

# SNOWMOBILE DEALER

## REGISTRATION INSTRUCTIONS



**NEW YORK**  
STATE OF  
OPPORTUNITY.

**Department of  
Motor Vehicles**

# TABLE OF CONTENTS

Registration as a Dealer in New York State .....	1
Point of Sale Registration and Temporary Registration .....	2
Non-Resident Registration. ....	2
Exemption From Registration .....	2-3
RV-351 (Snowmobile Registration Decal) .....	3-4
MV-53 (Temporary Certificate of Registration) .....	4
Snowmobile Registration Procedures .....	5-9
• Requirements for Registration .....	5
• Proof of Ownership. ....	5-6
• Dealer's Bill of Sale .....	6
• Proof of Identity and Date of Birth .....	7
• Registration in the Name of a Corporation .....	7
• Registration of Government or Emergency Snowmobiles. ....	7
• Registration in the Name of an Applicant Under 21 Years of Age .....	7
• Installment and Prepaid Sales. ....	8
• MV-82SN (Snowmobile Registration Application)* .....	8
• Fee Information. ....	9
Processing .....	9-10
Sales Tax Information .....	10
Forms .....	10-11
Trails and Clubs. ....	11
RV-253 (Application for Snowmobile Dealer Registration) - Attachment A .....	12
MV-61P (Official Business Certificate) - Attachment B. ....	13
RV-351 (Snowmobile Registration Decal) - Attachment C .....	14
PD-2 (Dealer Request for Snowmobile Registration Numbers and Forms) - Attachment D* .....	15
MV-53 (Temporary Certificate of Registration) - Attachment E .....	16
MV-82SN (Snowmobile Registration Application) - Attachment F* .....	17-18
MV-82.1SN (Registering a Snowmobile in New York State) - Attachment G* .....	19-20
RV-6 (Declaration of Exemption From Snowmobile or All-Terrain Vehicle Registration) - Attachment H. ....	21
Snowmobile Out-of-State Ownership Requirements - Attachment I .....	22-24
MV-51B (Statement of Ownership For Non-Titled Vehicles, Boats, Snowmobiles and All-Terrain Vehicles) - Attachment J*	25-26
ID-82 (Proofs of Identity For Registration and Title) - Attachment K* .....	27-28
MV-45 (Statement of Identity by Parent/Guardian) - Attachment L* .....	29
Sample New York State Snowmobile Association Voucher - Attachment M. ....	30

\*This form is available on DMV's web site at [dmv.ny.gov](http://dmv.ny.gov).

# SNOWMOBILE DEALER REGISTRATION INSTRUCTIONS

## REGISTRATION AS A DEALER IN NEW YORK STATE

Section 2222 of the NYS Vehicle and Traffic Law requires any person engaged in the business of selling snowmobiles at wholesale or retail to register as a dealer with the Department of Motor Vehicles. To apply for a registration, complete an RV-253, "Application for Snowmobile Dealer Registration" (see Attachment A), and an RV-100 snowmobile demonstrator registration card. Send your RV-253, RV-100 and required fee to:

New York State Department of Motor Vehicles  
Vehicle Safety Services - Application Unit  
PO Box 2700  
Albany, NY 12220-0700

You can contact Vehicle Safety Services by phone at (518) 474-0919, or by e-mail at [www.dmv.ny.gov](http://www.dmv.ny.gov) (please specify that your message is for Vehicle Safety Services, regarding snowmobiles).

After Vehicle Safety Services receives your registration application forms, the MV-61P, "Official Business Certificate" (see Attachment B), and two demonstrator registration numbers will be sent to you. Your dealer registration must be renewed every two years by the last day of the month in which the original registration certificate was issued. DMV sends renewal applications and RV-101 snowmobile demonstrator renewal registration cards to dealers about 30 days before the expiration date.

The "Official Business Certificate" shows the dealership name, address, facility identification number assigned by DMV, and the expiration date of the registration. The certificate must be displayed in a conspicuous place in your place of business. The facility identification number should be written after your name on all correspondence, checks, forms, etc.

The two dealer demonstrator registration numbers (*6" x 3" registration decals* - see Attachment C), two reflective, color-coded, yearly validation stickers, and two blue "month of expiration" stickers may be affixed to removable placards. There is no limit to the number of snowmobiles which may be demonstrated or tested with each number. However, the demonstrator registration number can be displayed on only one machine at a time. These demonstrator numbers may not be transferred from dealer to purchaser or from one dealer to another. Also, by law, demonstrator numbers may only be used for the purpose of demonstration or testing. No other use, including personal use, is permitted. Two additional demonstrator registration numbers may be purchased for \$10 each (for two years) without an investigation.

You must notify Vehicle Safety Services in writing when you are no longer doing business. In such a situation, your dealer certificate and demonstration numbers must be returned to DMV for cancellation.

**POINT OF SALE REGISTRATION AND TEMPORARY REGISTRATION**

All snowmobile dealers are required by the Vehicle and Traffic Law to register every snowmobile they sell to New York State residents or non-residents at the point of sale, unless the purchaser qualifies for an exemption (*see "Exemption from Registration" below*). **PLEASE NOTE:** If a purchaser makes a down payment on a snowmobile, you must not register it until the purchaser picks it up or you deliver it.

