

STATE OF CONNECTICUT DEPARTMENT OF MOTOR VEHICLES

POLICIES AND PROCEDURES MANUAL



DEALER ON-LINE REGISTRATION SYSTEM

DEPARTMENT OF MOTOR VEHICLES
DEALER PROCESSING UNIT
3RD FLOOR ROOM 305
WETHERSFIELD, CT 06161-0001
PHONE (860)263-5181 or 5155
FAX: (860)263-5527 or 5566

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Chapter 1 INTRODUCTION

The Dealer On-Line Procedure Manual has been designed to aid your dealership when performing the duties of an On-Line Dealer. This manual will serve as a reference for your dealership. We have tried to make this manual as clear and concise as possible.

MISSION STATEMENT

The mission of the Connecticut Department of Motor Vehicles is to promote and advance public Safety, Security and Satisfaction through the regulation of drivers, their motor vehicles and certain motor vehicle-related businesses.

VISION STATEMENT

Our vision is to always evolve as an organization; to employ new and innovative measures and strategies that improve customer service, enhance the security of credentials, foster staff development and satisfaction, streamline agency procedures, and promote clear and timely communication.

BEFORE YOU BEGIN

The On-Line Dealer program was developed by, and is maintained by the Connecticut Automotive Retailers Association (CARA) by agreement with the State of Connecticut Department of Motor Vehicles.

TO BECOME AN ON-LINE DEALER AGENT

Before a dealer can become an On-Line Dealer Agent the following must be completed and/or on file with the DMV:

1. Letter of Intent (Vendor Form)
2. Registration Issuance Bond (A current \$5,000 Dealer Issuance Bond must be on file with the Dealers And Repairers Division)
3. Letter of Authorization (K-61)
4. On-Line Requirement Agreement (The requirement agreement must be signed by the Dealership Principal)
5. Dealer License and Insurance (must be valid)
6. Complaints (all consumer complaints must be addressed within ten (10) days of going On-Line)
7. Training (Dealership personnel utilizing the On-Line System must be trained by CARA and Vendor)
8. Inventory Ordering Form must be complete
9. A funds account must be established with CARA

INVENTORY AND SUPPLIES

All On-Line dealers will be given an inventory of plates.

DEALER AS AN ON-LINE REGISTRATION SYSTEM (OLRS) AGENT

TRANSACTIONS

The Dealer OLRS has been designed to support the following transactions:

1. **NEW ISSUES:** Customer is requesting a new registration and marker plate.
2. **VEHICLE TRANSFERS:** Customer has a current registration and is requesting their marker transferred to a new vehicle. Applicant(s) information is limited with its changes.

3. **VOID:** Dealership will have the ability to **void** a permanent registration that was processed On-Line, within the allotted time.
4. **TITLE INQUIRIES:** Dealerships will be provided title information on previously titled Connecticut vehicles.
5. **RENEWALS:** Registration renewals can now be processed for customers that do not have special requirements (IRP, special insurance requirements, etc.).
6. **INTRANSIT:** These temporary registrations can be issued for vehicles that are to be registered out of state.

VOID TIME SCHEDULE

Listed below are the schedules which **MUST** be followed when registering a vehicle On-Line and performing a Void.

*All instances where the date of issue and the date of transaction are the same

Process On-Line (Date of transaction)	Void Time Frame
Monday	Tuesday until 6:00PM
Tuesday	Wednesday until 6:00PM
Wednesday	Thursday until 6:00PM
Thursday	Friday until 6:00PM
Friday	Monday until 6:00PM
Saturday	Monday until 6:00PM
Sunday	Monday until 6:00PM

IMPORTANT-NOTE: Any transaction not VOIDED will become a **permanent registration record**. The paperwork for a transaction which has not been VOIDED during the given time period must be submitted within five (5) days of issuance.

***A void for a NEW issue registration requires the plates be returned to DMV. The plates will no longer be returned to your inventory.**

The following functions may also be performed while processing a Registration Transfer:

- a. Conjunction change (no fee)
- b. Swapping primary owner with secondary owner (no fee)
- c. Swapping primary owner with secondary owner and dropping the primary owner (\$20.00)
- d. Dropping the secondary owner (\$20.00)
- e. Combination (up to 12,500 GVWR)/Commercial (up to 26,000 lbs. GVWR) transfer with increase in weight (fee charged is dependant on increase in GVWR)

THE FOLLOWING PLATE/VEHICLE USAGE TYPES MAY BE PROCESSED IN THE ON-LINE SYSTEM:

- a. Standard/Passenger registration:
 - Vehicle Type: Passenger
 - Usage: Regular

 - Vehicle Type: Truck (under 8500 lbs.)
 - Usage: Regular

- | | | |
|----|-----------------------------------|---|
| b. | <u>Combination registration:</u> | Vehicle Type: Passenger
Usage: Combination |
| | | Vehicle Type: Truck (under 12,500 lbs.)
Usage: Combination |
| c. | <u>Commercial registration:</u> | Vehicle Type: Passenger
Usage: Commercial |
| | | Vehicle Type: Truck (under 26,000 lbs.)
Usage: Commercial |
| d. | <u>Motorcycle registration:</u> | Vehicle Type: Motorcycle
Usage: Regular |
| e. | <u>Camper registration:</u> | Vehicle Type: Motorhome
Usage: Regular |
| f. | <u>Camp Trailer registration:</u> | Vehicle Type: Trailer (personal use only)
Usage: Regular |

OWNERSHIP DOCUMENTS: (i.e., Certificate of Origin and Titles). All registrations processed On-Line must have all supporting ownership documents:

- a. **Certificate of Origin:** Any Certificate of Origin that is "USED" may **NOT** be registered On-Line
- b. **Title (Connecticut or Out of State):** Any salvaged, flood, rebuilt, reconstructed, or otherwise Branded Title vehicles as well as a Kit Car or Out of Country Vehicle **MAY NOT be processed On-Line**. A release of lien must be on the title document or on letterhead attached to the title certificate.
- c. **Application for Duplicate Title (H6B):** Must be used in conjunction with a **Title Inquiry Report** printed from the On-Line System and a **Q-1 Assignment of Ownership**.
- d. **Assignment and Authorization for Payoff by Licensed Dealer (H-12):** This form must have an **H117**, Power of Attorney Odometer Disclosure Form attached.

REMEMBER: Any Certificate of Origin or Title processed On-Line must be CLEAN (**No salvaged, flood, etc.**) **Any vehicle which has a certificate of origin, branded by a manufacturer stating, "vehicle-damaged in transit", or "not to be sold as new", etc. may not be registered On-Line.**

****Data that is not being converted to the New system (will require a call to DMV (860-263-5118) for the record to be 'recreated' in CIVLS):**

Any registrations expired over a year

Title Only

Titles over 20 years old

Call DMV Dealer Processing at (860) 263-5181 or 5155 for the following:

- 1) Plate Transfer with Multiple Customer Records** - If the dealer is processing a plate transfer and the system returns multiple customer records with the same DL# or customer information – the dealer will call DMV to look-up the registration and let the dealer know which customer # is associated with the plate they are transferring.

- 2) Non-Driver ID, Learner’s Permit or Adult Learner’s Permit** - If the dealer has a customer registering a vehicle with a Non-Driver ID or Permit that is not in the new system, the dealer will have to fax Dealer Processing at 860-263-5566 and the examiner will need to add this customer to the new system and give the new customer # to the dealer.

- 3) Out of State Driver’s License** – When a customer has dual residency, to add a customer with an OOS DL, dealer will need to fax a copy of the OOS DL and a completed H13 with the customers CT address and signature to Dealer Processing personnel at fax# 860-263-5566. A customer record will be created in the new system and the new customer # will be given to the dealer.

- 4) Any change or missing information on a Customer Record** – This Includes: Name, DOB, Address, and Identification Type (i.e.; DL, US DOT#, FEIN, Non-Op ID, etc.)

- 5) To ‘Add Ownership’ back to vehicle when a dealer VOID’s a transaction** that was completed with an MCO or OOS Title as the ownership document.

Dealer Processing will ask the dealer for the following information:

1. Contact Name and Call back phone #
 2. Was this an MCO or OOS Title transaction? ****If this is an OOS Title Transaction you will also be asked for the OOS Titling State and Title #.**
 3. VIN #
 4. Customer/Owner Name on the transaction
 5. Current Odometer Reading
-
- 6) To add a US DOT #, as Identification Type, to a customer record** - If a dealer is registering a commercial vehicle over 18,001lbs and system doesn’t return DOT #. Dealer Processing staff will ask the dealer for the US DOT # and enter into CIVLS.

 - 7) To fix the LW and GVWR on a vehicle** - To correct LW and GVWR to actual weights (dealer to email/fax completed and signed H13 with correct weights) If a vehicle in CIVLS was originally entered and weights were ‘pre-populated’ with wrong weight (and not corrected during that transaction) the dealer will not be able to change the weight. This will be an issue if the dealer is trying to register a Pickup with a passenger plate and the GVWR in CIVLS is set at 10000lbs (when the actual GVWR is 7200lbs) the dealer will receive a hard stop stating “The GVWR must be less than 8500lbs for this type and usage”

8) To add a SI (Security Interest) / LH (Lien Holder) to the system, if SI is not listed on the approved "Confirmed List of SI's" given to the dealers. Call the Dealer Processing Unit at (860) 263-5181 or 263-5155.

TRANSACTIONS WHICH CANNOT BE PROCESSED THROUGH THE ON-LINE DEALER PROGRAM:

- The registrant desires a plate class/usage other than the approved for this program.
- Class Transfer: From one class of registration to another (i.e., passenger to combination), must be processed at a Department of Motor Vehicle Branch with credit for existing plate equity.
- Passenger registrations in which the registrant is requesting a one year registration renewal.
- Seasonal commercial registrations (less than one (1) year)
- Doing Business as (DBA, Estate of Living Trusts, etc.)
- Any TITLE ONLY transaction
- Combination Registrations for vehicles being registered to a non-profit organization (i.e. church, school, daycare, driving schools, etc.)
- Vehicles which will display a "carrying school children" sign
- Types of registrations which cannot be done On-Line
 - A. Municipal: any NO FEE registrations
 - B. Legislative; any SUPPLEMENTAL registrations
 - C. MD, Farm and other specialized plates that require different fees or specialized applications.
 - D. Vehicles with less than 17 characters in the identification number

For more information please contact: Dealer Processing Unit at (860) 263-5181

Chapter 2 INVENTORY

On-Line dealerships will be required to order, maintain and assign all inventories through the On-Line system. All inventories shall be sequentially assigned to each transaction processed through the On-Line System.

The following procedures will outline how inventory will be handled (i.e., security, ordering, confirming and reporting problems).

SECURITY OF INVENTORY

All DMV registration materials must be kept in a locked secured area at your licensed location. The Department will recognize a locked safe, or a locked file cabinet within a secured locked room that is accessible only by authorized administrative staff during office hours and is locked after hours.

IMPORTANT: When inventory is received at your dealership, inventory must be **physically** checked against the enclosed packing slip. If the inventory does not balance, you **must** contact the DMV Marker Room immediately at (860) 263-5433.

NOTE: Plate inventory assigned to your dealership can **ONLY** be utilized by your dealership and cannot be swapped between dealerships.

IMPORTANT: The DMV does not allow the On-Line system to process a transaction on multiple terminals. Once a transaction is started on a terminal it must be completed on the same terminal.

ORDERING INVENTORY:

Dealerships will be responsible for ordering the following inventory electronically through the On-Line System:

- 7) **Marker Plates:** Marker plates are ordered at any time. See below for minimum order increments, for each plate type:
- 8) **Standard, Combination and Commercial** - to be ordered in increments of twenty-five (25)
- 9) **Camper, Camp Trailer and Motorcycle** - to be ordered in increments of ten (10)

IMPORTANT: It is very important that your supply of plates does not run dangerously low. All plate requests will be routed through the CIVLS system and will take up to 5 business days to fill.

NOTE: Orders that are not placed electronically through the On-Line System will not be filled.

The DMV will be responsible for checking requests for inventory Monday thru Friday at 9:00AM and 1:00PM (excluding holidays). All orders will be shipped, UNLESS an email is received by the marker room stating that the dealership would like to pick up the order. If your dealership would like to pick up the plate order, the dealer will need to contact the marker room **via email:** DMV.MarkerRoom@ct.gov "Subject: 'Dealer License #' – PICK UP" the individuals' name responsible for picking up the inventory must be entered in the body of the email.

In addition, the person who is picking up the inventory must:

1. Have a copy of the Inventory Request
2. Provide a CT operator license for identification.
3. Sign acceptance of inventory form.
4. Be able to check the inventory prior to acceptance (physical count of items).

Inventory must be picked up at:

**Department of Motor Vehicles
Marker Room-Room 118
60 State Street
Wethersfield, CT 06161-5049
Phone: (860) 263-5433
Fax: (860) 263-5535**

Hours of pick-up: Monday-Friday 9:00am-3:00pm (excluding holidays)

IMPORTANT: Please allow five (5) business days, Monday thru Friday, for orders to be processed before picking up an inventory order and nine (9) business days, Monday thru Friday, for all orders being shipped. Due to high volume of inventory issued, always call before sending your runner, who is picking up the inventory, to insure the readiness of your order.

THE DMV WILL NOT PROCESS ORDERS ON THE SAME DAY

CONFIRMATION OF INVENTORY:

Each inventory order will be accompanied by a packing slip which will reflect exactly what inventory has been shipped to or picked up by your dealership. You must physically check the inventory before your dealership attempts to process transactions using the new inventory. Send the signed packing slip, **via email**, to DMV.MarkerRoom@ct.gov "**Subject: CONFIRM INVENTORY**", to confirm that the plate shipment is accurate and complete.

When confirming inventory you must confirm that the marker plates are in sequential order (there should not be any missing plates in the sequence, unless a plate or series of plates have been deemed offensive and were not manufactured). When inventory is shipped by the DMV it will be checked to ensure all inventory is in sequential order.

The following procedures should be followed when initially confirming inventory:

1. Locate the packing slip.
2. Confirm that the packing slip issued contains the inventory that belongs to your dealership.
3. Physically check the inventory by matching it against the packing slip.
NOTE: physically confirm inventory within 24-hours of receipt.
4. If all inventory is present, submit the signed packing slip by email to DMV.MarkerRoom@ct.gov "**Subject: CONFIRM INVENTORY**".

If there is inventory missing, immediately contact the DMV marker room at (860) 263-5433

The following procedures must be followed when final confirmation of inventory is done through the On-Line System:

1. Sign onto the On-Line System
2. Confirm that all inventory listed on the packing slip and physically present matches what is listed in the system.
3. If any discrepancies are found, contact the DMV Marker Room at (860) 263-5433 **IMMEDIATELY.**

NOTE: Once the inventory is accepted it becomes the dealership's responsibility. Inventory found missing after it is accepted **will** result in administrative action involving a fine by the DMV.

REPORTING PROBLEMS WITH INVENTORY:

Although inventory is confirmed, prior to shipping by DMV, there may be an instance when inventory is damaged or may be missing from a series. Plate inventory that is found to be defective or missing must be electronically removed from the inventory and assigned a 'Reason'. Once the 'Reason' is assigned to the plate, the defective physical plate(s) must be returned to the DMV Marker Room, 60 State Street, Room 118, Wethersfield, CT 06161 with a copy of the 'Used Inventory Report'. The 'Used Inventory Report' will verify that the plate(s) have been removed from your plate inventory. Failure to return defective plates to the DMV Marker Room will result in an audit.

If any license plates are discovered missing from your inventory, the DMV Marker Room staff is to be **immediately** contacted at (860) 263-5433. **DO NOT** contact your vendor for instructions. The DMV Marker Room staff will instruct you on how to proceed. An internal audit will be conducted.

RECONCILIATION OF INVENTORY:

Dealerships are required to reconcile their plate inventory on a monthly basis. The monthly reconciliation reports are to be kept on site and must be presented when physical plate audits are performed.

For the first two months after the CIVLS System is activated, (August 2015 & September 2015) Dealerships are required to submit their monthly plate reconciliation report to The Department of Motor Vehicles.

Thereafter, Dealerships will be required to submit their plate reconciliation report on a yearly basis, calendar year end December 31st with the report due to DMV, Fiscal Services by the 15th day of January.

Preferred method of submission is by e-mail DMV.PLATES@CT.GOV but reports may also be mailed to DMV, Fiscal Services, 60 State Street, Wethersfield, CT 06161.

