



Registration/Title: Vehicles Purchased From an Individual



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 four 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 41B
- 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 Title OR copy of Bill of Sale and previous Registration, (if exempt from obtaining a Title)
 - ▷ Must contain signatures of sellers and buyers
 - ▷ Mileage must be recorded in appropriate area

PROOF OF LAWFUL PRESENCE *For a list of exemptions, visit mass.gov/rmv*

- By law (M.G.L. c.90, §2) a 'natural person' applying for a vehicle registration must have one of the following:
 - ▷ Valid, Unexpired Driver License
 - ▷ Valid, Unexpired Mass. I.D. Card
 - ▷ Social Security Number (Issued by U.S. SSA) - See the list of acceptable documents to prove SSN on mass.gov/ID
 - ▷ Acceptable Proof of Lawful Presence in the United States - for a list of acceptable documents, visit mass.gov/ID

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
- Sales tax will be calculated on sale price or NADA value ("book value") of the vehicle, whichever is higher
- If exempt from sales tax, a completed sales tax exemption form is required

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.