As a dealer, you have two options for registering a new or used snowmobile:

- issue an MV-53, “Temporary Certificate of Registration” (see Attachment E), an RV-351, “Registration Decal” if needed (see Attachment C), and submit the required documentation as described on page 5 to any DMV office within 5 days where a permanent registration will be issued. **PLEASE NOTE:** WHEN ISSUING A REGISTRATION DECAL, YOU MUST ALSO ISSUE A TEMPORARY CERTIFICATE OF REGISTRATION; OR
- bring the application to any state or county Motor Vehicles office for processing.

If your dealership does a high volume of sales, contact the Department of Motor Vehicles office in your area and discuss how the office can help you process your registration work.

You are always responsible for completing an MV-82SN, “Snowmobile Registration Application” (see Attachment F), for the purchaser, and collecting the proper documents and fee (*described on the following pages*). If you choose to bring the application to a Motor Vehicles office, that office will issue the appropriate registration documents. If you prefer to issue temporary registrations, you must complete the MV-53, “Temporary Certificate of Registration” (see Attachment E), and give the appropriate copy to the customer as proof of temporary registration. Processing details are in the “Snowmobile Registration Procedures” section of these instructions. Please note that a new or used snowmobile that has never been registered in New York State cannot be issued a temporary registration without also being issued an RV-351, registration decal. For more information on issuing registration decals or obtaining decals from DMV, please refer to the section titled “RV-351 Snowmobile Registration Decal”.

The registration fee may be passed on to the purchaser, or you may choose to absorb the cost. However, the Vehicle and Traffic Law does not allow snowmobile dealers to charge a separate fee for registering a snowmobile on the purchaser’s behalf.

**NON-RESIDENT REGISTRATION**

People who do not live in New York, but who intend to use their snowmobiles in New York State, **must** obtain a New York snowmobile registration for each snowmobile used in New York State, unless they qualify for an exemption (*see "Exemption from Registration"*). A New York registration is required even if the snowmobile is already registered elsewhere. DO NOT ASSIGN A DECAL for a non-resident’s snowmobile if it is registered in the home jurisdiction (see page 8).

**EXEMPTION FROM REGISTRATION**

Some purchasers (*including both residents and non-residents*) may be exempt from registering their snowmobiles in New York State because the snowmobile will only be used on lands they own, or on lands they have a contractual right to use (*other than as a member of a club or association*), or on cross-border trails designated by the Commissioner of Parks, Recreation and Historic

Preservation. These purchasers must sign three copies of form RV-6, "Declaration of Exemption From Snowmobile or ATV Registration" (see Attachment H), which is available from the Plate & Document Distribution Unit. To order, use the PD-2, "Request For Dealer Snowmobile Registration Numbers and Forms" (see Attachment D). The dealer must complete the dealer portion of the form, providing the complete name, address and facility number of the dealership. Dealers must give one copy to the purchaser, keep one copy for the dealer's records and forward one copy to:

Department of Motor Vehicles  
Syracuse District Office  
4671 Onondaga Blvd.  
Syracuse NY 13219

**RV-351 "SNOWMOBILE REGISTRATION DECAL"**

Two decals (see Attachment C) are assigned to each snowmobile. Both are packaged on a common liner. Directions for placing the decals on the snowmobile are on the back of the liner.

The decals are assigned to:

1. a NEW snowmobile that was NEVER REGISTERED, **OR**
2. a USED snowmobile that was NEVER REGISTERED IN NEW YORK STATE, **OR**
3. a USED snowmobile that was PREVIOUSLY REGISTERED IN NEW YORK STATE, **ONLY IF** one or both decals are missing or the decals are damaged to the extent they cannot be easily read, **OR**
4. a NON-RESIDENT'S snowmobile that is not registered in New York State or in the registrant's home jurisdiction.

**PLEASE NOTE:** You may only issue decals when you have collected all the documentation that is required to issue a permanent registration.

Dealers may request decals by using form PD-2, "Request For Dealer Snowmobile Registration Numbers and Forms" (see Attachment D).

As soon as you receive a package of decals, you should always confirm that no decals are missing from the package.

When you issue decals, you must issue them in sequential (that is, alphabetic) order. For example, if you have the following groups of decals:

Group 1	9125FS - 9130FS
Group 2	3800FV - 3810FV
Group 3	3850FV - 3855FV

Group 1 contains the lowest, or first, sequence, so you would issue decals from this group first. Do not issue any decals out of sequence. Begin with the first decal in the group, and continue in sequence until you have issued all of the decals from Group 1. Group 1 decals must all be issued before you issue any decals from Group 2, and so on, with each group.

When inspecting your order, or at any other time, if you discover that any decals are missing, you must immediately notify the DMV Plate & Document Distribution Unit of the loss or theft, in writing, on your company business letterhead. Mail your letter to:

NYS DMV  
Plate & Document Distribution  
6 Empire State Plaza, Room 226  
Albany NY 12228-0226

In the event decals are stolen from your facility, immediately notify your local police agency and obtain a completed form MV-78B, "Report of Lost, Stolen or Confiscated Motor Vehicle Items". Send this, with a copy of the police report, to:

NYS DMV  
Plate & Document Distribution  
6 Empire State Plaza, Room 226  
Albany NY 12228-0226

The dealer is responsible for proper assignment of the registration decal, but not for placing the registration decal on the snowmobile. If the dealer wants to offer this service, do not apply the decal at temperatures below 40 degrees Fahrenheit, and keep the snowmobile in a dry place for 48 hours to give the decal enough time to stick properly.