When reconciling plate inventory the following procedures are to be followed:

1. Print the plate inventory report at the end of business on the last day of each month.
2. Physically confirm that the plates located at your Dealership match the plates printed on the report paying close attention to:
 - a. Plate Type
 - b. Plate Quantity
 - c. Plate Series Numbers
3. Print the Manager or Supervisor's name on the report. The Manager or Supervisor must sign and date the report.

Should you discover a discrepancy with your plate inventory you are to contact The Department of Motor Vehicles Marker Room staff to report the discrepancy (860-263-5433).

RETURNING UNUSED INVENTORY

If your dealership will no longer be using license plates, any remaining plates must be returned to:

**Department of Motor Vehicles
60 State Street
Wethersfield, CT 06161-5049
Attention: Marker Room 118**

Contact the Marker Room staff prior to returning the plates to set up a day/time to drop off the plates.

The Marker Room will verify that all plates are accounted for against your Plate Inventory Report. Once all plates are verified as received, the dealer will receive a signed copy of the Plate Inventory Report. This report must be kept by the dealership for a period of two years.

Chapter 3 REGISTERING ON-LINE

Registering a Vehicle On-Line:

When a vehicle is registered on the On-Line System it is **permanently registered and entered in to the DMV records**. Because of this the Department of Motor Vehicles has allowed On-Line Dealers two options when utilizing the On-Line Registration System. The following pages will review the options.

IMPORTANT: Depending on which option your dealership chooses, there are two important fields in this area: **date of issue and date of transaction**. Your dealership will be responsible for completing this information on all On-Line transactions.

Date of issue: The date on which the actual registration was issued to the vehicle.

Date of transaction: The date the actual registration was processed On-Line.

OPTION 1/IMMEDIATE PROCESSING:

Definition: Immediate Processing is having the ability to issue a permanent registration (New and Transfers), immediately at your dealership, while the customer is present. It is best utilized when processing a spot delivery.

The procedure for immediate processing is as follows:

1. After ensuring that all necessary documents for transfer of ownership are present, enter owner and vehicle information into the On-Line registration system.
2. Review the Registration and Titling Information with the customer.
3. If there are any changes after review of the Registration and Titling Information, make the changes before permanently processing the registration On-Line.
4. Process the permanent registration. The OLRS system will **sequentially** issue permanent registration and marker plate from your dealership inventory.
5. The customer should be given the following paperwork:
 - a. The Registration Credential
 - b. Permanent hard marker plate which was assigned by the system (NEW ISSUES ONLY)
6. Scan all documents within the transaction, **with the EXCEPTION of** Driver's License or ID Cards these **DO NOT** get scanned.
7. The On-Line Processing Unit should be sent the following documents:
 - a. A copy of the registration certificate and the Imaging Cover Sheet

- b. All supporting documents (i.e., Title/CO, insurance documents, odometer statements, copy of Driver's License or ID, etc.)
- c. Transaction Detail Report, 1 report printed and submitted for each days work.
- d. A completed and signed H-13 registration application.

OPTION 2/PRE-PROCESSING:

Definition: Pre-processing allows your dealership to process a permanent registration (New and Transfer). By utilizing the pre-processing option, your dealership may place each "deal" in a "HOLD/SAVE" file or "PENDING" (depending on your vendor) until the customer arrives to take delivery of the vehicle.

1. After ensuring that all the necessary documents for Transfer of ownership are present, enter owner and vehicle information into the On-Line registration system.
2. Place the registration into the "HOLD" file. The registration transaction will remain there until the customer arrives to take delivery of the vehicle.
3. When customer arrives to take delivery of the vehicle review the Registration and Titling Information with the customer.
4. **No Changes Needed:** You may now process the permanent registration On-Line.
Changes Needed: Before processing a permanent registration, make the necessary changes to the On-Line registration system.
5. Print the permanent registration credential.
6. The following documents should be given to the customer:
 - a. The registration credential.
 - b. The permanent hard marker plate assigned by the system (New Issue only)
7. Scan all documents within the transaction, **with the EXCEPTION of** Driver's License or ID Cards these **DO NOT** get scanned.
8. The following documents should be sent to the On-Line Processing Unit:
 - a. A copy of the registration credential
 - b. All other supporting documents (i.e., Title/CO, insurance documents, odometer statements, copy of Driver's License or ID etc.)
 - c. Transaction Detail Report, 1 report printed and submitted for each day's work.
 - d. A completed and signed H-13 registration application

TRANSFER INFORMATION:

VEHICLE TRANSFERS:

Vehicle Transfer: A vehicle transfer will be processed if the owner information remains the same. The previous valid registration must be obtained from the customer and submitted as a supporting document. A VALID INSURANCE CERTIFICATE MUST BE SUBMITTED FOR ALL VEHICLE TRANSFERS.

All vehicles, except commercial registrations (1 year registration), will be issued a 2 year registration from the date of issue. For instance, if your current registration expires in May 2016 and you purchase a vehicle July 2015, your next registration will be expiring July 2017. The remaining equity will be put toward the new registration fee.

RECORD TRANSFERS:

Record Transfer: A record transfer may be processed On-Line when processing a vehicle transfer on a previous registration. A twenty dollar (\$20.00) fee will be charged for a record transfer. A record transfer fee will only be charged once per registration processed, regardless of how many changes are made to the registration.

IMPORTANT: A complete change of ownership may not be processed On-Line, such as a transfer **between** immediate family members.

ALL IN-TRANSIT REGISTRATIONS MUST BE PROCESSED ON-LINE OR AT YOUR LOCAL DMV BRANCH OFFICE

In-Transit Registration

Fee and Expiration:

\$21 and will expire 30 days from the Date of Issuance.

Special Restrictions:

In-Transit Registration is issued for a vehicle purchased in Connecticut for the sole purpose of driving the vehicle to another state to be registered and exclusively used. Not restricted to type of vehicle, but not to exceed Gross Vehicle Weight Rating of 26,000 lbs. The In-Transit Registration is limited to one per customer, per vehicle.

Special Requirements:

Photo copies of all ownership documents must be submitted with a copy of the temporary registration permit credential, properly assigned Certificate of Origin or Title, supplemental assignment of ownership/bill of sale, if applicable, and all other supporting documents. A photo copy of the out-of-state driver's license, front and back, must be submitted making sure the address on the driver's license and application for registration agree.

Dealership will process the In-Transit transaction On-Line as normal. The temporary **In-Transit plate and temporary registration permit credential will print** on local printer when transaction has been completed.

Property Tax Delinquencies and Suspensions:

All applicants must be clear of any Connecticut Property Tax Delinquencies, Suspensions and/or Insurance Compliance issues.

Sales Tax:

No Connecticut Sales Tax will be collected. The Sales Tax will be collected by the customer's home state at the time of Registration and Title.

Insurance Requirements:

A current Insurance Card is required. The Insurance Card must be in the name of the registered owner (exception: lease company: may be issued in the name of lessee). If a Connecticut Insurance Card is not submitted an out- of-state declaration page will be accepted as long as it meets the Connecticut limits (\$20,000 injury per-person; \$40,000 injury per accident; and \$10,000 in property damage) and the Insurance Company is licensed in the State of Connecticut.

BATCHING AND SUBMISSION POLICY:

Submission Policy:

All OLRS transactions must be submitted to the On-Line Processing Unit within five (5) Department of Motor Vehicle business days.

Department of Motor Vehicles business days are Monday through Friday.

It is recommended that the OLRS documents be mailed via overnight (FED EX, UPS, etc.) to ensure a tracking system. **IF DOCUMENTS ARE NOT RECEIVED WITHIN THE FIVE (5) DMV BUSINESS DAY SUBMISSION POLICY, THE DEALERSHIP COULD BE RESPONSIBLE FOR DUPLICATING ALL OF THE DOCUMENTS.**

Any dealership that has not submitted documentation within five (5) DMV business days is considered to be in violation of the DMV Policy and Procedures.

All OLRS documents must be submitted to:

**Department of Motor Vehicles
Dealer Processing Unit
Room 305
60 State Street
Wethersfield, CT 06161**

BATCHING PAPERWORK:

All On-Line transactions must be batched in order as follows:

- Copy of Registration Certificate on top
- H-13 application
- Certificate of Origin or Title document
- All other supporting documents should be placed after Certificate of Origin or Title

Transactions must be submitted in order of issuance on Transaction Detail Report.

NOTE: Staples are not acceptable on any documentation, therefore, please use paper clips.

TRANSACTION DETAIL REPORT: When processing the report on the OLRS System enter the same date for the start/beginning date and finish/end date.

DO NOT RUN MULTIPLE DAYS TRANSACTIONS ON A REPORT

1. A Transaction Detail Report is printed daily.
2. All work processed daily must be shown on this report. You must verify that all transactions listed on the Transaction Detail Report are being submitted.
3. **UNDER NO CIRCUMSTANCE SHOULD A PARTIAL DAYS WORK BE SUBMITTED.**

This report should be processed after all VOIDS are made.

DOCUMENTS SUBMITTED:

The following checklist will help you to verify that the Department of Motor Vehicles requirements and procedures have been met.

**MOST IMPORTANT: ASSIGNMENT OF OWNERSHIP MUST MATCH REGISTRATION
IF ONE (1) OWNER ON ASSIGNMENT OF OWNERSHIP, ONE (1) OWNER ON
REGISTRATION, IF TWO (2) OWNERS ON ASSIGNMENT OF OWNERSHIP, TWO (2)
OWNERS ON REGISTRATION:**

1. Proof of Ownership
 - a. Manufacturer Certificate/Statement of Origin
 - b. "CLEAN" Connecticut Title, Out of State Title or Application for Duplicate Certificate of Title (H6-B) along with approved On-Line title inquiry report
 - c. Supplemental Assignment of Ownership (Q-1) – (when applicable)
 - d. Authorization of Payoff (H-12) – (when applicable)
 - e. CT Secure Power of Attorney for Vehicle Mileage Disclosure & Certification – (H117) – (when applicable)
 - f. Affidavit of Repossession (H-30) (when applicable)
 - g. Lien release (if applicable)
2. Owner's previous registration on a vehicle/record transfer
3. Inspection or Emissions report (if applicable)
4. Power of Attorney for lease vehicle, authorizing the dealer to sign for the registrant
5. Change of address card (when applicable)
6. Parental Consent for A Minor-under 18 (2D) to register any motor vehicle, with or without a parent as co-owner. Special Insurance Certificate, form #R1325-C, must be submitted for a Minor registering a motorcycle, combination or commercial vehicle.
7. Current Connecticut Insurance Certificate in Registrant(s) Name, must state "ISSUED PURSUANT TO CONNECTICUT LAW".
8. Federal Odometer Disclosure: If the Federal Odometer Statement is incorporated in the Title or Certificate of Origin, it is not necessary to submit a separate odometer statement. Do not include tenths on odometer readings.
9. Proof of identification:
 - Valid CT or Out of State Drivers License
 - Valid CT or Out Of State Non-Driver Identification Card
 - US Military Registration **cannot** be registered On-Line, must be walked into a branch to process

BUSINESS/COMPANY NAMES:

Registrations processed to a business must be either a combination or commercial plate. If it's a "car" and they want passenger plates they must submit a letter from an officer of the business stating that this vehicle will be driven by an officer of the company and it will be for personal use only.

If the registration is in the name of a corporation, incorporated business, or LLC a Power of Attorney is required, unless the person signing is the officer of the company or manager/member of the LLC. The person's title must be printed after the signature, (i.e. John Doe, Vice President)

Proof of insurance in the name of the business must be presented at the time of registration and will serve as verification of business name.

PROPERTY TAX AND SUSPENSION:

All transactions will be affected by:

- A. Registration Suspension
- B. Registration Privilege Suspension
- C. Insurance Cancellation
- D. Delinquent Property Tax

REGISTRATION SUSPENSION, REGISTRATION PRIVILEGE SUSPENSION and INSURANCE CANCELLATION CANNOT BE PROCESSED ON-LINE UNTIL RESOLVED/CLEARED.

DELINQUENT PROPERTY TAX - The CIVLS Web Portal will allow the Collectors to process real time put-ons and take-offs for Delinquent Tax Reporting in addition to nightly batch processing

- **Real Time Put-ons / Take-offs**
 - **CIVLS will provide Tax Collectors access to a "Portal" to do real time put-ons and take-offs (CIVLS term: Add/Remove Exceptions) so that the customer can clear their tax issues 'real time' and the dealer can continue processing their registration on-line**

The following transaction will be affected by a Property Tax Delinquency Search:

1. New Issue (all classes)
2. Record Transfers
3. Registration Renewals
4. Vehicle Transfers

Under no circumstance shall the customer be issued the permanent registration document.

COURTESY DELIVERY:

Courtesy deliveries for an out of state dealer may be processed On-Line.

VOID FUNCTION:

If an On-Line Registration Certificate is issued and the **customer does NOT take delivery** of the vehicle, the dealership will have the ability to void the registration certificate.

Under no circumstance is this function to be used if the vehicle has been plated and has left the dealership lot. (Per Connecticut General Statute 14-12). Any vehicle which has left the lot with permanent hard marker plates must have the registration transaction completed.

The void transaction will:

- A. Delete the original transaction
- B. Registration fees will be refunded into the dealerships account
- C. Marker plates for NEW issues, must be returned to DMV

Depending on the date of issue, the voided transaction will be allowed on the same day until 6:00PM or the next business day until 6:00PM. The voids will be counted and logged on the Transaction Detail Report. The void period is calculated from the issuance date.

If a VOID is not processed, the registration will be accepted as a permanent record by the DMV files. As a reminder there are NO WITHDRAWALS or REFUNDS on the On-Line System, once the VOID window has expired. Depending on which option (Immediate or Preprocessing) your dealership utilizes, will depend on when your dealership may VOID a transaction. Please pay close attention to the VOID schedule.

The following procedures must be followed when processing a VOID:

1. Submit the original registration certificate with VOID written on it with that days work to the On-Line Processing Unit within the five (5) day period.

NOTE: The dealership will be held accountable for all voids. Failure to submit a voided On-Line registration certificate is a violation and will be dealt with administratively.

SYSTEM OFF-LINE:

PROCEDURES TO FOLLOW IF SYSTEM IS OFF-LINE

Please contact your vendor. If the vendor does not have a solution, all work will have to be walked into a DMV office.

REPRINTS:

If a transaction has been accepted by the OLRS system and a document was not printed, (printer malfunctions), it is the dealerships responsibility to process a **REPRINT**.

Do not go back into the system and re-register the vehicle.

A reprint may be processed until 6:00PM the next business day.

Chapter 4 TITLE INFORMATION

MISCELLANEOUS INFORMATION REGARDING TITLE PROCEDURES:

- The Certificate of Origin or Title must be signed over properly. All subsequent assignments must accompany the Title and registration certificate. Title documents must show a chain of ownership.
- An Out of State Title must be accompanied by a VIN verification/emissions report (original).
- Be sure your employees verify that the VIN number matches on both the Certificate of Origin/Title and the vehicle to avoid registering the incorrect vehicle or sending the incorrect documents into the DMV.

LIENHOLDER:

- The Lien Holder listed on the reverse side of the Certificate of Origin or Title must be the same Lien Holder entered into the OLRIS.
- A Lien Release will be required, if the Certificate of Origin has the incorrect information, from the Lien Holder listed on the certificate.

WITHDRAWALS:

SPECIAL ON-LINE PROCESS FOR VEHICLES THAT HAVE BEEN REGISTERED ON-LINE AND DELIVERY HAS NOT BEEN TAKEN (**VOID WINDOW HAS EXPIRED AND VEHICLE HAS NOT LEFT LOT**)

1. The registration record will be processed.
2. A Statement of Withdrawal for a Connecticut Motor Vehicle Title (form H-71) must be completed by the Dealer, Registrant(s) and Lien Holder (if applicable) and attached to the completed original On-Line Registration Credential
3. All original ownership documents **MUST** be submitted with the transaction.
4. **If a New Transaction:** Marker plate must be sent with transaction for cancellation.
5. **If Transfer Transaction:** Submit a copy of the customers' new registration showing the plate has been transferred to a different vehicle. The transfer must be processed at a local branch office by completing an H-13 and submitting a \$21.00 transfer fee back to the trade-in. If plates are going on a different vehicle all fees are applicable. This is for verification of what has been done with the plate assigned to the vehicle being withdrawn.
6. The entire day's batch, including the withdrawn transaction, **MUST** be sent to the On-Line Processing Unit, within the **five (5) DMV business day requirements**.
7. **UNDER NO CIRCUMSTANCE SHALL THE VEHICLE BE RE-REGISTERED WHILE THE WITHDRAWAL IS PENDING.**
8. ANY FEES PAID **WILL NOT** BE REFUNDED.

