

## **Resources to Assist Residents Requiring Motor Vehicle Registrations**

The Goffstown Town Clerk's Staff is trying to remotely assist all Goffstown residents accomplish their "not-in-person" vehicle registrations. Please complete a [Remote Vehicle Registration Form](#), containing your instructions for registration, and include it with your documents. We will return all completed transactions by mail as soon as possible.

Effective Monday, March 23<sup>rd</sup>, the NH Division of Motor Vehicles (DMV) walk-in servicing is now only available by scheduling appointments at five or their substations throughout NH. Manchester and Concord are the nearest locations. **Please call (603)-227-4000 to obtain an appointment for the following transactions:**

### **20 Day Motor Vehicle plates:**

Residents needing a 20-day plate, only available thru NH DMV locations by calling to schedule an appointment

### **New Boat Registrations**

New boat registrations require the "in-person" signature of the owner on newly produced boat registrations. Contact DMV to schedule an appointment.

### **Boat Registration Renewals Without a NH DMV Annual Renewal Notice Form**

Towns are required to collect NH DMV issued renewal notices signed by the current owner. If you do not have the State's renewal notice, contact DMV to schedule an appointment.

### **Not -In-Person Vehicle Registrations Available thru the Town Clerk's Office**

Renewal Registrations continue to be easily available thru online services at [www.Goffstown.com](http://www.Goffstown.com), through the mail or by utilizing our Town Hall drop box, in the rear of the building.

Accomplishing a not-in-person new vehicle registration is not an ideal situation, however Town Clerk staff will make every effort to work with you to remotely complete your new vehicle registration. During the pandemic, we are temporarily authorized by the NH DMV Title Bureau, to waive the requirement for new vehicle

owners to be physically present to sign title applications prepared by Town Clerk Staff. Owners of newly titled vehicles will be receiving follow-up documentation, to be signed and returned directly to the NH Title Bureau in Concord.

**We have prepared a form for – “[Remote Vehicle Registration Form-Instructions from Vehicle Owner](#)” to be used by purchasers of new and used vehicles and submitted with required documents and check or money order payment.**

### **Types of Vehicles to be Registered:**

#### **Private sale or out of state registrations:**

New registrations purchased from a private sale: Year 1999 and older, we need a bill of sale and one of the following three documents a copy of the NH registration, title, or a TDMV19a.

(<https://www.nh.gov/safety/divisions/dmv/forms/index.htm>)

#### **Year 2000 or newer private sale:**

An original title completely filled out with buyer and seller signatures, odometer reading and date of sale.

A completed “Instructions From Vehicle Owner” form with instructions from purchaser (if transferring plates see below)

#### **Transferring plates:**

We will need the current (non-expired registration) from the vehicle you are transferring from. If you do not have your original non expired registration, one would have to be purchased for \$18.00. We will need form RDMV110

(<https://www.nh.gov/safety/divisions/dmv/forms/index.htm>) filled out and signed and mailed with other documents

#### **New Vehicles purchased at NH dealership**

NH DMV 20-day plates as well as NH authorized dealer 20-day plates, issued on or after February 26, 2020 have been given an automatic extension through April 30, 2020. Town Clerk Staff is available to remotely help register your new vehicle prior to the end of April. Please do not wait until the last week of April to remotely transact your new registration. We require time to process the

transaction and return your registration through the mail. Also, please be aware that fees payable change on a monthly basis which impacts your cost estimate.

**FOR ALL TRAILER REGISTRATIONS:** Please submit a completed **“Remote Vehicle Registration Form- Instructions From Vehicle Owners”**. Each situation is unique and we need to understand your specific request. If transferring plates see **“Transferring Plates”** instructions (above).

**Trailers 2000 or newer with a gross vehicle weight of 3001 lbs. or over**

An original title completely filled out with buyer and seller signatures and date of sale or if purchased from a NH dealership a certificate of title application

**Trailers under 3001 gross vehicle weight**

Bill of sale with buyer, seller and trailer information including the gross vehicle weight, year, make, model, color and a **valid 17-digit vin.**

**If you do not have a valid 17-digit vin you will need one of the following three documents with your bill of sale**

- 1. Copy of previous NH registration**
- 2. 19A (vin verification form filled out by NH inspection station or a NH licensed dealership**
- 3. Copy of title or certificate of origin**

**Trailers 1999 or older with a gross vehicle weight more than 3001 lbs.**

You will need one of the following three documents with your bill of sale

1. Copy of previous NH registration
2. 19A (vin verification form filled out by NH inspection station or a NH licensed dealership
3. Copy of title or certificate of origin

## **Boat Renewals**

Send us your NH DMV issued boat renewal notice. An owner must sign the top two sections of the form. Add \$5.00 to the fee payable to Town of Goffstown.

## **More on Renewals for Residents New to Goffstown:**

Welcome to Goffstown. Town Clerk Staff look forward to meeting you in person in the future.

We are able to assist you with your first time Goffstown vehicle renewal by mail. Online services are not available unless you previously notified the NH Driver's License Division, in writing, that you are a new resident to Goffstown.

If moved here from another town in NH and have NOT changed your address with the State of NH – Send a copy of your registration, a current utility bill for proof of residency and a records change request form #DSMV30 (<https://www.nh.gov/safety/divisions/dmv/forms/index.htm>)

Please contact us for more details. We are here to help.