### **MV-53 "TEMPORARY CERTIFICATE OF REGISTRATION"**

The "Temporary Certificate of Registration" (see Attachment E) allows a purchaser to legally operate a snowmobile until he/she receives the permanent registration document and sticker from DMV.

The MV-53 is a four-copy form, and is provided in books of 50 sets (one set is one four-copy MV-53). Each book has a wrap-around cover with a folded backing. The folded backing should be inserted under Copy 4 before completing the form, to prevent the ink from writing through to the next blank MV-53.

Complete the following information in the appropriate boxes of the MV-53:

- check the "snowmobile" box ;
- registration decal number; or if the application is being filed for a non-resident whose snowmobile is registered in his/her home-jurisdiction, write "Home Reg" (DMV will assign a registration number when the permanent registration document is issued), do not assign a decal;
- date the MV-53 certificate is issued;
- date the certificate will expire (calculate 45 days after the MV-53 is issued);
- snowmobile information - Year; Make; Model; and Color;
- snowmobile vehicle identification number (SVIN);
- name(s) of the registrant(s);
- name of the dealership;
- dealership's facility number;
- sign your name on the Dealer Signature line, print your name in full next to your signature, and indicate your title.

Each copy of the MV-53 should be distributed as follows:

- Copy 1 (blue) - given to the registrant;
- Copy 2 (yellow) - kept in the dealer's file;
- Copy 3 (white) - included with the "Snowmobile Registration Application" (form MV-82SN), when submitting the paperwork for processing;
- Copy 4 (green) - retained in the book, in consecutive number order, for audit purposes.

**Note:** You may issue only one MV-53 per snowmobile.

# SNOWMOBILE REGISTRATION PROCEDURES

## Requirements for Registration

1. Proof of Ownership
2. Dealer's bill of sale
3. Proof of identity/name and date of birth
4. MV-82SN Snowmobile Registration Application
5. Registration and Trail fee information

More specific information on these requirements can be found on the following pages.

### **1. Proof of Ownership**

It is the dealer's responsibility to ensure that proper ownership documents are checked at the time of registration and, if they are acceptable, are forwarded to DMV.

- A. If a resident or non-resident purchases a NEW snowmobile from a dealer registered in New York State, or from an out-of-state snowmobile dealer, documentation includes:

the Manufacturer's Certificate (or Statement) of Origin\*\* (the dealer facility number must be on the back of the MCO/MSO when the snowmobile is sold to show that the dealer has transferred ownership of the snowmobile).

- B. If a resident or non-resident purchases a USED snowmobile from a dealer registered in New York State, or from an out-of-state snowmobile dealer, and the snowmobile was previously registered in New York State by a NYS resident or any other jurisdiction by a nonresident, documentation includes:

1. the prior owner's New York registration renewal/transfer stub, signed over to the dealer, or similar proof of ownership issued by another state,\*\* AND
2. a bill of sale on the dealer's letterhead.

- C. If a resident or non-resident purchases a USED snowmobile from a dealer registered in New York State, or from an out-of-state snowmobile dealer, and the snowmobile was never registered in New York State by a NYS resident or any other jurisdiction, documentation includes:

1. the Manufacturer's Certificate (or Statement) of Origin\*\* signed over to the dealer, AND
2. a bill of sale on the dealer's letterhead.

Do not alter the proof of ownership document in any way, whether it is an MCO/MSO, a New York State Registration Certificate or an out-of-state ownership document. WE WILL NOT PROCESS APPLICATIONS THAT ARE ACCOMPANIED BY AN ALTERED DOCUMENT, and will return the entire registration package to the dealer.

**PLEASE NOTE:** Many out-of-state dealers do not give the MCO/MSO to their customers because their state does not require it for registration. Attachment H, "Snowmobile Out-of-State Ownership Requirements", identifies nearby states in which the MCO/MSO is not given to the customer. New York's policy is to accept, for FIRST-TIME REGISTRATION IN NEW YORK, the same ownership documentation that is required in the home state.

In all cases, return the original proofs of ownership to non-residents. Attach a photocopy of the non-resident's proof of ownership documents to the New York State MV-82SN (Snowmobile Registration Application). The photocopies must be legible. It is important to return the originals to the non-resident because the non-resident will need these papers if he or she wants to register the snowmobile in the home jurisdiction. The permanent registration issued by DMV to non-residents is non-transferable.

*\*\*DMV form MV-51B, "Statement of Ownership for Non-Titled Vehicles, Boats, Snowmobiles and All-Terrain Vehicles" (see Attachment I), may be used as proof of ownership for a snowmobile when all original paperwork has been lost and cannot be recovered. If the registration is still on the DMV file, the former owner must obtain a replacement registration and sign the transfer portion over to the new owner. The MV-51B must be accompanied by a pencil tracing of the snowmobile vehicle identification number (SVIN). The "Statement of Ownership" must be approved by the director/supervisor of the Motor Vehicles office; additional proof of ownership may be required. An MCO, MSO or transfer portion of the registration document is always preferred.*

## **2. Dealer's Bill of Sale**

The following information must be included on each dealer's bill of sale (or on the dealer's letterhead, if used as a bill of sale):