TITLE SUSPENSE:

Dealer response to a Department of Motor Vehicles Title Division Suspense case/Correspondence Letter for documents is due within 15 calendar days. Any OLRS dealership that fails to provide the requested materials within 15 the days, will be removed from OLRS access until the proper documents are received by the Title division.

TITLE INQUIRY REPORTS:

The On-Line Registration System will also provide your dealership with access to Connecticut titled vehicle information. By providing the vehicle identification number and the first four characters of the titled owners' last name your dealership can access the DMV title files. This inquiry will produce a report which will list the following information in regards to the vehicle: title number, year, make, odometer, titling date, number of owners, name of owners, number of lien holders, name and address of lien holder and whether the vehicle has any type of LEGEND attached to it.

The title inquiry reports may be utilized in the following manner:

- To obtain information regarding a vehicle which is being traded-in to your dealership (i.e., to determine if vehicle is salvaged, obtain lien holder information, etc.)
- Used in conjunction with an Application for Duplicate Title (H6-B) to transfer ownership of the vehicle On-Line.

UTILIZING THE TITLE INQUIRY REPORT WITH APPLICATION FOR DUPLICATE TITLE (H-6B):

The Title Inquiry Report may be used in conjunction with the Application for Duplicate Title (H-6B) when a vehicle is being traded into your dealership and the titled owner does not have the Title. If the inquiry retrieves a title record on the Connecticut Department of Motor Vehicle files your dealership may utilize the printed copy of this Title Inquiry Report and a completed Application for Duplicate Title (H-6B) to process an ownership transfer in the absence of Title. This report can only be used for On-Line transactions. If you need to receive a Duplicate Title manually, do not use this report.

When a vehicle is being taken in for a Trade-In, the following procedures must be followed:

1. Inquire by the full VIN and the first four letters of the last name.

NOTE: When a Title Inquiry Report is utilized and a Lien Holder appears, it will be necessary to submit a Lien Release from the Lien Holder listed.

2. Print the Title Inquiry Report, note any legends that may be listed (i.e., lien holder, salvaged, etc.).
3. Have Titled owner complete an Application for Duplicate Title (H-6-B). In section-1 the Application for Duplicate Title (H-6B) must be marked for "Ownership Transfer", Title Number, Vehicle ID Number, Make, Year, Owner(s), and Lien-Holder (if any). Section-2 transfer ownership to your dealership and section-3 must be notarized.

4. Attach the Title Inquiry Report to a completed Application for Duplicate Title (H-6B).

When the Title Inquiry Report and completed Application for Duplicate Title (H-6B) are completed, your dealership may now sell and register the vehicle On-Line. (If applicable the CT

Secure Power of Attorney for Vehicle Mileage Disclosure, H-117 and Authorization for Pay-Off, H-12, must accompany the documents.)

The following procedure must be followed when the vehicle is sold:

1. Complete Supplemental Assignment of Ownership (Q-1) from dealership (seller) to the new buyer.
2. This vehicle may be registered On-Line, **except** in the cases when the title has been branded with a legend such as FLOOD, GLIDER KIT, etc.-any such branded title cannot be processed on this program.
3. The following documents must be submitted to the On-Line Processing Unit:
 - a. Copy of Registration Credential
 - b. On-Line Title Inquiry Report
 - c. Application for Duplicate Title (H-6B)
 - d. Supplemental Assignment of Ownership (Q-1)
 - e. All other supporting documents, including lien releases

MISCELLANEOUS INFORMATION ON THE TITLE INQUIRY REPORT:

Unfortunately, not all the Department of Motor Vehicle title files are complete at this time. Most of the older title files, which are numbered under twenty million, may not have all the necessary information to register the vehicle On-Line. Especially, in the case of a second owner, conjunctions (and/or) will **NOT** appear, which will make it difficult to determine who is authorized to sign the title documents. In these cases you should contact the Department of Motor Vehicles at 1-800-842-8222 or (860)263-5700. Please be sure to have the VIN number or the title number, you obtained from the Title Inquiry Report, ready for the operator. The operator will authorize whether or not the Application for Duplicate Title (H6-B) and title inquiry report can be utilized. If authorized, please be sure to record the operators' name and time the call was placed on the Application for Duplicate Title (H6-B) in the upper right hand corner.

Titles, which are numbered less than twenty million, will not list lien holders and you must contact the DMV to obtain the proper lien holder.

If a title inquiry comes back a "NO HIT" and the vehicle owner states it is a Connecticut titled vehicle, you should contact the Department of Motor Vehicles at 1-800-842-8222 or (860)263-5700.

OBTAINING A DUPLICATE TITLE OVER THE COUNTER BY A CONNECTICUT LICENSED DEALER:

All licensed dealers are authorized to obtain a duplicate title over the counter at your local branch office. Listed below are the correct procedures to follow:

1. Only an automated (must indicate a title number of 20 million or above) title system record duplicate title can be issued over the counter to a Connecticut licensed dealer.

2. Only the owner, lien holder, or Connecticut licensed dealer identified in Section Two of the application will be permitted to pick up the duplicate title.
3. The Connecticut Dealer must present the following when applying for a duplicate title over the counter:
 - a. Application for Duplicate Title (H-6B)
 - b. An invoice indicating that the dealership either took the vehicle in trade or purchased it from the titled owner
 - c. Dealer Supplemental ID Card
 - d. Lien release (if applicable, if there is a lien on the vehicle a release of lien must accompany the application for the duplicate)
 - e. \$25.00 Fee

NOTE: The Application for Duplicate Title (H-6B) must be completed in detail. This includes the odometer disclosure section of the H-6B form as well as all applicable signatures and printed names. The reason the duplicate title is being applied for must also be indicated (ownership transfer, lost, stolen, mutilated, destroyed).

4. Duplicate titles that are branded SALVAGED or FLOOD will only be given to the titled owner.

AUTHORIZATION FOR PAYOFF (H-12):

If your dealership takes a vehicle in trade and it is a **Connecticut** titled vehicle and you are unable to obtain the title from the lien holder, an Authorization for Pay-Off (H-12) may be used in lieu of the title. Section 5 of the Authorization for Pay-off must be completed and a release of lien must be submitted with the transaction.

CT Secure Power of Attorney for Vehicle Mileage Disclosure & Certification (H-117):

The CT Secure Power of Attorney for Vehicle Mileage Disclosure & Certification (H-117) is utilized to meet the Federal Requirements for odometer disclosure when the title is in the possession of a lien holder.

TITLE LEGENDS:

Legends: Are used when a title is branded based on previous title history. Below are the different types of legends and their definition, which may appear on a title inquiry.

LIST OF LEGENDS THAT CANNOT BE PROESSED ON-LINE:

- **TITLE ONLY:** Issued for the purposes of recording liens on existing title
- **THIS VEHICLE MAY BE SUBJECT TO UNDISCLOSED LIEN:** This legend is recorded when the vehicle was either last registered in a state that does not title that model year vehicle or a state in which the title is not the exclusive means of recording a lien on a motor vehicle.

- **INSPECTION REQUIRED TO REGISTER:** Vehicle was titled without going through a required inspection. Applicant must have prior approval from the Title Section.
- **BOND POSTED UNDER SECTION 14-176 C.G.S.:** Customer did not have necessary documents for proof of ownership and a surety bond was required to protect the State of Connecticut against any ownership claims.
- **GLIDER KIT:** The vehicle was constructed from kit.
- **TRUE MILEAGE UNKNOWN:** Mileage was not submitted at time title was applied for. This may also indicate some discrepancy in the odometer reading.
- **FLOOD:** Vehicle has sustained flood damage and has been declared a loss by an insurance company
- **ODOMETER EXCEEDS MECHANICAL LIMITS:** The odometer reading reflects the amount of mileage in excess of its mechanical limits. (The odometer started at zero again).
- **WARNING ODOMETER DISCREPANCY:** The odometer does not reflect the actual mileage.
- **MANUFACTURERS BUYBACK:** Vehicle was returned to manufacturer by previous owner.

TITLE LEGENDS THAT CAN BE PROCESSED ON-LINE:

- **THIS IS A DUPLICATE TITLE AND MAY BE SUBJECT TO THE RIGHTS OF A PERSON UNDER THE ORIGINAL CERTIFICATE:** The customer has lost the original title and has been issued a duplicate title.
- **REBUILT:** This vehicle has gone through a salvage inspection after the vehicle has been declared a total loss and the title has been stamped salvage by an insurance company.

Chapter 5 LEASING

LEASE VEHICLE INFORMATION:

REQUIREMENTS TO REGISTER A LEASE VEHICLE

1. **FINANCIAL RESPONSIBILITY CERTIFICATE INSURANCE:**

Registrations may be processed On-Line for a Leasing Company which has a Blanket Insurance Policy on file at the Department of Motor Vehicles. The On-Line System will automatically check whether a leasing company has an active lease license and insurance. Failure to register lease vehicles properly is a violation of the Dealer On-Line program.

2. INSURANCE REQUIREMENTS:

When processing a transaction for a long-term lease, the system will automatically check if the Lessor has a valid Blanket policy on file with the DMV. If the transaction is for a daily rental vehicle, the rental company may provide the blanket insurance policy number, which is on file with the Department of Motor Vehicles.

VEHICLE TRANSFERS ON LEASE COMPANIES

When transferring a registration for a vehicle On-Line to a lease company it is imperative that the lease company name and address match the DMV lease files EXACTLY. At times a previous lease registration which is going to be transferred may not match the DMV files EXACTLY, which will cause the system to deny the registration. If you are unsure of the correct lease company, lease license # or customer # please contact the Leasing Unit at (860) 263-5056 or the Dealer Processing Unit at (860) 263-5181 or 263-5155.

Chapter 6 INSPECTION AND EMISSIONS

VEHICLE INSPECTION:

PERFORMING THE VIN VERIFICATION (BY DEALER)

On-Line Dealers may perform VIN Verifications, on their own inventory, once their dealership is approved as an On-Line Dealer.

VIN Verifications may only be performed on the following types of vehicles: (Branded titles **cannot** have VIN verified by dealer)
Twenty-five years and older vehicles

Out of state vehicles

Procedure:

- The dealer technician must locate two (2) clearly visible VIN numbers and indicate on the K-190 where the locations are.
- Dealer must indicate whether manufacturer vehicle identification number on the vehicle corresponds to a manufacturer Certificate of Origin or Certificate of Title.
- Dealer must indicate the Manufacturer or Title State and Title or Certificate number.
- The technician responsible for verifying the VIN must also sign the K-190.

IMPORTANT: The VIN Verification is an essential part of the anti-theft provision of State Statute. The responsibility of verification is not to be taken lightly. It is essential that personnel who perform this function be made aware of their responsibilities in providing accurate information to the state. Only the **individual actually performing** the VIN Verification is **authorized to sign** the K-190.

OUT OF STATE VEHICLE REQUIREMENTS:

IMPORTANT-PLEASE NOTE: A VIN Verification for all Out of State vehicles must be performed prior to sale of a vehicle and issuance of On-Line registration.

An Out of State vehicle may be registered on the On-Line System when the following criteria are met:

1. Vehicle has a "CLEAN" title, along with any supplemental assignments of ownership, upon which all liens have been satisfied.
2. One of the following VIN verification forms for Out of State vehicles must accompany the registration:
 - a. K-190
 - b. Emissions report

VEHICLES TO BE SAFETY INSPECTED/VIN VERIFIED AT DMV DESIGNATED BRANCH OFFICES:

- All salvage/rebuilt/reconstructed vehicles
- All vehicles with abandoned vehicle paperwork
- All commercial vehicles over 18,000lbs. GVWR
- All composite, modified antique, and street rod vehicles
- Wreckers will be inspected by the Commercial Vehicle Safety Division
- Vehicles with VIN problems
- All vehicle requiring an assigned VIN
- All taxi, livery, service bus and other specialty type vehicle inspection
- Any 5th wheel style camper, camp trailer or commercial trailer over 18,000lbs. GVWR by the Commercial Vehicle Safety Division.
- Courtesy vehicle inspections
- Grey market vehicles

CONTACTS FOR INSPECTION:

Commercial Vehicle Safety Division: Commercial vehicle and trailer inspections over 18,000 lbs. GVWR will be conducted by appointment through the Commercial Vehicle Safety Division. Information regarding the process may be obtained by calling (860) 263-5446. All commercial vehicles and trailers over 18,000 lbs. GVWR will be inspected to North American Standards.

Wrecker Inspections:

Inspections conducted by Commercial Vehicle Safety Division (860)263-5446, from 8am-3pm in Wethersfield and Enfield.

Emissions Inspection:

All dealerships on the On-Line program must ensure that vehicles sold from their inventory and registered in the State of Connecticut have valid emissions in accordance with 14-164c(n) of the Connecticut General Statutes.

An emissions vehicle inspection report (VIR) may also be used as a Vin Verification as long as the report is signed at the bottom on both designated lines.

Emissions Exemption:

The (4) year model exemption will begin with the current calendar year. The fee for this exemption is \$40.00.

For example: On January 1, 2016, the following model year vehicles would be exempted:

2017
2016
2015
2014
2013

The exemption applies to the following types of vehicles:

- Any qualified NEW vehicle (manufacturer's certificate of origin) applying for registration and title in Connecticut will receive an emissions exemption according to the vehicles model year and date of registration. The \$40.00 exemption fee is included in the Connecticut registration fees.
- Any qualified USED vehicle with an OUT-OF-STATE Title applying for registration in Connecticut will receive a four (4) year emissions exemption. The (4) year model exemption will begin with the current calendar (model) year, and utilize the date of registration to establish the month/day of the emissions expiration. A fee of \$40.00 is payable to the State of Connecticut upon registration.

Chapter 7 ENFORCEMENT

VIOLATIONS/ENFORCEMENT:

POLICY OF VIOLATIONS

The major violations on the OLRs System are:

1. Submission of documents over the five (5) DMV business day statutory requirement
2. Shortage and/or overage of documents and missing registration certificates
3. Improper Title assignments or documents
4. Emissions/Inspection reports omitted or inspection fees not paid
5. Missing/misuse of DMV Inventory (Marker plates) – Fine assessed
6. Plating of vehicles prior to registration
7. Voiding or the Withdrawal of a registration for a vehicle that has left the dealer lot

ENFORCEMENT NOTICES & ACTION IF POLICIES ARE VIOLATED

1. The On-Line Processing Unit-OLRS will call the dealership to rectify the problem, and notify the DMV Enforcement Unit. The DMV Enforcement Unit will investigate.
2. The On-Line Processing Unit-OLRS will call the dealership to rectify the problem, and notify the DMV Enforcement Unit. The DMV Enforcement Unit will investigate and issue a written warning.
3. The On-Line Processing Unit-OLRS will notify both the dealership and the On-Line vendor that the dealer is in violation and will be removed from the On-Line Registration System.
4. If dealership is denied access to the system for bond cancellation, call the Dealers and Repairers Unit at 860-263-5056.
5. Series violations (ex. unaccounted for plate, misused plates) will result in immediate action by the DMV.

MONITORING:

The Department of Motor Vehicles may make unannounced, unscheduled visits for educational and/or monitoring purposes at any location which maintains Department of Motor Vehicles materials or records pertaining to the registrations.

Upon review of the licensed facility the Department of Motor Vehicles may suspend OLRs privileges if procedures are not adhered to as specified.

Chapter 8 MISCELLANEOUS INFORMATION

**DEPARTMENT OF REVENUE SERVICE
25 SIGOURNEY STREET
HARTFORD, CT 06106
PHONE: 1-800-382-9463 (IN STATE)
PHONE: 860-541-7544**

SALES TAX/CAR DEALERS:

When a new vehicle (Certificate of Origin only) or used car is sold by a car dealer the car dealer must:

1. Have a sales tax permit issued by Department of Revenue Services
2. Be licensed with the Department Motor Vehicles
3. New Car Dealers must be franchised to sell that car.
4. When sales tax is collected by the dealer; the dealer is responsible for reporting this to the Department of Revenue Services.

VEHICLE BEING REGISTERED TO CAR DEALER:

If a car dealer is registering a vehicle to themselves the 6.35% tax will be collected at DMV based on the average retail value.

CHARITABLE & RELIGIOUS ORGANIZATIONS AND CLERGY:

Please contact the Department of Revenue Services regarding the above subject for the proper procedures.

