



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 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 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 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
- 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 1/2" x 11" paper. Color paper and card stock will not be accepted. The Application must match the supporting documentation being presented.