1. name and address of the purchaser (*a PO Box, RR or RD designation is NOT acceptable, by itself, as an address*);
2. date of sale (*THE DATE OF SALE SHOULD BE THE DATE THE OWNERSHIP OF THE SNOWMOBILE CHANGES HANDS, NOT THE DATE THE SNOWMOBILE IS ORDERED*);
3. purchase price of the snowmobile,
4. year, make, model, snowmobile vehicle identification number (*SVIN*), color and CC or HP of the snowmobile;
5. the dealer's sales tax identification number and the amount of sales tax collected, or a statement that all applicable sales taxes have been collected, or a statement that sales tax is not due and the reason it is not due;
6. the dealer's facility number;
7. the signature of the dealer or the dealer's authorized representative; and
8. the previous owner's name, on the DMV copy, if the snowmobile has been previously registered.

THE BILL OF SALE MUST BE AN ORIGINAL OR CARBON COPY, NOT A PHOTOCOPY.

**PLEASE NOTE:** An out-of-state bill of sale should contain information similar to the information on an in-state bill of sale, though it may differ somewhat because of differences in state laws.

### **3. Proof of Identity and Date of Birth**

To maintain the integrity of DMV registration files, all registrants are required to provide acceptable proof of identity when registering any vehicle, including snowmobiles. Therefore, as an agent of the department, you must require that all snowmobile registrants provide proof of their identity and date of birth when you register a snowmobile for them.

If the registrant is a licensed driver, the driver license is the preferred proof of identity. If the registrant is not a licensed driver, a complete listing of the requirements of identification is on form ID-82, "Proofs of Identity for Registration and Title" (see Attachment K).

Photocopy the proof of identity and proof of date of birth, and mail or bring these photocopies with the registration application to a Motor Vehicles office. If you choose to bring the registration application form to a Motor Vehicles office for processing, you must bring with you either the original proof of identity and proof of date of birth of the registrant, or a photocopy of the proof of identity and proof of date of birth of the registrant, so office staff can verify the identity of the registrant.

#### **Registration in the Name of a Corporation**

Snowmobiles can be registered in the name of a corporation. In such situations, the registrant must also provide proof of corporation as follows:

1. a registration or title in the same corporate name, OR
2. a certified copy of the Certificate of Incorporation, OR
3. for New York State corporations only:
  - a. a "Certificate of Good Standing or Subsisting" issued by the New York State Department of State, OR
  - b. a filing receipt issued by the New York State Department of State.
4. for out-of-state corporations only:
  - a. a certificate of subsisting or foreign bid issued by the New York State Department of State, OR
  - b. a certified copy of the Certificate of Incorporation issued by the home state.

#### **Registration of Government or Emergency Snowmobiles**

Dealers are not authorized to register government-owned snowmobiles or snowmobiles owned by volunteer agencies that are used exclusively for emergency purposes. These snowmobiles must be processed at a Motor Vehicles office.

#### **Registration in the Name of an Applicant Under 21 Years of Age**

When a purchaser wants to register a snowmobile in the name of an applicant who is under 21 years of age and who does not have acceptable proof of ID, the parent or guardian of the applicant may complete an MV-45 (Statement of Identity by Parent/Guardian) - see Attachment L. The parent or guardian must also provide a photocopy of proof of identity for himself or herself (*which must be six points of identification, as outlined on form ID-82, "Proofs of Identity For Registration and Title"*) and a copy of the underage applicant's birth certificate.

## Installment and Prepaid Sales

When a purchaser buys a snowmobile through installment payments, or puts money down to hold a snowmobile for a future purchase, the “Date of Sale” is the day the purchaser takes possession of the snowmobile. This is the date that should be recorded on the dealer bill of sale.

### 4. **MV-82SN “Snowmobile Registration Application”**

This form (see Attachment F) is a multi-purpose form that is used by Motor Vehicles offices and dealers. It is used for registering NEW OR USED snowmobiles and for registering snowmobiles owned by non-residents.

#### **How To Complete the MV-82SN “Snowmobile Registration Application”**

1. Use a ballpoint pen or typewriter for legible copies.
2. Enter all registrant and snowmobile information in the white boxes on page 1 of the form. The address section must contain both a street and number (*and apartment number, when appropriate*). We need to have a LEGAL (STREET) ADDRESS for the registrant if it is different from the mailing address. Applications that do not have a legal address will be returned to the dealer.
3. If you are issuing a temporary registration for a NEW or PREVIOUSLY UNREGISTERED USED snowmobile, or for A NON-RESIDENT’S SNOWMOBILE WHICH IS NOT REGISTERED IN THE HOME JURISDICTION, a decal must be assigned. Enter the decal number in the “Dealer Only” section on page 1 of the form. OR

If the snowmobile is USED and PREVIOUSLY REGISTERED IN NEW YORK, enter the old registration number in the “NY Registration No.” box on page 1 of the form. DO NOT ASSIGN A DECAL unless the current decals are missing or cannot be easily read. OR

If you are issuing a temporary certificate for a non-resident’s snowmobile which is registered in the home jurisdiction, DO NOT ASSIGN A DECAL. DMV will assign a registration number to the snowmobile when the permanent registration document is issued.