FEDERAL, STATE, LOCAL MUNICIPALITIES & POLITICAL SUBDIVISIONS:

Connecticut General Statutes provides for an exemption on all purchases of tangible personal property by Federal, State or any Political Subdivision.

There are no additional requirements, other than to confirm the identity of the transferee. This exemption qualifies on name only.

MILITARY PERSONNEL- Registrations for military personnel must be processed in a DMV branch office.

Nonresident Military Personnel which are stationed in Connecticut:

Connecticut General Statutes provide for a reduced rate of 4.5% sales tax of the gross receipt when purchased as a retail sale of any motor vehicle to any person who is a member of the armed forces of the United States and is on full-time active duty in Connecticut, but whose permanent residence is in another state. All registration and title fees DO apply.

Sales and Use Tax Reduction for [Non-resident Military Personnel](#) -Members of the United States armed forces on full-time active duty in Connecticut who are **residents of another state** may purchase motor vehicles from a licensed Connecticut dealer at a reduced sales tax rate of 4.5%. Purchases can also be made jointly with a spouse. Department of

Revenue Services ([DRS](#)) form [CERT-135](#) must be completed and submitted to the Connecticut dealer with other required documentation as mentioned on the [CERT-135](#) form. If the military member purchases a vehicle from an out-of-state dealer the [CERT-135](#) form and other required documents must be submitted to the DMV at the time of registration.

NOTE: The reduction in the sales tax is not applicable to personnel who are called to active duty for a portion of a year, such as National Guardsmen or Reservists.

An exemption is provided for certain Connecticut military personnel. The military personnel must be stationed outside the State of Connecticut when registering the vehicle at DMV.

Two statements are required:

- a) A statement from military personnel's commanding officer, giving present location and the anticipated date of discharge is not for at least six months, and
 - b) A statement from the military personnel stating that the vehicle is not intended to be used in Connecticut unless on authorized leave.
 - c) Military personal are exempt from New Issue Plate fees, Clean Air Act fees and Safety Plate fees. If transfer, military personnel pay full fees.
- *** A vehicle purchased in Connecticut by a Military Member whose home of record is Connecticut is taxable at a rate of 6.35% of the purchase price.

SALES TAX INFORMATION:

1. Leasing or Rental requires a Connecticut Sales Tax Permit Number issued by Department of Revenue Services.
2. Non-Resident Service Personnel (including Military Academy and Coast Guard Cadets) taxable at 4.5%.

SALES TAX INCREASES

EFFECTIVE JULY 1, 2011:

The Connecticut State Sales and Use tax increased to 6.35%.

The rental of passenger motor vehicles for 30 days or less is subject to a 9.35% sales tax.

EFFECTIVE JULY 1, 2015:

The sales of motor vehicles with a sale price exceeding fifty thousand dollars (\$50,000) are subject to a sales tax rate of 7.75% ("Luxury Tax").

****Qualifying sales to Military Personnel will remain taxable at 4.5% regardless of the sales price. ****

Sales Tax Q & A

1. If a dealer purchases a vehicle from another dealer, places a dealer plate on the vehicle and applies for a title, are they subject to sales tax?

Yes, if the dealer is titling the vehicle in their name there is tax due, unless they are purchasing the motor vehicle exclusively for leasing purposes. If they are they would present a resale certificate.

2. Dealer invoice fees? Can you give us a list of fees that are taxable and what is not taxable?
 - a. Cap Cost Reduction – Not Taxable
 - b. Conveyance fees/Document Fee – Taxable
 - c. Credit Life Insurance – Not Taxable
 - d. Dealer Discount – Not Taxable
 - e. Disability Insurance – Not Taxable
 - f. Etching – Taxable
 - g. Extended warranty contracts – Taxable (even if the vehicle is exempt)
 - h. Fabric guard – Taxable
 - i. Gap insurance – if optional – Not taxable; if mandatory – Taxable
 - j. Luxury Tax (if stated separately) – Not taxable
 - k. Manufacturer rebates applied to the sale of the vehicle – Taxable
 - l. Paint Sealant – Taxable
 - m. Rebates – Not Taxable
 - n. Registration & Title Fees – Not Taxable
 - o. Rollovers (rolling over of a loan to a new vehicle) – Not taxable
 - p. Rust proofing – Taxable Payoffs – Not taxable
 - q. Service warranties – Taxable (if purchased at the time of the motor vehicle)
 - r. Trade-ins* - Not taxable
 - s. VIN etching – Taxable

*Trade-ins are not taxable as long as they are in the same name as the purchaser.

3. How many trade-ins can be used to get a tax reduction when buying a car from a dealer?

There is no limit, but the vehicles must be titled in the name of the purchaser to reduce the taxable value.

4. How do we know if a purchase made out-of-state should be taxed again when registered in CT? (i.e.; new vehicle purchased at dealer in Michigan, tax collected by Michigan dealer, brought to CT for 1st time registration) Do we charge sales tax?

Taxes paid on sales made by Rhode Island and Massachusetts dealerships should be accepted. Sales from a New York or New Hampshire should be taxed unless the dealer entered a CT tax registration number on the H-13.

Tax exempt if the owner had the vehicle registered out-of-state for at least 60 days as an out-of-state resident (taxable if purchased using a CT address)

5. Taxes collected by an out of state dealer – who gets credit and who does not?

As a general rule we will allow credit for sales tax paid to a dealer who was required to collect tax for another state.

6. What is the rule of thumb for vehicles won in a raffle?

If the vehicle was signed over from a dealer to a tax-exempt organization that is conducting the raffle (i.e.; Foxwoods, St Mary's Church, etc.) and then to the winner, the transaction is exempt from tax.

If the vehicle was signed over from the dealer to a taxable raffle holder (i.e.; United Technologies, Dicks Sporting Goods, etc.) and then to the winner, tax would be charged on the value of the vehicle unless a receipt showing CT taxes paid can be shown. If so, tax would only be charged on the price of the raffle ticket.

If the vehicle was signed over directly from the dealer to the raffle winner, tax is charged on the purchase invoice price.

For Further Information: Call DRS during business hours, Monday through Friday:

- **1-800-382-9463** (Ct. calls outside the Greater Hartford calling area only); **or**
- **860-541-7544**

Forms and Publications: Visit the DRS website at **www.ct.gov/DRS**

CHANGE OF NAME BY MARRIAGE/DIVORCE:

Whenever a legal change of name occurs, the customer must first go to DMV and change their drivers' license to read their new legal name before a registration and title can be processed On-Line in the new name.

A change of name by marriage or divorce cannot be processed On-Line. The name and date of birth on the Application for Registration and Certificate of Title must be the same as on the identification presented.

APPLICANT ADDRESS:

A Post Office Box is acceptable as a MAILING address only. The Connecticut resident address and tax town (domicile address), where the vehicle will be garaged for longest period during coming year", **must** be listed. An incorrect tax town will result in the vehicle being taxed in the wrong town. Please be sure to inquire as to where the vehicle is "garaged overnight", this should be the tax town entered On-Line.

NOTE: The OLRs will **not** allow modifications to the owner's name, address and related fields on **any** transaction.

REFUND POLICY:

Refunds will not be processed for any On-Line Registration System issues.

REGISTRATION TO A MINOR:

A licensed dealer may issue a registration to minor if a 2-D Form (Certificate of Parental Consent) is properly executed and accompanies the paperwork submitted to this department. A "Special Financial Responsibility Insurance Certificate", form R1325-C, must be filed by, the Insurance Company, with the Department of Motor Vehicles before registering motorcycle, commercial and combination vehicles. Contact the DMV Insurance-Public Service Department at (860)—263-5152 for verification.

IMPORTANT: Issuance of a registration to a minor without a Form 2-D will be addressed administratively.

CONNECTICUT INSURANCE CARD (C.G.S.14-12b):

Connecticut law requires all registered owners to maintain Liability Insurance for their vehicles. Insurance must be maintained at all times when there is an active registration on a vehicle.

Registrants are required to submit a **NEW Connecticut Insurance Identification Card** upon registration for **both New Issue and Transfer Registrations**.

The following must appear on the Connecticut Insurance Identification Card:

- A. Issued Pursuant to Connecticut Law
- B. Applicants Name: Husband & Wife: Insurance Card can be in one name only
Leasing company: Leasing Company must have a valid blanket policy on file with DMV
Parent & Child: Insurance Card can be in one name only
- C. New vehicle being registered, complete vehicle information, **New Issue** or **Transfer Registration**
- D. Policy number
- E. Effective date must be the **same or before** the issue date of the **New Issue** or **Transfer Registration**.

F. Name of Insurance Company

G. Insurance Cards/Civil Union: An insurance card in one name only is acceptable for a person who has been joined in Civil Union. Documentation must be submitted that a Civil Union was performed.

A Temporary Insurance Card: Valid for 60 days from the effective date

A Permanent Insurance Card: Valid for one (1) year from the effective date.

CORRECTION AFTER TITLE ISSUANCE

For Title Only Transactions –

When a vehicle is registered in the online system it is has PERMANENT registration and title assigned to it. The proper fee and a completed H13 must be sent to Title Unit for any correction.

Corrections **after title issuance** are processed differently than error corrections processed prior to title issuance. After a title has been issued, all errors are required to be processed as ownership transfers. **These transactions are not dealer transactions** (dealer section is not to be completed on the H-13) the dealer is only acting as the agent for these transactions. Example of common errors: Loan agreements not matching the current registration and title, the lease company's name isn't the name the lease company wanted i.e. Nissan Infiniti LT vs. NILT Inc., the customer wanted to add or drop a name on the new vehicle. **These errors cannot be corrected by going back to the original application; once it has been completed and processed a new registration and title have to be applied for.** The documents needed to process these transactions are as follows:

- Application form **H-13** must be completed in full (see below)
 - **Odometer Reading:** must be the current mileage
 - **Seller:** must be the name listed on the current title
 - **Dealer section:** must NOT be completed
 - **New or Used:** must be "used" **
- Outstanding certificate of title properly assigned from seller (the name that appears on the front of the title) to buyer (how the vehicle should be registered and titled.)
- A letter of Lien Release for Lien correction (if applicable)
- A **current** Connecticut Insurance Card in the name of the applicants(s).
- Photocopies of the current applicant's driver license.
- The proper fees for a record transfer, title, and lien fees (if applicable.)
- A power of attorney is needed if the lien holder or dealer is signing paperwork for applicant, accompanied by that person's photo ID.
- A photocopy of the current registration.

Please mail these transactions to: Department of Motor Vehicles
60 State Street
Wethersfield, CT 06161
Attn: Mail Operations Division

If you have any questions regarding this type of transaction please contact the Title Unit at (860) 263-5710.

**** In order to keep the vehicle listed as "New" a letter from the dealer, on dealer letterhead, must be submitted within six months from the title issuance date. The**

letter must state that the lien holder/lease company has requested a new title because it was registered and titled incorrectly**

TAX TOWN CODES

Address Town	Tax Town Code	Tax Town Name	Address Town	Tax Town Code	Tax Town Name
ABINGTON	112	POMFRET	CENTERVILLE	091	NEW FAIRFIELD
ADDISON	054	GLASTONBURY	CENTRAL VILL	109	PLAINFIELD
ALLINGTOWN	156	WEST HAVEN	CHAFFEE VILLE	078	MANSFIELD
AMESVILLE	122	SALISBURY	CHAPLIN	024	CHAPLIN
AMSTON	067	HEBRON	CHESHIRE	025	CHESHIRE
AMSTON LAKE	067	HEBRON	CHESHIRE HGTS	025	CHESHIRE
ANDOVER	001	ANDOVER	CHESTER	026	CHESTER
ANDOVER CENTER	001	ANDOVER	CHESTERFIELD	086	MONTVILLE
ANDOVER LAKE	001	ANDOVER	CHESTNUT HILL	030	COLUMBIA
ANSONIA	002	ANSONIA	CLARKS FALLS	102	NORTH STONINGTON
ASHFORD	003	ASHFORD	CLARKSVILLE	137	STONINGTON
ATTAWAUGAN	069	KILLINGLY	CLINTON	027	CLINTON
AVON	004	AVON	CLINTONVILLE	101	NORTH HAVEN
BAKERSVILLE	092	NEW HARTFORD	COBALT	042	EAST HAMPTON
BALLOUVILLE	069	KILLINGLY	COLCHESTER	028	COLCHESTER
BALTIC	133	SPRAGUE	COLEBRK CNTR	029	COLEBROOK
BANKSVILLE	057	GREENWICH	COLEBROOK	029	COLEBROOK
BANTAM	074	LITCHFIELD	COLEBROOK RVR	029	COLEBROOK
BARKHAMSTED	005	BARKHAMSTED	COLLINSVILLE	023	CANTON
BEACON FALLS	006	BEACON FALLS	COLUMBIA	030	COLUMBIA
BECKLEY	007	BERLIN	CONANTVILLE	078	MANSFIELD
BELLEHAVEN	057	GREENWICH	CORNWALL	031	CORNWALL
BELL TOWN	135	STAMFORD	CORNWALL BRDG	031	CORNWALL
BERLIN	007	BERLIN	CORNWALL HLW	031	CORNWALL
BETHANY	008	BETHANY	CORNWALL PLN	031	CORNWALL
BETHEL	009	BETHEL	COS COB	057	GREENWICH
BETHLEHEM	010	BETHLEHEM	COVENTRY	032	COVENTRY
BLACK HALL	105	OLD LYME	CRANBURY	103	NORWALK
BLACK POINT	045	EAST LYME	CRESCENT BCH	045	EAST LYME
BLOOMFIELD	011	BLOOMFIELD	CROMWELL	033	CROMWELL
BOLTON	012	BOLTON	CRYSTAL LK	048	ELLINGTON
BOLTON CENTER	012	BOLTON	DANBURY	034	DANBURY
BOLTON LAKE	012	BOLTON	DANIELSON	069	KILLINGLY
BOLTON NOTCH	012	BOLTON	DARIEN	035	DARIEN
BOTSFORD	097	NEWTOWN	DAYVILLE	069	KILLINGLY
BOZRAH	013	BOZRAH	DEEP RIVER	036	DEEP RIVER
BRANCHVILLE	118	RIDGEFIELD	DERBY	037	DERBY
BRANFORD	014	BRANFORD	DEVON	084	MILFORD
BRIDGEPORT	015	BRIDGEPORT	DOBSONVILLE	146	VERNON
BRIDGEWATER	016	BRIDGEWATER	DURHAM	038	DURHAM
BRISTOL	017	BRISTOL	DURHAM CTR	038	DURHAM
BROAD BROOK	017	EAST WINDSOR	E BERLIN	007	BERLIN
BROOKFIELD	018	BROOKFIELD	E BRISTOL	017	BRISTOL
BROOKFIELD CTR	018	BROOKFIELD	E BROOKLYN	019	BROOKLYN
BROOKFIELD JCT	018	BROOKFIELD	E CANAAN	100	NORTH CANAAN
BROOKLYN	019	BROOKLYN	E CHESHIRE	025	CHESHIRE
BROOKLYN CTR	019	BROOKLYN	E COVENTRY	032	COVENTRY
BUCKINGHAM	054	GLASTONBURY	E DERBY	037	DERBY
BUCKLAND	077	MANCHESTER	E DEVON	084	MILFORD
BURLINGTON	020	BURLINGTON	E FARMINGTON	052	FARMINGTON
BURLINGTON CTR	020	BURLINGTON	E GLASTONBURY	054	GLASTONBURY
BURNSIDE	043	EAST HARTFORD	E GRANBY	040	EAST GRANBY
BURRVILLE	143	TORRINGTON	E HADDAM	041	EAST HADDAM
BYRAM	057	GREENWICH	E HAMPTON	042	EAST HAMPTON
CAMPVILLE	066	HARWINGTON	E HARTFORD	043	EAST HARTFORD
CANAAN	021	CANAAN	E HARTLAND	065	HARTLAND
CANNONDALE	161	WILTON	E HAVEN	044	EAST HAVEN
CANTERBURY	022	CANTERBURY	E KENT	068	KENT
CANTON	023	CANTON	E KILLINGLY	069	KILLINGLY
CANTON CENTER	023	CANTON	E LITCHFIELD	074	LITCHFIELD
CENTER GROTON	059	GROTON	E LYME	045	EAST LYME
CENTERBROOK	050	ESSEX	E MERIDEN	080	MERIDEN

