer Plates” box and provide the plate number if transferring plates. License plates will be issued if the box is not checked and/or the plate number is not indicated.
  - o DTF-802 (sales tax form) - complete all sections and sign the back. Your social security number must be entered in the appropriate box. Dutchess County's tax rate is 8.125%. Ulster County's tax rate is 8%.
- Payment
  - o Complete and return page 3 of the MV-82. Checks must be signed and payable to Dutchess County Clerk with the amount left blank. A copy of the completed check will be sent to you with your registration and if required, plates. If plates must be mailed to you, enclose a separate check or money order payable to Dutchess County Clerk in the amount of \$5.00 or a prepaid return Fed Ex, UPS or USPS envelope large enough to mail the plates in. The \$5.00 plate mailing fee cannot be paid by credit card.
  - o Provide a phone number where you can be reached. Your application will be returned to you if we have questions and cannot reach you by phone.

All items must be mailed to or placed in the drop box at any of our locations. Please call if you have any questions.

**Please visit the following site for additional registration information and forms:**

<https://dmv.ny.gov/registrations>

**It is very important that you carefully follow the instructions. Simple errors will delay the registration process.**

**The most common mistakes are:**

- Sending a photocopy of the title in your application. The original title must be signed by the buyer and the seller and included in your application packet.
- Incomplete forms. Please fill out all applicable forms. Answer all questions. If in doubt, fill it out. More information is better than incomplete information.
- The name on the barcoded insurance card must exactly match the name on your license including middle initial, JR.. or III if applicable
- The checks you provide must be properly filled out and signed on the front signature line. Please leave the amount blank. We will fill in the correct amount and provide you with a breakdown of all fees along with a photocopy of your check.