4. Enter the “Date Temp. Reg. Issued”, “Date of Sale” (*the date ownership changes hands*), “Date Sent to DMV Office”, “Dealer Name” and “Dealer Facility Number” in the appropriate boxes in the “Dealer Only” section at the top of page 1 of the form.
5. Have the owner sign the registrant “Certification” on page 2 of the form.
6. Complete the “Dealer Transfer Information” and “Dealer Certification” sections on page 2 of the form.

## 5. Registration and Trail Fee Information

The fee requested for registering a snowmobile is comprised of both a DMV registration fee and a Snowmobile Trail Development and Maintenance Fund fee (trail fee). When you register a snowmobile at the point of sale you must be sure that you collect the appropriate fee as outlined below:

\$100 (\$10 DMV registration fee + \$90 trail fee); OR

\$45 (\$10 DMV registration fee + \$35 trail fee) if the registrant provides proof that he/she is a member of a New York State snowmobile club that is a member of the New York State Snowmobile Association (NYSSA).

The fee charged should be based on the documentation submitted at the time of sale. If proof of club membership is not submitted, the higher fee should be charged. Waiting for proof of club membership is not an acceptable reason for applications not being submitted to a Motor Vehicles office within 5 calendar days of the date of sale.

### *Proof of Membership*

A snowmobile registrant who is member of a NYSSA snowmobile club must provide the following proof of club membership in order to pay the reduced trail fee:

- A valid membership voucher issued by NYSSA (see attachment M) **AND** a signed Snowmobile Club Member Certification included on the back of the Snowmobile Registration Application (MV-82SN).

You should not submit any snowmobile registration applications with the reduced trail fee if the registrant has not signed the Snowmobile Club Member Certification. Doing so will result in the application being rejected by a Motor Vehicles office.

## PROCESSING

1. Be certain that you collect and send the appropriate fee (unless the registrant is exempt):

Make the check or money order payable to the Commissioner of Motor Vehicles. Separate checks for each transaction is the preferred method when submitting multiple transactions for processing at the same time. If you wish to combine transactions on 1 check, 3 transactions is the limit. When combining transactions on 1 check, keep in mind that if one of the transactions has to be rejected, all transactions on that check will be returned.

2. If you are issuing a temporary registration, bring or mail the completed MV-82SN, the bill of sale, proper documentation and the appropriate fee as determined above to any Motor Vehicles office for processing.

The application must be submitted within 5 calendar days of the date of sale. This ensures that processing is completed within the 45-day period in which the temporary certificate is valid.

If you are providing registration services for an out-of-state registrant, and the snowmobile is already registered in another jurisdiction, a photocopy of the certificate of registration may be substituted for the bill of sale and MSO or MCO.

If you are not issuing a temporary certificate, bring the material to any state or county Motor Vehicles office for processing.

IMPORTANT NOTE: Snowmobile dealers in Rockland, Westchester, the Bronx, New York, Richmond, Kings, Queens, Nassau and Suffolk counties ONLY must mail or deliver transactions to one of the DMV Processing Centers listed below or any Upstate Motor Vehicles office:

Garden City Process. Center  
801 Axinn Ave.  
Garden City NY 11530

Jamaica Process. Center  
168-25 Jamaica Ave.  
Jamaica NY 11432

Harlem Process. Center  
159 E. 125th Street, 3rd Fl.  
New York NY 10035

**PLEASE NOTE: Missing information will result in a delay in processing the application.**

Staff members in all Motor Vehicles offices can answer questions about snowmobile registration. The phone number of the office nearest to you is in the blue pages of the telephone directory or can be found on DMV's web site at [dmv.ny.gov](http://dmv.ny.gov). Most offices are open between 8:30 a.m. and 4:30 p.m., Monday through Friday.

**SALES TAX INFORMATION**

All dealers selling snowmobiles in New York State are required to be registered with the NYS Department of Taxation and Finance (DTF) for the collection of sales tax. Dealers are responsible for registering snowmobiles before releasing them to customers and, as representatives of the DMV with respect to these registrations, dealers are also responsible for collecting the appropriate sales tax and sending it to DTF. The sales tax collected must be forwarded to DTF with the dealer's regular sales tax returns. Please do not send sales tax to DMV.

A dealer may have to collect sales tax at a rate higher than that at the point of delivery. Collect the higher rate of the following two options:

- the rate that is in effect where the purchaser takes possession of the snowmobile; OR
- the rate that is in effect where it is used or stored if the purchaser has a place of residence in the storage/use locality.

All sales to NYS residents are subject to sales tax unless the purchaser is entitled to an exemption. As proof of exemption, the purchaser must provide the dealer with a properly completed exemption document (for example, an ST-120 "Resale Certificate", an ST-125 "Farmer's Exemption Certificate", or an ST-119.1 "Exempt Organization Certification"). An exemption certificate must be received by the dealer no later than 90 days after delivery of the snowmobile to the purchaser.

If you need additional Tax and Finance forms, please call 518-457-5431. If you need assistance in determining whether a sale is taxable, or how the tax is to be calculated, please call the business information number at the Department of Taxation and Finance: 518-457-5342. Telephone assistance is available from 8:30 a.m. to 4:25 p.m., Monday through Friday. The DTF web site address is: [www.tax.ny.gov](http://www.tax.ny.gov).