Address Town	Tax Town Code	Tax Town Name	Address Town	Tax Town Code	Tax Town Name
E MORRIS	087	MORRIS	GROTON	059	GROTON
E NORWALK	103	NORWALK	GROTON LONG PT	059	GROTON
E PLYMOUTH	111	PLYMOUTH	GUILFORD	060	GUILFORD
E PORTCHESTER	057	GREENWICH	GURLEYVILLE	078	MANSFIELD
E PUTNAM	116	PUTNAM	HADDAM	061	HADDAM
E REDDING	117	REDDING	HADDAM NECK	061	HADDAM
E RIVER	076	MADISON	HADLYME	075	LYME
E SUFFIELD	139	SUFFIELD	HAMBURG	075	LYME
E THOMPSON	141	THOMPSON	HAMDEN	062	HAMDEN
E VILLAGE	085	MONROE	HAMPTON	063	HAMPTON
E WALLINGFORD	148	WALLINGFORD	HANOVERE	133	SPRAGUE
E WEATOGUE	128	SIMSBURY	HARTFORD	064	HARTFORD
E WILLINGTON	160	WILLINGTON	HARTLAND	065	HARTLAND
E WILSON	164	WINDSOR	HARWINTON	066	HARWINTON
E WINDSOR	047	EAST WINDSOR	HAWLEYVIL CTR	097	NEWTON
E WINDSOR HILL	132	SOUTH WINDSOR	HAWLEYVILLE	097	NEWTON
E WOODSTOCK	169	WOODSTOCK	HAYDEN STA	164	WINDSOR
EAGLEVILLE	078	MANSFIELD	HAZARDVILLE	049	ENFIELD
EASTFORD	039	EASTFORD	HEBRON	067	HEBRON
EASTON	046	EASTON	HIGGANUM	061	HADDAM
ELLINGTON	048	ELLINGTON	HIGH RIDGE	135	STAMFORD
ELM HILL	094	NEWINGTON	HIGHLAND PK	077	MANCHESTER
ELMVILLE	069	KILLINGLY	HIGHWOOD	062	HAMDEN
ELMWOOD	155	WEST HARTFORD	HOCKANUM	043	EAST HARTFORD
ENFIELD	049	ENFIELD	HOP RIVER	030	COLUMBIA
ESSEX	050	ESSEX	HOTCHKISS GROVE	014	BRANFORD
FABYAN	141	THOMPSON	HOTCHKISSVILLE	168	WOODBURY
FAIRFIELD	051	FAIRFIELD	HUNTINGTON	126	SHELTON
FAIRHAVEN	093	NEW HAVEN	HUNTINGTON CTR	126	SHELTON
FALLS VILLAGE	021	CANAAN	HYDEVILLE	134	STAFFORD
FARMINGTON	052	FARMINGTON	INDIAN NECK	014	BRANFORD
FITCHVILLE	013	BOZRAH	IVORYTON	050	ESSEX
FLANDERS	045	EAST LYME	IVORYTON HGTS	050	ESSEX
FLOYDVILLE	128	SIMSBURY	JEWETT CITY	058	GRISWOLD
FORESTVILLE	017	BRISTOL	KENSINGTON	007	BERLIN
FOXON	044	EAST HAVEN	KENT	068	KENT
FOXTOWN	041	EAST HADDAM	KILLINGLY	069	KILLINGLY
FRANKLIN	053	FRANKLIN	KILLINGLY CTR	069	KILLINGLY
GALES FERRY	072	LEDYARD	LAKE AMSTON	067	HEBRON
GAYLORDSVILLE	096	NEW MILFORD	LAKE HAYWARD	028	COLCHESTER
GEORGETOWN	161	WILTON	LAKESIDE	087	MORRIS
GILDERSLEEVE	113	PORTLAND	LAKEVILLE	122	SALISBURY
GILEAD	067	HEBRON	LEBANON	071	LEBANON
GILMAN	013	BOZRAH	LEDYARD	072	LEDYARD
GLASGO	058	GRISWOLD	LEESVILLE	041	EAST HADDAM
GLASTONBURY	054	GLASTONBURY	LETES ISL	060	GUILFORD
GLENBROOK	135	STAMFORD	LIME ROCK	122	SALISBURY
GLENVILLE	057	GREENWICH	LISBON	073	LISBON
GOODYEAR	069	KILLINGLY	LITCHFIELD	074	LITCHFIELD
GOSHEN	055	GOSHEN	LONG HILL	144	TRUMBULL
GOSHEN CENTER	055	GOSHEN	LONG RIDGE	135	STAMFORD
GRANBY	056	GRANBY	LWR PAWCATUCK	137	STONINGTON
GRANITEVILLE	152	WATERFORD	LOWER STEPHANY	085	MONROE
GRASEMERE STA	051	FAIRFIELD	LYME	075	LYME
GREENFIELD HL	051	FAIRFIELD	MADISON	076	MADISON
GREENS FARMS	158	WESTPORT	MANCHESTER	077	MANCHESTER
GREENVILLE	104	NORWICH	MANCHESTER GRN	077	MANCHESTER
GREENWICH	057	GREENWICH	MANSFIELD	078	MANSFIELD
GREYSTONE	111	PLYMOUTH	MANSFIELD 4 CRNR	078	MANSFIELD
GRISWOLD	058	GRISWOLD	MANSFIELD CNTR	078	MANSFIELD
GRISWOLDVILLE	159	WETHERSFIELD	MANSFIELD DPT	078	MANSFIELD
GROSVENORDALE	141	THOMPSON	MANSFIELD HLW	078	MANSFIELD

Address Town	Tax Town Code	Tax Town Name	Address Town	Tax Town Code	Tax Town Name
MAPLE HILL	094	NEWINGTON	N THOMPSON	141	THOMPSON
MARBLEDALE	150	WASHINGTON	N THOMPSONVILL	049	ENFIELD
MARION	131	SOUTHINGTON	N WESTCHESTER	028	COLCHESTER
MARLBOROUGH	079	MARLBOROUGH	N WILLINGTON	160	WILLINGTON
MECHANICSVILLE	141	THOMPSON	N WILTON	161	WILTON
MELROSE	047	EAST WINDSOR	N WINDHAM	163	WINDHAM
MERIDEN	080	MERIDEN	N WINDSORVILLE	047	EAST WINDSOR
MERROW	078	MANSFIELD	N WOODBURY	168	WOODBURY
MIANUS	057	GREENWICH	N WOODSTOCK	169	WOODSTOCK
MIDDLE HADDAM	042	EAST HAMPTON	NAUGATUCK	088	NAUGATUCK
MIDDLEBURY	081	MIDDLEBURY	NEPAUG	092	NEW HARTFORD
MIDDLEFIELD	082	MIDDLEFIELD	NEW BRITAIN	089	NEW BRITAIN
MIDDLETOWN	083	MIDDLETOWN	NEW CANAAN	090	NEW CANAAN
MILBROOK	057	GREENWICH	NEW FAIRFIELD	091	NEW FAIRFIELD
MILFORD	084	MILFORD	NEW HARTFORD	092	NEW HARTFORD
MILLDALE	131	SOUTHINGTON	NEW HARTLAND	065	HARTLAND
MILLSTONE	152	WATERFORD	NEW HAVEN	093	NEW HAVEN
MILLVILLE	088	NAUGATUCK	NEW LONDON	095	NEW LONDON
MILTON	074	LITCHFIELD	NEW MILFORD	096	NEW MILFORD
MOMAUQUIN	044	EAST HAVEN	NEW PRESTON	150	WASHINGTON
MONROE	085	MONROE	NEWFIELD	083	MIDDLETOWN
MONROE CTR	085	MONROE	NEWINGTON	094	NEWINGTON
MOUNT CARMEL	062	HAMDEN	NEWINGTON CTR	094	NEWINGTON
MONTOWESE	101	NORTH HAVE	NEWINGTON JCT	094	NEWINGTON
MONTVILLE	086	MONTVILLE	NEWTOWN	097	NEWTOWN
MOODUS	041	EAST HADDAM	NIANTIC	045	EAST LYME
MOOREVILLE	162	WINCHESTER	NICHOLS	144	TRUMBULL
MOOSUP	109	PLAINFIELD	NO HAVEN	101	NORTH HAVEN
MORRIS	087	MORRIS	NOANK	059	GROTON
MORRIS COVE	093	NEW HAVEN	NORFOLK	098	NORFOLK
MYSTIC	137	STONINGTON	NOROTON	035	DARIEN
N ASHFORD	039	EASTFORD	NOROTON HGTS	035	DARIEN
N BLOOMFIELD	011	BLOOMFIELD	NORTHFIELD	074	LITCHFIELD
N BRANFORD	099	NORTH BRANFORD	NORTHFORD	099	NORTH BRANFORD
N CANAAN	100	NORTH CANAAN	NORTHVILLE	096	NEW MILFORD
N CANTON	023	CANTON	NORWALK	103	NORWALK
N COLCHESTER	028	COLCHESTER	NORWICH	104	NORWICH
N COLEBROOK	029	COLEBROOK	NORWICHTOWN	104	NORWICH
N COLLINSVIL	023	CANTON	OAKDALE	086	MONTVILLE
N CORNWALL	031	CORNWALL	OAKVILLE	153	WATERTOWN
N COVENTRY	032	COVENTRY	OCCUM	104	NORWICH
N CROMWELL	033	CROMWELL	OLD GREENWICH	057	GREENWICH
N FRANKLIN	053	FRANKLIN	OLD LYME	105	OLD LYME
N GRANBY	056	GRANBY	OLD MYSTIC	137	STONINGTON
N GREENWICH	057	GREENWICH	OLD SAYBROOK	106	OLD SAYBROOK
N GROSVNORDLE	141	THOMPSON	ONECO	136	STERLING
N GUILFORD	060	GUILFORD	ORANGE	107	ORANGE
N KENT	068	KENT	ORCUTTVILLE	134	STAFFORD
N LYME	075	LYME	ORONOQUE	138	STRATFORD
N MADISON	076	MADISON	OSWEGATCHIE	152	WATERFORD
N MANCHESTER	077	MANCHESTER	OXFORD	108	OXFORD
N MIANUS	057	GREENWICH	OXFORD CENTER	108	OCFORD
N MOODUS	041	EAST HADDAM	PACHAUG	058	GRISWOLD
N NEWINGTON	094	NEWINGTON	PACKER	022	CANTERBURY
N NORWALK	103	NORWALK	PACKERSVILLE	022	CANTERBURY
N PLAIN	041	EAST HADDAM	PAWCATUCK	137	STONINGTON
N PLYMOUTH	111	PLYMOUTH	PEMBERWICK	057	GREENWICH
N RIDGEFIELD	118	RIDGEFIELD	PEQUABUCK	111	PLYMOUTH
N SOMERS	129	SOMERS	PHOENIXVILLE	039	EASTFORD
N STAMFORD	135	STAMFORD	PINE MEADOW	092	NEW HARTFORD
N STERLING	136	STERLING	PLAINFIELD	109	PLAINFIELD
N STONINGTON	102	N STONINGTON	PLAINVILLE	110	PLAINVILLE

Address Town	Tax Town Code	Tax Town Name	Address Town	Tax Town Code	Tax Town Name
PLANTSVILLE	131	SOUTHINGTON	S WINDSOR	132	SOUTH WINDSOR
PLEASANT VAL	005	BARKHAMSTED	S WOODSTOCK	169	WOODSTOCK
PLYMOUTH	111	PLYMOUTH	SACHEMS HEAD	060	GUILFORD
POMFRET	112	POMFRET	SALEM	121	SALEM
POMFRET CTR	112	POMFRET	SALISBURY	122	SALISBURY
POMFRET LNDG	112	POMFRET	SANDY HILL	081	MIDDLEBURY
POQUETANUCK	114	PRESTON	SANDY HOOK	097	NEWTOWN
POQUONOCK	164	WINDSOR	SAUGATUCK	156	WEST HAVEN
POQUONOCK BDG	059	GROTON	SAYBROOK MANOR	106	OLD SAYBROOK
PORTLAND	113	PORTLAND	SAYBROOK POINT	106	OLD SAYBROOK
PRESTON	114	PRESTON	SCANTIC	047	EAST WINDSOR
PROSPECT	115	PROSPECT	SCITICO	049	ENFIELD
PUTNAM	116	PUTNAM	SCOTLAND	123	SCOTLAND
PUTNAM CTR	116	PUTNAM	SEYMOUR	124	SEYMOUR
PUTNAM HGTS	116	PUTNAM	SHARON	125	SHARON
PUTNEY	138	STRATFORD	SHARON VALLEY	125	SHARON
QUAKER HILL	152	WATERFORD	SHELTON	126	SHELTON
QUINEBAUG	141	THOMPSON	SHERMAN	127	SHERMAN
RAINBOW	164	WINDSOR	SHIPPEN POINT	135	STAMFORD
REDDING	117	REDDING	SHORT BEACH	014	BRANFORD
REDDING CTR	117	REDDING	SILVERMINE	103	NORWALK
REDDING RDGE	117	REDDING	SIMSBURY	128	SIMSBURY
REYNOLDS BRDG	140	THOMASTON	SOMERS	129	SOMERS
RIDGEBURY	034	DANBURY	SOMERSVILLE	129	SOMERS
RIDGEBURY CTR	034	DANBURY	SOUND VIEW	105	OLD LYME
RIDGEFIELD	118	RIDGEFIELD	SOUTHBURY	130	SOUTHBURY
RIVERSIDE	057	GREENWICH	SOUTHFORD	130	SOUTHBURY
RIVERSVILLE	057	GREENWICH	SOUTHINGTON	131	SOUTHINGTON
RIVERTON	005	BARKHAMSTED	SOUTHPORT	051	FAIRFIELD
ROBERTSVILLE	029	COLEBROOK	SPRAGUE	133	SPRAGUE
ROCKFALL	082	MIDDLEFIELD	SPRING GLEN	093	NEW HAVEN
ROCKLAND	076	MADISON	SPRINGDALE	135	STAMFORD
ROCKVILLE	146	VERNON	STAFFORD HLW	134	STAFFORD
ROCKY HILL	119	ROCKY HILL	STAFFORD SPRNGS	134	STAFFORD
ROGERS	069	KILLINGLY	STAFFORD	134	STAFFORD
ROUND HILL	057	GREENWICH	STAFFORDVILLE	134	STAFFORD
ROWAYTON	103	NORWALK	STAMFORD	135	STAMFORD
ROXBURY	120	ROXBURY	STEPNEY	085	MONROE
ROXBURY STA	120	ROXBURY	STEPNEY DEPOT	085	MONROE
ROXBURY CNTR	120	ROXBURY	STERLING	136	STERLING
S BERLIN	007	BERLIN	STEVENSON	085	MONROE
S BOLTON	012	BOLTON	STONINGTON	137	STONINGTON
S BRITAIN	130	SOUTHBURY	STONY CREEK	014	BRANFORD
S CANAAN	021	CANAAN	STORRS	078	MANSFIELD
S CHAPLIN	024	CHAPLIN	STRATFORD	138	STRATFORD
S CHESHIRE	026	CHESHIRE	SUFFIELD	139	SUFFIELD
S COVENTRY	032	COVENTRY	TACONIC	122	SALISBURY
S FARMS	083	MIDDLETOWN	TAFTVILLE	104	NORWICH
S GLASTONBURY	054	GLASTONBURY	TALCOTVILLE	146	VERNON
S KENT	068	KENT	TAFTVILLE	104	NORWICH
S KILLINGLY	069	KILLINGLY	TALCOTVILLE	146	VERNON
S LITCHFIELD	074	LITCHFIELD	TARIFFVILLE	128	SIMSBURY
S LYME	105	OLD LYME	TERRYVILLE	111	PLYMOUTH
S MANCHESTER	077	MANCHESTER	THOMASTON	140	THOMASTON
S MERIDEN	080	MERIDEN	THOMPSON	141	THOMPSON
S MIDDLEBURY	081	MIDDLEBURY	THOMSONVILLE	049	ENFIELD
S NORFOLK	098	NORFOLK	TOLLAND	142	TOLLAND
S NORWALK	103	NORWALK	TORRINGTON	143	TORRINGTON
S WETHERSFIELD	159	WETHERSFIELD	TRACY	148	WALLINGFORD
S WILLINGTON	160	WILLINGTON	TRUMBULL	144	TRUMBULL
S WILTON	161	WILTON	TWIN LAKES	122	SALISBURY
S WINDHAM	163	WINDHAM	TYLERVILLE	061	HADDAM

