



# Registration/Title: Vehicles Purchased From a Dealer



Don't waste your time getting in line until you verify you have the documentation below:

## RMV Checklist



These documents are what we need in order to process your Registration and Title Application. Check off the box for each of the five items!

### COMPLETED APPLICATION

- Registration and Title Application sections completed and signed by appropriate parties
  - ▷ Vehicle Information
  - ▷ Title Information
  - ▷ Owner or Business Owner Information
  - ▷ Lessee Information, if applicable
  - ▷ Garaging Address
  - ▷ Lienholder Information, if applicable
  - ▷ Sales or Use Tax Schedule – to be completed by Massachusetts dealers
  - ▷ Purchase Information
  - ▷ Insurance Information
  - ▷ Seller Information
  - ▷ Signature section (New Owners and MA Authorized Dealer)

### PROOF OF INSURANCE

- Registration and Title Application with insurance stamp and signature in section K
- The policy change date or effective date cannot be more than 30 days old OR be a date in the future to be eligible to register the vehicle

### PROOF OF OWNERSHIP

- Certificate of Origin (for a new vehicle ) or a Certificate of Title (for a used vehicle) AND copy of Bill of Sale
  - ▷ Must contain signatures from authorized dealer representative and buyers
  - ▷ Mileage must be recorded in appropriate area

### PROOF OF IDENTITY

- For a registration, you must provide at least one of the following:
  - ▷ A valid, unexpired driver's license from any state or territory of the United States or Canada
  - ▷ A valid, unexpired foreign passport or a valid, unexpired consular identification document, which must be accompanied by a certified translation if the document is not in English
  - ▷ Your Social Security (SSN) Card - Physical SSN Card must be presented. The card cannot be laminated.
  - ▷ Proof of lawful presence - Must present one of the documents listed on the acceptable identification documents list.

### CORRECT PAYMENT

- \$75 Title fee, plus Registration fee (varies by plate type), plus applicable sales tax
- Payable by cash, check or money order (payable to MassDOT), or debit/credit card
- If dealership is not registered with MA Department of Revenue (DOR), sales tax will be calculated on sale price or NADA value ("book value") of the vehicle, whichever is higher. For a dealer registered with MA DOR, the sales tax is calculated based on the sale price of vehicle

*Any erasures, white-outs, or alterations on the Proof of Ownership or Application will not be accepted. The Application must be legible, and printed on white 8 ½" x 11" paper. Color paper and card stock will not be accepted. The Application must match the supporting documentation being presented.*

### Leased Vehicles and Lessees – Additional Considerations

- The leasing company must be registered with the Massachusetts Department of Revenue. If the leasing company is not registered with the Department of Revenue, the application will be rejected until the leasing company registers
- A Power of Attorney is required from the leasing company if the customer/lessee is signing documents on behalf of the leasing company