**FORMS**

Forms are available only to New York State dealers who are registered with DMV's Division of Vehicle Safety Services. Beginning with the 1995-96 snowmobile season, DMV began issuing form RV-351, "Snowmobile Registration Decal" (see Attachment C), which shows the New York State registration number assigned to a snowmobile. The decal is 6" x 3", is silver with black lettering, and contains space where New York's yearly validation sticker and another state's sticker

or a dealer monthly expiration sticker can be placed. We did not retire existing registration numbers; therefore, PREVIOUSLY REGISTERED SNOWMOBILES KEEP THE REGISTRATION NUMBER ORIGINALLY ASSIGNED TO THE SNOWMOBILE.

Registration forms and decals can be ordered from the Plate & Document Distribution Unit in Albany. Snowmobile dealers may request these documents by mailing or faxing form PD-2 “Request for Dealer Snowmobile Registration Numbers and Forms” (see Attachment D), to the address below. This form is also available on our web site at [dmv.ny.gov](http://dmv.ny.gov), or you can request the PD-2 by contacting the Plate & Document Distribution Unit by mail, telephone or fax:

NYS Department of Motor Vehicles  
Plate & Document Distribution  
6 Empire State Plaza, Room 226  
Albany NY 12228-0226

Phone: (518) 474-7656  
Fax: (518) 473-3490

**PLEASE NOTE:** The MV-53, “Temporary Certificate of Registration”, and the RV-351, “Snowmobile Registration Decal”, are security items and must be stored in a secure area.

The dealer is responsible for completing forms accurately. Any forms with errors will be returned to the dealer for correction. The decal and “Temporary Certificate of Registration” are to be used only for:

1. registering snowmobiles sold by the dealer to whom the forms were issued (*and only at the time of the sale*), OR
2. registering snowmobiles owned by non-residents who present appropriate documents.

DMV will not process registrations if they are issued by a dealer other than the one to whom DMV assigned the forms. If any dealer uses a decal or a temporary registration not assigned to his/her dealership, DMV will return the unprocessed application(s) to the dealership that was attempting to do the transaction.

The Plate & Document Distribution Unit audits the inventory of available snowmobile decals assigned to dealers annually. Letters outlining the discrepancies are sent only to those dealers where discrepancies are found. This is usually done in the off season to allow plenty of time for resolution before the beginning of the next snowmobile season. No further requests for snowmobile decals will be honored until all discrepancies are resolved.

### **TRAILS AND CLUBS**

DMV offices do NOT have a listing of clubs, trails or special events. The New York State Snowmobile Association (NYSSA) has this information. You can contact the Association by phone at (888) 624-3849, fax at (518) 624-6741, by Internet at [nysnowmobiler.com](http://nysnowmobiler.com), or by mail at:

New York State Snowmobile Association  
PO Box 740  
Central Square, NY 13036





**VOID**  
New York State Department of Motor Vehicles  
**OFFICIAL BUSINESS  
CERTIFICATE**

Validation Date and Number: 01/29/04 76543

**VOID**  
THIS CERTIFICATE EXPIRES 03/31/06

**VOID** This person is REGISTERED AS A  
SNOWMOBILE DEALER  
pursuant to the provisions of the Vehicle and Traffic Law.

FACILITY IDENTIFICATION NO. 1234567 DLS

**VOID**

**VOID**

**VOID**

ALL SPORTS INC.  
25 DOVER ROAD  
FREEDOM NY

23456

**VOID**



MV-61P (11/95)

This document does not certify that this business complies with zoning and other local laws  
**POST IN A CONSPICUOUS PLACE**

**APPLICATION INSTRUCTIONS**

*Attach DECALS to both sides of the cowl/hood of the snowmobile.*

**IMPORTANT! FOR BEST RESULTS....**

**If applying to a plastic or polyurethane surface, do not apply at temperatures below 40° F, and allow to cure for 48 hours before using the machine.**

1. Thoroughly clean and dry surface of the cowl/hood where the decal is to be placed. Remove wax, tar and all other foreign matter.
2. Remove paper backing from decal by bending and peeling at slit.
3. Place decal directly on the clean and dry surface.
4. Rub all areas of the decal and press all edges down firmly.
5. CAUTION: Once sticker is applied, it will self-destruct if removed.

RV-351 (2/18)

**NOTICE:**

*Attach DECALS to both sides of the cowl/hood of the snowmobile. Displaying them in an area other than the cowl/hood is a violation of DMV Regulations and may result in the suspension or revocation of your snowmobile registration and/or a fine.*

RV-351 (2/18)



NOTE: Decal not shown actual size.

PLACE NY VALIDATION STICKER HERE	<b>NEW YORK STATE</b>	PLACE NY VALIDATION STICKER HERE	<b>NEW YORK STATE</b>
<b>1000FF</b>	<b>SNOWMOBILE</b>	<b>1000FF</b>	<b>SNOWMOBILE</b>
RV-351 (2/18)		RV-351 (2/18)	



**Department of  
Motor Vehicles**

**DEALER REQUEST FOR SNOWMOBILE  
REGISTRATION NUMBERS AND FORMS**

**MAIL, FAX OR EMAIL THIS REQUEST TO:**

NYS DEPARTMENT OF MOTOR VEHICLES  
 PLATE & DOCUMENT DISTRIBUTION  
 6 ESP, ROOM 226  
 ALBANY NY 12228  
 FAX: (518) 473-3490  
 E-MAIL: [dmv.sm.centralservicesefax@dmv.ny.gov](mailto:dmv.sm.centralservicesefax@dmv.ny.gov)