Address Town	Tax Town Code	Tax Town Name	Address Town	Tax Town Code	Tax Town Name
UNCASVILLE	086	MONTVILLE	WHIGVILLE	020	BURLINGTON
UNION	145	UNION	WHITNEYVILLE	062	HAMDEN
UNION CITY	088	NAUGATUCK	WILLIMANTIC	163	WINDHAM
UNIONVILLE	052	FARMINGTON	WILLINGTON	160	WILLINGTON
UPPER STEPNEY	085	MONROE	WILSON	164	WINDSOR
VERNON	146	VERNON	WILSON STA	164	WINDSOR
VERNON CENTER	146	VERNON	WILSONVILLE	141	THOMPSON
VERSAILLES	133	SPRAGUE	WILTON	161	WILTON
VOLUNTOWN	147	VOLUNTOWN	WINCHESTER	162	WINCHESTER
W ASHFORD	003	ASHFORD	WINCHESTER CTR	162	WINCHESTER
W AVON	004	AVON	WINDHAM	163	WINDHAM
W BANTAM	074	LITCHFIELD	WINDHAM CTR	163	WINDHAM
W BLOOMFIELD	011	BLOOMFIELD	WINDSOR	164	WINDSOR
W CHESHIRE	025	CHESHIRE	WINDSOR LOCKS	165	WINDSOR LOCKS
W CORNWALL	031	CORNWALL	WINDSORVILLE	047	EAST WINDSOR
W CROMWELL	033	CROMWELL	WINSTED	162	WINCHESTER
W GOSHEN	055	GOSHEN	WINTHROP	036	DEEP RIVER
W GRANBY	056	GRANBY	WOLCOTT	166	WOLCOTT
W HADDAM	061	HADDAM	WOLCOTT CTR	166	WOLCOTT
W HARTFORD	155	WEST HARTFORD	WOODBURY	167	WOODBURY
W HARTLAND	065	HARTLAND	WOODBURY	168	WOODBURY
W HAVEN	156	WEST HAVEN	WOODMONT	084	MILFORD
W MORRIS	087	MORRIS	WOODSTOCK	169	WOODSTOCK
W MYSTIC	059	GROTON	WOODSTOCK HL	169	WOODSTOCK
W NORFOLK	098	NORFOLK	WOODSTOCK VAL	169	WOODSTOCK
W NORWALK	103	NORWALK	WOODVILLE	150	WASHINGTON
W PLANTSVILLE	131	SOUTHINGTON	YALESVILLE	148	WALLINGFORD
W REDDING	117	REDDING	YANTIC	104	NORWICH
W ROCKY HILL	119	ROCKY HILL			
W SIMSBURY	128	SIMSBURY			
W STAFFORD	134	STAFFORD			
W STAMFORD	135	STAMFORD			
W STRATFORD	138	STRATFORD			
W SUFFIELD	139	SUFFIELD			
W THOMPSON	141	THOMPSON			
W TORRINGTON	143	TORRINGTON			
W WAUREGAN	019	BROOKLYN			
W WILLINGTON	160	WILLINGTON			
W WOODSTOCK	169	WOODSTOCK			
WALLINGFORD	148	WALINGFORD			
WAPPING	132	SOUTH WINDSOR			
WAREHOUSE PT	047	EAST WINDSOR			
WARREN	149	WARREN			
WARRENVILLE	003	ASHFORD			
WASHINGTON	150	WASHINGTON			
WASHINGTON DPT	150	WASHINGTON			
WASHINGTON GR	150	WASHINGTON			
WATERBURY	151	WATERBURY			
WATERFORD	153	WATERFORD			
WATERTOWN	152	WATERTOWN			
WATERVILLE	151	WATERBURY			
WAUREGAN	109	PLAINFIELD			
WEATOGUE	128	SIMSBURY			
WEQUETEQUOCK	137	STONINGTON			
WESTBROOK	154	WESTBROOK			
WESTCHESTER	028	COLCHESTER			
WESTFIELD	083	MIDDLETOWN			
WESTFORD	003	ASHFORD			
WESTON	157	WESTON			
WESTPORT	158	WESTPORT			
WESTVILLE	093	NEW HAVEN			
WETHERSFIELD	159	WETHERSFIELD			

REGISTRATION PLATE TYPES AND FEES

STANDARD (PASSENGER) PLATE

Vehicle Type: Passenger (vehicles that come over as SUV would need to be changed to Type: Passenger in order to be issued a Standard/Passenger plate) Usage: Regular

FEE: \$80.00 **Expiration:** 2 years from date of issue by the dealer.

Vehicle Type: Truck Usage: Regular

FEE: Determined by Declared Weight

Body Style: Pickup truck - if **GVWR** does not exceed 8,500 lbs. and the vehicle is **not** being used for commercial purposes.

COMBINATION

Vehicle Type: Passenger Usage: Combination i.e.; (2DR SED, 4DR SED)

FEE: \$88.00 **Expiration:** 2 years from date of issue by the dealer.

Vehicle Type: SUV, Truck, Van Usage: Combination

FEE: Determined by Declared Weight. **Expiration:** 2 years from date of issue by the dealer.

COMMERCIAL (Electric vehicles being registered as Commercial **cannot** be processed on line, these must be walked in to a DMV office for processing)

Vehicle Type: Passenger Usage: Commercial

FEE: Determined by Declared Weight. **Expiration:** 1 year from date of issue by the dealer.

Vehicle Type: SUV, Truck, Van Usage: Commercial

FEE: Determined by Declared Weight. **Expiration:** 1 year from date of issue by the dealer.

MOTORCYCLE

Vehicle Type: Motorcycle Usage: Regular

FEE: \$42.00 **Expiration:** 2 years from date of issue by dealer.

**Dealer must enter number of CC's and wheels.

CAMPER

Vehicle Type: Motorhome Usage: Regular

FEE: \$75.00 **Expiration:** 2 years from date of issue by the dealer.

17 Digit VIN decoder will fill in year, make and model of the cab and chassis which may differ once the body style is changed. Therefore, the year, make and model may be changed by the dealer at the time of registration to reflect completed vehicle. Vehicles over 10,000 GVWR are exempted from emission testing. **Light Weight and GVWR are required.** Dealer must fill in number of axles, fuel type, feet, and cylinders.

CAMP TRAILER

Vehicle Type: Trailer Usage: Regular

FEE: \$19.00 **Expiration:** 2 years from date of issue by the dealer.

Title Requirements: Title fee applied to all trailers over 2999 lbs. Trailer with weight of 2999 lbs. GVWR or less is exempt from title fee.

Greenhouse Gas Fee/CAA: None

NOTE: May only process trailer with regular usage. Trailer with less than a 17 digit VIN cannot be processed On-Line. Body style must be entered as "TRAILER". Light Weight and GVWR are required.

MISCELLANEOUS TRANSACTIONS AND PLATE FEES

Safety Plate Fee	\$5.00
Duplicate Registration Fee	\$20.00
Federal CAA (Pass, Comb, M/C, MH).....	\$10.00
Federal CAA (Commercial).....	\$5.00
Greenhouse Gas (GHG)	\$5.00 on NEW vehicles with Certificate of Origin *see below
Administrative Fee	\$10.00
Transfer.....	\$21.00
Record Transfer.....	\$20.00
Emission Exemption fee	\$40.00 (4 year model exemption – beginning with current calendar year and vehicles over 10,000 pounds are exempt)
Renewal Late Fee	\$10.00
Register Lien Holder	\$10.00
Title Application	\$25.00
Duplicate Title Fee	\$25.00
Inspection Fee	\$25.00

* **NEW**” vehicle means the vehicle has never previously been transferred by the manufacturer to a consumer (Original Certificate of Origin is present). This includes motor vehicles as defined in CGS 14-1 that are 10,000 or less and also includes demo vehicles, and vehicles that have their Certificate of Origins stamped “USED”. This GHG fee is a one time fee that is charged the first time the NEW vehicle is registered. Vehicle with OUT-OF-STATE titles are not charged the Greenhouse Gas (GHG) fee.

The GHG fee does **NOT** apply to:
 Special Mobile Equipment
 Motorcycles
 Trailers of any kind
 USED vehicles
 Vehicles not suitable for operation on the highways: e.g. snowmobiles, ATVs, golf carts, etc.
 Vehicles exempt from the payment of registration fees pursuant to Section 14-49(o) of the CGS.

ANY TITLE QUESTIONS – DUPLICATE TITLES, TITLE ONLY, and ABA STOLEN CAR CASE- MUST BE DIRECTED TO THE TITLE DEPARTMENT AT 860-263-5710

THE DEALER PROCESSING PHONE NUMBER IS FOR DEALERS ONLY.

DMV GENERAL INFORMATION: 860-263-5700 or 1-800-842-8222

CONTACT PEOPLE:

DEALER PROCESSING UNIT:

(860)263-5181 or 263-5155 Online Registration Processing

DEALERS & REPAIRERS DIVISION:

(860) 263-5056 D-47 Registration Issuance, Bond/Licensing, Dealer Plate issues, Leasing

COMMERCIAL VEHICLE SAFETY DIVISION:

(860)263-5446 Enforcement Questions

MARKER ROOM:

(860) 263-5433 Plate Inventory/Shipping

CONNECTICUT AUTOMOTIVE RETAILERS ASSOCIATION:

(860) 293-2500 Financial Issues

DealerTrack:(formerly known as TriVin)

1-800-374-GSS1 Software/Hardware Problems

CVR:

1-800-333-6995 Software/Hardware Problems

Vanguard Phone Number:

1-800-369-0570 or 860 563-1054

OBTAINING SUPPLIES FOR THE REGISTRATION:

FORM	FORM NUMBER	OBTAINED FROM
Application for Registration	H-13	Vanguard
Supplemental Assignment	Q-1	Vanguard
Application for Duplicate Title	H-6B	Vanguard

NOTE: Do not contact your vendor with questions relating to DMV policy and procedures, a DMV representative must be contacted.

H-117

**CONNECTICUT SECURE POWER OF ATTORNEY
FOR VEHICLE MILEAGE DISCLOSURE
AND CERTIFICATION**
H-117 NEW 9-2003



STATE OF CONNECTICUT
DEPARTMENT OF MOTOR VEHICLES
TITLE DIVISION
On the Web at <http://dmvct.org>

Connecticut Dealer License Number:

**POWER OF ATTORNEY TO SIGN FOR OWNER WHEN REGISTERING AND/OR TRANSFERRING OWNERSHIP OF A MOTOR VEHICLE
WHEN TITLE IS HELD BY LIENHOLDER**

WARNING: This form may be used only when title is physically held by lienholder. This form must be submitted to the State of Connecticut Department of Motor Vehicles by the person exercising powers of attorney. Failure to do so may result in fines and/or imprisonment.

VEHICLE DESCRIPTION				
YEAR	MAKE	MODEL	BODY TYPE	VEHICLE IDENTIFICATION NUMBER (VIN)

PART A: POWER OF ATTORNEY TO DISCLOSE MILEAGE

Federal and state laws require that you state the mileage upon transfer of ownership. Providing a false statement may result in fines and/or imprisonment.
I _____ appoint _____ as my attorney-in-fact, to
(Transferor's/Seller's Name, Print) (Transferee's/Buyer's Name, Print)
disclose the mileage, on the title for the vehicle described above, exactly as stated in the following disclosure.

I state that the odometer now reads _____ (No Tenths) miles and to the best of my knowledge that it reflects the actual mileage unless one of the following statements is checked.

- 1. I hereby certify that to the best of my knowledge the odometer reading reflects the mileage in excess of its mechanical limits.
- 2. I hereby certify that the odometer reading is NOT the actual mileage. **WARNING—ODOMETER DISCREPANCY**

Transferor's/Seller's Signature	Transferee's/Buyer's Signature
Transferor's/Seller's Printed Name	Transferee's/Buyer's Printed Name
Transferor's Address (Number and Street, City or Town, State, Zip Code)	Transferee's Address (Number and Street, City or Town, State, Zip Code)
Date of Statement _____	

PART B: POWER OF ATTORNEY TO REVIEW TITLE DOCUMENTS AND ACKNOWLEDGE DISCLOSURE
(Part B is invalid unless Part A has been completed)

I _____ appoint _____ attorney-in-fact to sign the
(Transferee's/Buyer's Printed Name) (Transferor's/Seller's Printed Name)
mileage disclosure, on the title for the vehicle described above, only if the disclosure is exactly as the disclosure completed below.

Transferee's/Buyer's Signature	Transferee's/Buyer's Printed Name
Transferee's Address (Number and Street, City or Town, State, Zip Code)	

Federal and state laws require that you state the mileage upon transfer of ownership. Providing a false statement may result in fines and/or imprisonment.

I, _____ state that the odometer now reads _____ (No Tenths) miles and to the best of my
(Transferor's/Seller's Printed Name)
knowledge that it reflects the actual mileage unless one of the following statements is checked.

- 1. I hereby certify that to the best of my knowledge the odometer reading reflects the mileage in excess of its mechanical limits.
- 2. I hereby certify that the odometer reading is NOT the actual mileage. **WARNING—ODOMETER DISCREPANCY**

Transferor's/Seller's Signature	Transferor's/Seller's Printed Name	Date of Statement
Transferor's Address (Number and Street, City or Town, State, Zip Code)		

PART C: CERTIFICATION

I _____, hereby certify that the mileage I have disclosed on the title document is consistent with that
(Person Exercising Above Powers of Attorney, Print)
provided to me in the above power of attorney. Further, upon examination of the title and any reassignment documents for the vehicle described above, the mileage disclosure I have made on the title pursuant to the power of attorney is greater than that previously stated on the title and reassignment documents. This certification is not intended to create, nor does it create any new or additional liability under Federal or State law.

Signature _____	Printed Name _____	Date _____
Address (Number and Street, City or Town, State, Zip Code)		

DISTRIBUTION: Original - DMV Canary - Transferor in Part A Pink - Dealer

Authorization for Pay-off (H-12)

**ASSIGNMENT AND AUTHORIZATION
FOR PAYOFF BY LICENSED DEALER**
H-12 REV. 8-2003

STATE OF CONNECTICUT
DEPARTMENT OF MOTOR VEHICLES
TITLE DIVISION
On The Web At <http://dmvct.org>



INSTRUCTIONS:

1. The titled owner(s) arranges the sale and provides the dealer with the name of the lienholder.
2. The dealer obtains the balance due on the loan and this form H-12 is completed and then signed by the owner(s). Form H-117 (Connecticut Secure Power of Attorney For Vehicle Mileage Disclosure and Certification) must be executed to meet the federal odometer requirement.
3. The dealer must forward a photocopy of both forms H-12 and H-117 to the lienholder with payment.
4. The lienholder releases the lien on the Certificate of Title (*if the lienholder has possession of the title*) and forwards the title to the dealer. If there is no title, the lien release must be submitted.
5. At the time of resale, the dealer will complete the reassignment section on the reverse side of the Certificate of Title (*if the dealer has possession of the title*), and will forward it together with this form H-12 to the Department of Motor Vehicles, accompanied by all other necessary documents for retitling and registration. Form H-117 must accompany this form H-12.
6. Section 4 of this form H-12 is to be completed ONLY by a Connecticut Licensed Dealer when the Connecticut Title cannot be obtained by the lienholder. The dealer must verify that the title which cannot be obtained from lienholder is in fact a Connecticut title.

SECTION 1 - VEHICLE INFORMATION

MAKE	MODEL	YEAR	TITLE NUMBER
VEHICLE IDENTIFICATION NUMBER (VIN)			

SECTION 2 - LIENHOLDER INFORMATION

NAME OF LIENHOLDER

ADDRESS OF LIENHOLDER (Number and street) (City or Town) (State) (Zip Code)

SECTION 3 - PURCHASER/TRANSFeree INFORMATION

NAME OF DEALER (Transferee)

ADDRESS OF DEALER (Transferee) (Number and street) (City or Town) (State) (Zip Code)

For value received, the undersigned seller(s) have assigned, transferred, and conveyed all my/our right, title, and interest in the above described motor vehicle subject, however, to your rights and interests therein; and I/we hereby authorize you to accept from the said Purchaser/Transferee the amount of \$ _____, being the full balance due on my/our account, and upon receipt and acceptance of such amount you are instructed to surrender the Certificate of Title to said motor vehicle, properly released and endorsed within 10 days as required by law.

SIGNATURE OF SELLER(S) X	PRINTED NAME OF SELLER(S)	DATE SIGNED
SIGNATURE OF DEALER(S) (By Authorized Official) X	PRINTED NAME OF DEALER(S) (By Authorized Official)	DATE SIGNED

Subscribed under penalty of false statement as provided in Section 53a-157b of the Connecticut General Statutes, as amended.