Name of Dealer			Facility Number	
Street Address			Telephone (    )	
City	State	Zip Code	County	
Contact Person			Title	

QUANTITY	ITEM	DMV OFFICE USE ONLY
<i>(Must be multiple of 20)</i>	SNOWMOBILE DECAL (RV-351)	
<i>(Must be multiple of 50)</i>	TEMPORARY CERTIFICATE OF REGISTRATION (MV-53) A completed book must be returned when requesting a replacement book.	
	SNOWMOBILE REGISTRATION APPLICATION (MV-82SN) Available at <a href="http://dmv.ny.gov">dmv.ny.gov</a>	
	REGISTERING A SNOWMOBILE IN NEW YORK STATE (MV-82.1SN) Available at <a href="http://dmv.ny.gov">dmv.ny.gov</a>	
	SNOWMOBILE DEALER REGISTRATION INSTRUCTIONS (MV-52SN) Available at <a href="http://dmv.ny.gov">dmv.ny.gov</a>	
	DECLARATION OF EXEMPTION FROM SNOWMOBILE OR ALL-TERRAIN VEHICLE REGISTRATION (RV-6)	

[dmv.ny.gov](http://dmv.ny.gov)



New York State Department of Motor Vehicles

## TEMPORARY CERTIFICATE OF REGISTRATION (MV-53)

Beginning No. \_\_\_\_\_ Ending No. \_\_\_\_\_

Facility No. \_\_\_\_\_



COMMISSIONER OF MOTOR VEHICLES

MV-53 (1/15)



New York State Department of Motor Vehicles

## TEMPORARY CERTIFICATE OF REGISTRATION

Check only one:  ATV  Boat  Snowmobile

Registration Number: \_\_\_\_\_

Date Issued (Month/Day/Year)

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Expiration Date of Temporary Registration**

45 days from issuance date, not to exceed expiration date of permanent registration, or transfer of a plate.

(Month/Day/Year)

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

Year

Make

Color

Vehicle ID Number, Hull ID Number or Snowmobile Number

Name of Registrant 1 (Last, First, MI)

Name of Registrant 2 (Last, First, MI)

Name of Dealership

Facility Number

**DEALER CERTIFICATION** - This temporary certificate of registration has been issued in accordance with Vehicle and Traffic Law. I understand that I must submit an application for registration to the Department of Motor Vehicles on behalf of the applicant, within 5 calendar days from the issued date listed above.



(Dealer Signature)

(Print Name in Full)

(Title)

**Copy 1 - Registrant**

**Notify the Department of Motor Vehicles if you do not receive a permanent registration before the Temporary Certificate of Registration expires.**

MV-53 (1/15)



# SAMPLE ATTACHMENT F (Cont'd)

PLEASE COMPLETE ALL SECTIONS BELOW THAT APPLY TO YOU, THEN READ AND SIGN THE CERTIFICATION IN **5**.

**4 TO CHANGE** information on your **current** snowmobile registration:

For a change of **name**, print your former name exactly as it appears on the registration you now have.

For a change **other** than name, tell us what the change is, and the reason for the change.

**5 Certification:**

The information I have given on this application is true to the best of my knowledge. I certify that the snowmobile is fully equipped as required by the Vehicle and Traffic Law. If I am applying for replacement registration items, I certify that the registration is not currently under suspension or revocation. *If I am using a credit card for payment of any fees in connection with this application, I understand that my signature below also authorizes use of my credit card.*

Print Name Here \_\_\_\_\_  
(Print Name in Full - if registering for a corporation, print your full name and title)

Sign Here **X** \_\_\_\_\_  
(Sign Name in Full)

Additional Signature Sign Here **X** \_\_\_\_\_  
(Sign Name in Full - Additional signature required for a partnership or if registering this vehicle in more than one name.)

**Snowmobile Club Member Certification:**

I certify that I am a member, in good standing, of \_\_\_\_\_  
(Print Name of New York State Snowmobile Club)

My signature authorizes the New York State Department of Motor Vehicles to use my personal information (name, address, and registration number) to verify my membership in a snowmobile club that is a member of the New York State Snowmobile Association.

Sign Here **X** \_\_\_\_\_  
(Sign Name in Full)

**IMPORTANT:** Making a false statement in any registration application or in any proof or statements in connection with it, or deceiving or substituting in connection with this application, is a misdemeanor under Section 392 of the Vehicle and Traffic Law, and may also result in the revocation or suspension of the registration pursuant to regulations established by the Commissioner. The Department makes no representation that it will issue a transferable registration until all documentation required to establish ownership of the snowmobile is submitted and deemed to be satisfactory. Pending review of this application, neither the Commissioner of the Department of Motor Vehicles nor any of his or her employees, deputies or agents assumes any liability or responsibility for repairs performed, improvements made or work done to the snowmobile referenced in this application.

**Credit Card Authorization if Cardholder is not the Applicant:**

My signature authorizes \_\_\_\_\_ to use my credit card for payment of any fees in connection with this application, and I understand that I must be present for this transaction.