THIS DOCUMENT IS NOT A CERTIFICATE OF TITLE

SECTION 4 - SIGNATURE OF DEALER

In accordance with the provisions of Sections 14-180 of the Connecticut General Statutes, I hereby attest that the original Connecticut Certificate of Title cannot be obtained from the lienholder and the lien has been satisfied. I request that the transfer be made on Assignment and Warranty of Title (*Previous Connecticut Title Only*).

AUTHORIZED SIGNATURE OF DEALER: X	DEALER LICENSE NUMBER
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Supplemental Assignment of Ownership and/or Bill of Sale (Q-1)

SUPPLEMENTAL ASSIGNMENT OF OWNERSHIP AND/OR BILL OF SALE
Q-1 REV. 2-97



STATE OF CONNECTICUT
DEPARTMENT OF MOTOR VEHICLES

INSTRUCTIONS FOR A VEHICLE:

1. Complete Sections 1, 3, 4, and the SIGNATURE AND CERTIFICATION BY SELLER(S) SECTION.
2. This form can be used as a **BILL OF SALE** or to assign ownership when the assignment areas on the back of a **TITLE** are filled.
3. This form must be accompanied by the most recent **TITLE** issued for the vehicle.

INSTRUCTIONS FOR A VESSEL:

1. Complete Sections 2, 3, 4, and the SIGNATURE AND CERTIFICATION BY SELLER(S) SECTION.
2. This form is used as a **BILL OF SALE**.

WARNING: Federal law requires that you state the mileage in connection with a transfer of ownership. Failure to complete the Odometer Disclosure Statement or providing a false statement may result in fines and/or imprisonment.

CHECK ONE
 VEHICLE VESSEL

ASSIGNMENT OF OWNERSHIP

SELLER(S): The undersigned seller(s) hereby state(s) the vehicle described on this title was transferred to the buyer(s) specified below. BUYER(S): Do not sign below until all sections have been completed and signed by seller(s). Signing below indicates you are aware of the **CONDITION STATEMENT** and **ODOMETER DISCLOSURE STATEMENT** made by seller(s).

SECTION 1 <i>Vehicle Information</i>	TITLE NUMBER		ISSUED BY THE STATE OF:		
	MAKE	YEAR	VEHICLE IDENTIFICATION NUMBER		
	Was this vehicle at the time of sale in condition for legal operation on the highway(s) of this state? <i>(Only Dealers must respond to this question)</i> <input type="checkbox"/> YES <input type="checkbox"/> NO				
	I state that, to the best of my knowledge and belief, the odometer reading specified below reflects the actual mileage, unless one of the following statements is checked: ODOMETER READING <i>(No tenths)</i> <input type="checkbox"/> I hereby certify that to the best of my knowledge the odometer reading reflects the amount of mileage in excess of its mechanical limits. <i>(The odometer started at zero again.)</i> <input type="checkbox"/> I hereby certify that the odometer reading is not actual mileage. WARNING: ODOMETER DISCREPANCY				
SECTION 2 <i>Vessel Information</i>	MAKE	YEAR	HULL IDENTIFICATION NUMBER <i>(Required if built 1973 or later)</i>		
	COLOR - PRIMARY/SECONDARY	MODEL	LENGTH	STATE WHERE LAST NUMBERED	PREVIOUS NUMBER
SECTION 3 <i>Buyer(s)</i>	NAME OF BUYER <i>(Please print)</i>		CHECK ONE IF CO-OWNED <input type="checkbox"/> AND <input type="checkbox"/> OR		NAME OF CO-BUYER <i>(Please print)</i>
	ADDRESS OF BUYER(S)				DEALER'S LICENSE NO. <i>(if dealer)</i>
	SIGNATURE OF BUYER(S) <i>(Or authorized official)</i> X		PRINTED NAME OF BUYER(S) <i>(Authorized official)</i>		DATE SIGNED
SECTION 4 <i>Seller(s)</i>	NAME OF SELLER(S) <i>(Please print)</i>				DATE SOLD
	ADDRESS OF SELLER(S) <i>(Please print)</i>				DEALER'S LICENSE NO. <i>(if dealer)</i>

SIGNATURE AND CERTIFICATION BY SELLER(S)

I (we) declare under penalty of false statement that the information furnished above is true and complete to the best of my (our) knowledge and belief. The owner (seller) of this motor vehicle or vessel described above hereby transfers to the buyer the described motor vehicle or vessel in consideration of the amount (selling price) entered below, receipt hereby acknowledged.

SIGNATURE OF SELLER(S) <i>(Or authorized official)</i> X	PRINTED NAME OF SELLER(S) <i>(Authorized official)</i>	SELLING PRICE \$	DATE SIGNED
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Certificate of Parental Consent (2-D)

CERTIFICATE OF PARENTAL CONSENT
2D REV. 6-2002

STATE OF CONNECTICUT
DEPARTMENT OF MOTOR VEHICLES
BRANCH OPERATIONS
On The Web At <http://dmvct.org>



NAME OF 16 OR 17 YEAR OLD APPLICANT (Last, First, Middle)	APPLICANT'S DATE OF BIRTH (Month, Day, Year)
NAME OF APPLICANT'S PARENT, GUARDIAN OR SPOUSE OVER 18	CONSENTER'S DATE OF BIRTH (Month, Day, Year)

RELATIONSHIP TO APPLICANT
 PARENT FOSTER PARENT LEGAL GUARDIAN (Court Appointed) SPOUSE OVER 18 YEARS OLD

If the person giving consent *IS NOT* a parent, proper documentation of authority must be shown.

I hereby certify that the information furnished above is true and accurate to the best of my knowledge and belief. I hereby request that the following document(s) be issued to said applicant.

LEARNER'S PERMIT / DRIVER'S LICENSE MOTORCYCLE LEARNER'S PERMIT / MOTORCYCLE LICENSE MOTOR VEHICLE REGISTRATION

VEHICLE IDENTIFICATION NUMBER (if applicable)			GROSS VEHICLE WEIGHT (if applicable)
REGISTRATION PLATE NUMBER	VEHICLE YEAR	VEHICLE MAKE	LIGHT VEHICLE WEIGHT (if applicable)
SIGNATURE OF PARENT, GUARDIAN OR SPOUSE OVER 18	DRIVER LICENSE OR DOCUMENTATION SHOWN	DATE SIGNED	
X			

NOTARIZATION (Not valid unless notarized below)

SUBSCRIBED AND SWORN TO BEFORE ME:	PLACE SWORN	DATE SIGNED
SIGNATURE OF NOTARY PUBLIC, JUSTICE OF THE PEACE, OR COMMISSIONER OF SUPERIOR COURT		DATE COMMISSION EXPIRES OR JURIST NO.
X		

Title Inquiry Report (Sample)

TITLE INQUIRY REPORT

A. Vehicle Title Information

VIN: 2B4FP25BXWR100007

Title Number: 027591072

Year: 1998

Make: DODGE

Odometer: 009999

Titling Date: 12/12/1998

Legend 1: ODOMETER EXCEEDS LIMITS

Legend 2:

Legend 3:

B. Owner Information

Number of Owners: 1

Owner Name: JONES JOHN

Co-Owner Name:

C. Lien Holder Information

(A letter of lien release must accompany this application when there is a lien holder present.)

Number of Liens: 1

Lien Holder 1: FLEET BANK

Address:

Street: 1000 SILAS DEANE HWY

City: WETHERSFIELD

State: CT

Zip: 061094231

Lien Holder 2:

Address:

Street:

City:

State:

Zip:

D. Company Information

Company's License Number: N277

Company Name: VALENTI CHEVROLET OLDSMOBILE INC

Validation Number: 20031209124210E065474

Transaction Number: T0018345141882530

This report must be attached to the H6B form when processing a transfer of ownership and there is no original title available.

Withdrawal Form (H-71)

**STATEMENT OF WITHDRAWAL FOR A
CONNECTICUT MOTOR VEHICLE TITLE**
H-71 REV. 6-2015

STATE OF CONNECTICUT
DEPARTMENT OF MOTOR VEHICLES
On The Web At ct.gov/dmv



NAME OF APPLICANT (First Name, Middle Initial, Last Name) or BUSINESS NAME			DMV OFFICE WHERE TRANSACTION OCCURRED (If applicable)
VEHICLE YEAR	VEHICLE MAKE	VEHICLE MODEL	VEHICLE IDENTIFICATION NUMBER
PLEASE CHECK THE OWNERSHIP DOCUMENT THAT WAS SUBMITTED FOR THIS TRANSACTION:			ODOMETER READING
<input type="checkbox"/> CERTIFICATE OF ORIGIN <input type="checkbox"/> CONNECTICUT TITLE <input type="checkbox"/> OUT OF STATE TITLE (See below)			
IF OUT OF STATE TITLE → NAME OF TITLING STATE		OUT OF STATE TITLE NUMBER	
NAME AND MAILING ADDRESS OF DEALER (No., Street, Town, State, Zip Code)			

REASON FOR WITHDRAWAL

It is requested that the application for the vehicle and the applicant indicated above be withdrawn. All fees paid in the submission of the original application are forfeited. You MUST submit a copy of the original registration and evidence that the registration has been canceled or transferred to another vehicle.

SIGNATURE OF APPLICANT X	DATE SIGNED	APPLICANT TELEPHONE NUMBER	
SIGNATURE OF LIEN HOLDER X	DATE SIGNED	LIEN HOLDER TELEPHONE NUMBER	
I hereby certify under penalty of false statement that the sale of the vehicle identified above was never finalized and the vehicle was not delivered to the applicant and did NOT leave the property.			
SIGNATURE OF DEALER X	DATE SIGNED	DEALER LICENSE NUMBER	DEALER TELEPHONE NUMBER

Administrative Fee Requirements

Policy No. R-10 – 01R Administrative Fees (REVISED)

Revision Date: 06/29/2011

Effective Date: 07/01/2011

Subject: Standard for collection of Administrative Fees authorized under CGS 14-12s.

Purpose: To establish uniform guidelines for collection of Administrative \$10 Fee.

Scope: This standard applies to each motor vehicle **transaction** that involves an electronic inspection of a manufacturer's vehicle identification number for all vehicle types being registered and /or titled in CT.

Description: Administrative Fee will be collected at the time of **initial** application for title or registration transactions- except transactions listed below:

All Boat Transactions

Sub-Registration

Renewals (including seasonal)

Duplicates

Changes (vehicle description or name changes) on current registrations.

All State or Municipal owned vehicles (title fee exempt)

Temporary registrations

Duplicate titles

Corrections due to DMV error

STANDARD/PASSENGER REGISTRATION INFORMATION:

Vehicle Type: Passenger	Usage: Regular
Vehicle Type: Truck	Usage: Regular *Must be under 8500 lbs.
Fees:	Passenger Styles Vehicles: \$80.00 Registration fee Pickups: Fees determined by declared weight
	\$ 5.00 Safety Plate Fee \$ 5.00 Greenhouse Gas Fee (One time fee paid only when registering a vehicle with a Certificate of Origin)
Clean Air Act Fee:	\$10.00 (only collected on new issues and renewals)
Administrative Fee:	\$10.00 Collected at the time of initial application for title
Expiration Date:	Expires two years from date of issue Example: Vehicle registered 1/8/2015 will expire on 1/7/2017.
Special Requirements:	CT Insurance Card
Definition:	C.G.S. 14-1-59: "Passenger Motor Vehicle" means a motor vehicle, used for the private transportation of persons and their personal belongings, designed to carry occupants in comfort and safety, with not less than 50% of the total area enclosed by the outermost body contour lines, excluding the area enclosing the engine, as seen in a plain view, utilized for designating seating positions and necessary legroom with a capacity of carrying not more than 10 passengers including the operator thereof.

NOTE: Registrations processed to a business must be either a Combination or Commercial plate. If it is a passenger vehicle and they want passenger/standard plates they must submit a letter stating that this vehicle will be driven by an officer of the company and it will be for personal use only.

Registering a Pick-up Truck with Standard/Passenger Plates:

Effective September 10, 2004, a pick up truck can be registered with passenger plates if the **Gross Vehicle Weight Rating does not exceed 8,500 lbs.** and the vehicle **is not** being used for **commercial** purposes.

The registration will be assigned a Standard/Passenger plate – the 'Usage' will be Regular. The registration fee will be collected **based on the GVWR** of the vehicle. **Combination fees** will be charged in addition to other required fees for registration.

CLASS TRANSFER:

If a customer has a current combination plate and is requesting to transfer the equity from the previous registration to a passenger marker plate a Class Transfer must be processed. A **CLASS TRANSFER WILL NOT BE PROCESSED ON-LINE**. It must be processed **OVER THE COUNTER** at a local DMV branch office.

- Bring the current registration, marker plates and insurance information to your local DMV and request a class transfer to passenger plates.
- Applicable Fees: You will pay a \$45.00 class transfer fee at that time.
- Important: You will be given credit for the unused portion of your current registration and will have to pay an additional fee for the new expiration period of the passenger plates. This fee is based on the expiration of your current registration and the gross weight of the vehicle. The additional fee will be determined at the time the class transfer is processed.
- The light weight and gross weight of the vehicle will remain the same as on the combination registration.
- You will receive new passenger plates

Please keep in mind that vehicles with a registered gross weight of more than 7500 lbs. are prohibited from using the limited access state highways designated as parkways (Merritt Parkway, Wilbur Parkway).

COMBINATION REGISTRATION INFORMATION

Vehicle Type: Passenger	Usage: Combination
Vehicle Type: Truck, Van, SUV	Usage: Combination
Fees:	Passenger vehicle: \$88.00 Registration fee Truck, SUV, Van: Determined by Declared Weight NOTE: The GVWR cannot exceed 12,500 pounds for a Combination registration.
	\$ 5.00 Safety Plate Fee \$ 5.00 Greenhouse Gas Fee (One time fee paid only when registering a vehicle with a Certificate of Origin)
Expiration Date:	Expires two years from <u>date of issue</u> Example: Vehicle registered 1/8/2015 will expire on 1/7/2017.
Special Requirements:	CT Insurance Card
Clean Air Act Fee: Administrative Fee:	\$10.00 (only collected on new issues and renewals) \$10.00 Collected at the time of initial application for title
Definition:	C.G.S. 14-1-10: "Combination registration" means the type of registration issued to a motor vehicle used for both private and commercial purposes if such vehicles does not have a gross vehicle weight rating in excess of twelve thousand five hundred pounds
Annual Fee:	The cost of a one-year registration. Example: For vehicle with a GVWR of 4,000 lbs., the annual fee factor would be \$52.90.
Highest Fee:	The cost to register a vehicle for the entire two-year period. Example: For a vehicle with a GVWR of 4,000 lbs. the highest fee would be \$105.80.
Special Notes:	Combination or commercial plates are needed on the following types or makes of vehicles: A van that does not have all windows or permanent seats in the back. Combination plates can only be issued to vehicles with a GVWR of 12, 500 lbs. or less. The weight shown on the application for registration must be the actual GVWR that is stated on the label affixed to the vehicle by the manufacturer.

SEC 14-137-10 (Regulation of State Agencies) Registration: Effective January 1, 1973, any motor vehicle registered as a camper or combination motor vehicle or for which "camper" or "combination" registration is renewed shall be issued a registration listing the gross vehicle weight of such vehicle. The gross vehicle weight indicated on a "camper" or "combination" registration shall not exceed the maximum as established by the manufacturer.

TRANSFER COMBINATION WITH INCREASE IN WEIGHT:

The system will calculate the amount of equity, if any, can be used toward the new registration. The equity is determined by the previous registrations fee, expiration date and GVWR or Declared weight (if initially registered in new system) of vehicle.

The system will use the GVWR or DW fee factor and expiration date on the previous registration to determine the new fee.

The calculations by the system are as follows:

Previous registration fee divided by 25 (for 2 yr. reg) or 13 (for 1 yr. reg)
Multiplied by the # of months remaining on previous registration (up to current month)
Subtract the above total from the New registration fee
This is your new total registration fee

Example: Previous registration expires 7/1/2016 and previous registration fee is \$106.80 (based on a 3600lb GVWR)

Today's date – 6/16/2015

New Vehicle – Declared weight is 5000lbs / \$130.00 total 2yr reg fee

$\$106.80 / 25 \text{ months} = \4.27

$\$4.27 * 14 \text{ (months remaining on previous reg from current date)} = \59.78

$\$130.00 - 59.78 = 70.22$

Your new registration fee is \$70.22

Note: The system will calculate all fees.

Combination Fee Chart

Combination registration fees are based on the Declared Weight (DW) that the vehicle will be registered for (The customer will fill in the DW on the H13). To use the chart below, you must determine the Declared Weight of the vehicle (the registered declared weight cannot be more than the manufacturer's GVWR). Find the corresponding weight in the first column and read across to the column labeled "2-Year Fee". The fee in this column is the amount charged for a new registration that is issued. If the declared weight falls between two figures the next higher weight will be used in calculating the correct fee. These fees are in addition to any other applicable fees such as Title, Plate fee, Sales Tax, etc. All new combination registrations will expire two years from the date of issuance.

Registered Declared Weight	2-Year Fee				
Less than 3001	\$94.00				
3001-4000	\$106.80				
4001-5000	\$130.00				
5001-6000	\$153.20				
6001-7000	\$176.40				
7001-8000	\$199.60				
8001-9000	\$222.80				
9001-10000	\$246.00				
10001-11000	\$269.20				
11001-12000	\$292.40				
12001-13000	\$315.60				

COMMERCIAL REGISTRATION INFORMATION (Electric vehicles being registered as Commercial cannot be processed on line, these must be walked in to a DMV office for processing)

Vehicle Type: Passenger	Usage: Commercial
Vehicle Type: Truck, Van, SUV	Usage: Commercial
Fees:	Fee determined by declared weight according to commercial fee chart.
	\$ 5.00 Safety Plate Fee \$ 5.00 Greenhouse Gas Fee (One time fee paid only when registering a vehicle with a Certificate of Origin)
Expiration Date:	1 year from date of issuance
Special Requirements:	CT Insurance Card
Definition:	C.G.S. 14-1-12: "Commercial registration" means the type of registration required for any motor vehicle designed or used to transport merchandise, freight or persons in connection with any business enterprise, unless a more specific type of registration is authorized and issue by the commissioner for such class of vehicle
Clean Air Act Fee:	\$5.00 (only collected on new issues and renewals)
Administrative Fee:	\$10.00 Collected at the time of initial application for title
Annual Fee:	The cost of a one-year registration. Example: For vehicle with a GVWR of 4,000 lbs., the annual fee would be \$56.40.
Highest Fee:	Commercial vehicles are only registered for one year. The annual fee and highest fee should be the same. Example: For a vehicle with a DW of 4,000 lbs. the annual fee and highest fee should be \$56.40.
Special Notes:	Weights to Appear on Application: LW (Light Weight): Appears as shipping weight on CO or NADA reference. GVWR DW (Declared Weight): Registration fees are determined by this weight

Note: Dealers can register Commercial vehicles, up to 26,000lbs, on-line.

** If the system returns a "stop" that states the following: **"US DOT # is required"** for vehicles with a GVWR of 18,001lbs or more, the dealer will need to call the DMV and have the US DOT # added to the customer's record **

** If the system returns a "stop" that states the following: **"Minimum liability amount is not met by the insurance policy entered....."** the dealer will need to contact the DMV Insurance Compliance Unit at (860) 263-5725**

Commercial Fee Chart

Commercial registration fees are based on the declared weight that the vehicle will be registered for. Find the corresponding weight range in the first column and read across to determine the registration fee. The fee in the column labeled "Annual Fee" is the amount charged for a new registration that is issued.

These fees are in addition to any other applicable fees such as Title, Plate fee, Sales Tax, etc.

Note: If the Declared Weight/DW falls between two figures go to the next higher weight for the correct fee. Example: If the DW of the vehicle is 4957 lbs., the fee for 5000 lbs. is charged.

Gross Weight	Annual Fee				
Less than 3001	\$47.00				
3001-4000	\$56.40				
4001-5000	\$68.00				
5001-6000	\$79.60				
6001-7000	\$91.20				
7001-8000	\$102.80				
8001-9000	\$114.40				
9001-10000	\$126.00				
10001-11000	\$137.60				
11001-12000	\$149.20				
12001-13000	\$160.80				
13001-14000	\$172.40				
14001-15000	\$184.00				
15001-16000	\$195.60				
16001-17000	\$207.20				
17001-18000	\$218.80				
18001-19000	\$230.40				
19001-20000	\$242.00				
20001-21000	\$308.20				

21001- 22000	\$322.40				
22001- 23000	\$336.60				
23001- 24000	\$350.80				
24001- 25000	\$365.00				
25001- 26000	\$379.20				

CAMP TRAILER REGISTRATION INFORMATION

Vehicle Type:	Trailer
Usage:	Regular
Fees:	\$19.00
Administrative Fee:	\$ 5.00 Safety Plate Fee \$10.00 Collected at the time of initial application for title
Expiration Date:	2 years from date of issuance
Special Requirements:	None
Definition:	C.G.S. 14-1-7: "Camp trailer registration" means the type of registration issued to any trailer that is for nonbusiness use and is limited to camp trailers and utility trailers
Highest Fee:	Cost to register for the two (2) year registration period (\$19.00)
Special Notes:	No title required for trailers 2,999 lbs. or less Must have rear light for any weight Must have brakes on all wheels if 3,000 lbs., or more. Title required on 3,000 lbs. or more LW, GVWR and DW needed as well as combined length of vehicle hitch and trailer on H-13.

Requirements to register

New Manufactured Trailer:

- Bill of Sale: must include buyer, seller, purchase price, year, make, body style and VIN
- Certificate of Origin (if gross weight of trailer over 3,000 lbs.)
- Application for Registration and Certificate of Title (H-13)

Used Manufactured Trailer

- Bill of Sale: must include buyer, seller, purchase price, year, make, body style and VIN
- Proof of previous CT registration (if gross weight is 3,000 lbs. or less)
- Title properly assigned (if gross weight is over 3,000 lbs.)
- Application for Registration and Certificate of Title (H-13)
- Safety inspection or VIN Verification required (if applicable)
 - Previously registered out of state- VIN Verification required
 - Trailer over 10,000 lbs GVWR require inspection

New Homemade Trailer (see additional information on homemade trailers)

- Receipts for the parts/items that were used to make trailer
- Application for Registration & Certificate of Title (H-13)

Used Homemade Trailer

- Bill of Sale: must include buyer, seller, purchase price, year, make, body style and VIN
- Proof of previous CT registration (if gross weight is 3,000 lbs. or less)
- Title properly assigned (if gross weight is over 3,000 lbs.)
- Safety inspection or VIN Verification required (if applicable)
 - Previously registered out of state- VIN Verification required
 - Trailer over 10,000 lbs GVWR require inspection

TITLE & REGISTRY REQUIREMENTS FROM OTHER STATES ON TRAILERS

Alabama	Registration not required on boat trailers 1975 and subsequent years. Travel Trailers are exempt
Alaska	Title required
Arizona	Title required
Arkansas	Title optional for GVWR under 3,001 lbs.
California	Title required on 3,000 lbs. or more
Colorado	Title required on 3,000 lbs. or more
Connecticut	Title required on 3,000 lbs. or more
Delaware	Title required
District of Columbia	Title required
Florida	Title not required on GVWR less than 2,000 lbs. Farm trailers exempt from registration.
Georgia	Boat Trailers, Pole Trailers and homemade trailers exempt as well as utility trailers under 2,000 lbs. Exempt
Hawaii	No title
Idaho	Title required except trailers with unladen weight less than 2,000 lbs.
Illinois	Title required
Indiana	Title required
Iowa	Trailer under 2,000 lbs. Exempt. Farm trailers also exempt from registration.
Kansas	Title and registration optional on weight less than 2,000 lbs. Farm trailers with a load under 6,000 lbs. Exempt
Kentucky	Title required. Boat trailers exempt from registration
Louisiana	Title required. Farm exempt
Maine	Trailers with an unladen weight of 3,000 lbs. or under are exempt. Ten year old trailers are exempt
Maryland	Title required
Massachusetts	Title not required on trailers having gross weight of 3,000 lbs. or less
Michigan	Trailers with empty weight under 2,500 lbs. are exempt
Minnesota	Title required
Mississippi	Boat Trailers are exempt
Missouri	Title required
Montana	Title required
Nebraska	Noncommercial trailers with a gross weight of 9,000 lbs. or under are exempt
Nevada	Title required
New Hampshire	Trailers with gross weight
New Jersey	Title required
New Mexico	Title required
New York	Trailers under 1,000 lbs. are exempt. Vehicles with model years prior to 1973 are exempt.
North Carolina	Title required unless implement of husbandry.
North Dakota	Boat, utility and luggage trailers are exempt. Registration not required for utility trailers, boat trailer, and trailers with a GVWR 1,500 lbs. or less and not "for hire" or commercial use.
Ohio	Commercial trailers, semi-trailers and utility trailers weighing under 4,000 lbs. are exempt. Boat or utility trailer used or personal use are issued a non-commercial plate.
Oklahoma	Registrations not required on small trailers unless used for commercial purposes. Luggage, boat trailers and privately-owned trailers not used commercially and farm trailer not in excess of 6,000 lbs. are exempt
Oregon	Title required except for farm trailers
Pennsylvania	Title required
Rhode Island	Trailer with a capacity of 3,00 lbs. or less is exempt. Vehicles over 10 years old are exempt

South Carolina	Title required over 2,500 lbs. Except for implements of husbandry and pole trailers. Title optional and registration not required if GVWR of boat trailer is less than 2,500 lbs. GVWR. Over 2,500 lbs. GVWR, title and registration is mandatory.
South Dakota	Title required
Tennessee	Registration not required on farm, boat or utility trailers. Title not required.
Texas	Title required unless used solely for transportation of farm products. Titles issued on travel trailers and camper trailers designed for human habitation, commercial trailers having empty weight in excess of 4,000 lbs. and semi-trailers having gross weight in excess of 4,000 lbs.
Utah	Title required except for privately owned trailers 750 lbs. or less that are not used on highway
Vermont	All 1972 and later models, title required except for trailers with unladen weight of 1,500 lbs. or less
Virginia	Title required
Washington	Title required
West Virginia	Title required
Wisconsin	Title required. A trailer, semi-trailer or camping trailer with a GVWR of 3,000 lbs. or less is exempt from registration. Title optional and exempt from registration for trailer, semi-trailer or camping trailers with GVWR of 3,000 lbs. or less. Title required per 3,000 lbs. GVWR.
Wyoming	Title Required. Trailers weighing one thousand (1,000) pounds or less unladen are exempt
Puerto Rico	Title required all trailers registered after July 1, 1987

TRAILERS BEING REGISTERED OUT OF STATE:

Many customers who purchase trailers from dealerships or individuals may choose to register their trailer out of state. Many states have different title laws and requirements, the customer may be refused registration in another state because they do not hold title to a trailer. The statute below will assist these customers in registering trailers which have weight less than three thousand pounds:

Sec. 14-166. Exempt vehicles. (a) The acquisition of a certificate of title shall not be required and the issuance of a certificate of title by the Commissioner of Motor Vehicles shall not be required for the following: (1) A vehicle owned by the United States, unless it is registered in this state; (2) a vehicle owned by a manufacturer or dealer and held for sale, even though incidentally moved on the highway or used for purposes of testing or demonstration; or a vehicle used by a manufacturer solely for testing; (3) a vehicle owned by a nonresident of this state and not required by law to be registered in this state; (4) a vehicle regularly engaged in the interstate transportation of persons or property for which a currently effective certificate of title has been issued in another state; (5) a vehicle moved solely by animal power; (6) an implement of husbandry; (7) special mobile equipment; (8) a self-propelled wheel chair or invalid tricycle; **(9) any trailer having a gross weight not in excess of three thousand pounds;** (10) any vehicle for which a temporary registration has been issued pursuant to section 14-12 for the purpose of permitting a nonresident owner who purchases a vehicle in Connecticut to transport such vehicle to such owner's home state; (11) a motor vehicle owned by the state or any town, city or borough within the state; (12) a motor vehicle registered temporarily for inspection purposes pursuant to section 14-12. The acquisition of a certificate of title for any vehicle manufactured prior to 1981 shall not be required. The commissioner, in his discretion, may issue such certificate of title for such a vehicle. (b) Part III of this chapter does not apply to: (1) A vehicle moved solely by animal power; (2) an implement of husbandry; (3) special mobile equipment; (4) a self-propelled wheel chair or invalid tricycle; (5) any trailer having a gross weight not in excess of three thousand pounds.

HOMEMADE TRAILERS:

A homemade trailer composed or assembled from the parts of two or more used trailers will need proof of ownership of or receipts for the purchase of the trailers. In order to verify that any one of the previously listed five (5) classifications (qualifying measures) has been accomplished, the following evidence shall be considered acceptable:

- The receipt for an entire purchased complete component.
- A receipt for purchased assemblies necessary to rebuild a complete component or a repair order indicating the rebuilding of a complete component.
- The receipt for the fabrication of or the materials for a complete component.
- Proof of ownership or the receipt for purchase of a used trailer obtained for its parts or to be rebuilt.
- Photographs of a rebuilt trailer prior to being rebuilt which clearly show the conditions of complete components replaced.
- For any components fabricated from materials on hand for which no receipt is generally available, the person shall sign under penalty of false statement an affidavit attesting to the type and source of the individual pieces of material.

All homemade trailers are required to be inspected and a Connecticut Vehicle Identification Number assigned at a DMV Safety Inspection location.

REASSIGNMENT OF MISSING TRAILER VIN

Trailers with a GVWR 10,001 or higher must contact the Anti Theft Unit at (860)263-5098 for VIN assignment.

CAMPER REGISTRATION INFORMATION

Vehicle Type:	Motorhome
Usage:	Regular
Fees:	\$75.00
Administrative Fee:	\$ 5.00 Safety Plate Fee \$ 5.00 Greenhouse Gas Fee (One time fee paid only when registering a vehicle with a Certificate of Origin) \$10.00 Collected at the time of initial application for title
Expiration Date:	2 years from date of issuance
Special Requirements:	CT Insurance Card
Definition:	C.G.S. 14-1-8: "Camper" means any motor vehicle designed or permanently altered in such a way as to provide temporary living quarters for travel, camping or recreational purposes
Highest Fee:	Cost to register for the entire two (2) year registration period (\$75.00)
Special Notes:	<p>Vehicles in this category are:</p> <ol style="list-style-type: none"> 1. Manufactured Campers 2. Vehicles converted from a bus, truck or other vehicles equipped for living purposes. <ol style="list-style-type: none"> a. House on Wheels b. Beach Wagon c. Camper 3. Vehicles on which a "CAMPER module" is permanently mounted on or in the motor vehicle. <ol style="list-style-type: none"> a. Should a registrant want to use such a vehicle commercially, combination plates for registration must be issued, charging combination fee according to declared weight, plus additional fees <p>Gross Weight, Axles, and Light Weight</p> <p>Light and Gross weight of the vehicle fully equipped. Gross weight cannot exceed the manufacturers GVWR listed in reference books for make and model of vehicle. Gross weight cannot exceed statutory limits. 14-49(t) limits in correction are:</p> <p style="margin-left: 40px;">2 axle, 36,000 3 axle, 53,800 4 axle, 67,400 5 axle, 73,000</p> <p>To register a vehicle, which is used as a camper when, a "camper module" is mounted temporarily and commercially when "camper module" is removed registration must be:</p> <ol style="list-style-type: none"> 1. Combination, if under 10,000 GVWR 2. Commercial, if over 10,000 lbs. GVWR

MOTORCYCLE REGISTRATION INFORMATION

Vehicle Type:	Motorcycle
Usage:	Regular
Fees:	\$42.00
Administrative Fee:	\$ 5.00 Safety Plate Fee \$10.00 Collected at the time of initial application for title
Expiration Date:	2 years from date of issuance
Special Requirements:	CT Insurance Card
Definition:	<p>C.G.S. 14-1-46: "Motorcycle" means a motor vehicle, with or without a side car, having not more than three wheels in contact with the ground and a saddle or seat on which the rider sits or a platform on which the rider stands and includes bicycles having a motor attached, except bicycles propelled by means of a helper motor as defined in section 14-286, but does not include a vehicle having a completely or partially enclosed rider's seat and a motor which is not in the enclosed area;</p> <p>Sec. 14-286(e) Use of bicycles and bicycles with helper motors. Regulations re bicycles on bridges. Use of high-mileage vehicles. (3) "helper motor" means a motor having a capacity of less than fifty cubic centimeters piston displacement, rated not more than two brake horsepower, capable of a maximum speed of no more than thirty miles per hour and equipped with automatic transmission.</p>
Highest Fee:	Cost to register for the entire two (2) year registration period (\$42.00)
Special Notes:	Limitation Section 14-80I(b): No person shall operate on the highway or in any parking area for ten or more motor vehicles if a motorcycle if equipped with handlebars that are more than fifteen inches in height above the uppermost portion of the seat when the seat is depressed by the weight of the operator.