Sign Here **X** \_\_\_\_\_  
(Cardholder-Sign Name in Full)

**TO BE COMPLETED ONLY BY A REGISTERED NEW YORK STATE SNOWMOBILE DEALER**

**DEALER TRANSFER INFORMATION** – Please complete the information below. For new snowmobiles, attach a *Manufacturer's Statement or Certificate of Origin (MSO or MCO)* and a bill of sale. For used snowmobiles, attach a signed title or transferable registration, along with bills of sale for any subsequent transfers of ownership.

Snowmobile was obtained from \_\_\_\_\_ Name \_\_\_\_\_ Date of Purchase From Previous Owner \_\_\_\_\_  
 \_\_\_\_\_ Address \_\_\_\_\_

Snowmobile was sold by \_\_\_\_\_ Dealership Name \_\_\_\_\_ Facility No. \_\_\_\_\_ Date of Sale \_\_\_\_\_  
 \_\_\_\_\_ Address of your Dealership \_\_\_\_\_

**DEALER CERTIFICATION** – I certify that all information provided on this application is true. I take responsibility for the integrity of the papers delivered to the Department of Motor Vehicles.

**X** \_\_\_\_\_ Signature of Dealer or Authorized Representative \_\_\_\_\_ Print Dealer Name \_\_\_\_\_

**DEALER ONLY:** Please mail or deliver this completed application and required paperwork, to any DMV office for processing. **If you are issuing** a Temporary Certificate of Registration (MV-53), this must be **done within 5 days**.



### REGISTERING A SNOWMOBILE IN NEW YORK STATE

dmv.ny.gov

**WHAT IS NEEDED:** Each section below identifies the paperwork that is needed for the specific action you want to take.

► To **REGISTER** a snowmobile in your name for the first time, please provide:

1. Completed "Snowmobile Registration Application" (MV-82SN).
2. Proof of ownership (see page 2).
3. Bill of Sale (see page 2).
4. Sales Tax Clearance form (see page 2).
5. Proof of registrant's name and date of birth (see DMV form ID-82, "Proofs of Identification For Registration and Title").
6. If registering for a corporation, proof of incorporation (see page 2).
7. If registering for a partnership, proof of legal partnership.
8. If the snowmobile is being registered in two names, registrant information, signatures and proofs of identity are required for both parties
9. Fee: \$100 (\$10 registration fee + \$90 Snowmobile Trail Development and Maintenance Fund fee);

**OR**

\$45 (\$10 registration fee + \$35 Snowmobile Trail Development and Maintenance Fund fee), if the registrant provides the following proof that he/she belongs to a New York State snowmobile club that is a member of the New York State Snowmobile Association (NYSSA):

- ◆ a signed "Snowmobile Club Member Certification" statement on the back of the Snowmobile Registration Application (form MV-82SN) or Snowmobile Registration Renewal (form MV-3SN);

**AND**

- ◆ an original, valid NYSSA-issued membership voucher (For information about joining a NYSSA snowmobile club or obtaining proof of membership, contact NYSSA at 1-888-624-3849 or visit the NYSSA web site at www.nysnowmobiler.com).

► To **REPLACE** lost, destroyed or damaged registration items, please provide:

1. Completed "Snowmobile Registration Application" (MV-82SN).
2. The remains of the registration document, if available.
3. Proof of registrant's name (see DMV form ID-82).
4. \$1.00 fee.

► To **CHANGE** information on a snowmobile registration, please provide:

1. Completed "Snowmobile Registration Application" (MV-82SN).
2. Proof of registrant's name (see DMV form ID-82).
3. The registration document, if available.
4. For a change in name, partnership, model year, or identification number, also provide proof of the change to be made.

► To **RENEW** a snowmobile registration, please provide:

1. Completed "Snowmobile Registration Renewal Reminder" (MV-3SN). If the Reminder is not available, or if information on the Reminder is incorrect (other than the address), complete a "Snowmobile Registration Application" (MV-82SN), and provide proof of identity (see DMV form ID-82).
2. Fee: Same fee applies as when registering for the first time (see above)

**GENERAL REQUIREMENTS\*** To obtain a registration, you must provide:

- ◆ Proof of date of birth, and
  - ◆ 6 points of proof of name
- } A NYS photo driver license, learner permit, or non-driver ID card that is current, or not expired for more than 2 years, meets both of these requirements. See DMV form ID-82 for other acceptable documents for proof of identity.

**In Addition:**

- ◆ At least one proof **must** have your signature on it.
- ◆ You must provide **original** documents, or documents **certified** by the agency that issued them.
- ◆ If someone other than you gives DMV your registration or title application, that person **must** provide a photocopy of your NYS photo license, permit or ID card, **and** his or her own original NYS photo license, permit or ID card.
- ◆ We will **not** accept more than one document of the same type proof. For example, 3 major credit cards count as only one credit card.
- ◆ We will **not** accept documents with any alterations or erasures. We will confiscate all fraudulent documents and send them to DMV's Division of Field Investigation. This could result in criminal prosecution.

**IMPORTANT:** Making a false statement in an application, or in any proof or statement in conjunction with the application, or deceiving or substituting, or causing another person to deceive or substitute in connection with such application, is punishable as a misdemeanor under Section 392 of the Vehicle and Traffic Law for vehicle registration applicants, and may result in the revocation or suspension of your license or registration.

\* These requirements **do not apply** to INTERSTATE IN-TRANSIT PERMITS or SNOWMOBILES registered IN ANOTHER STATE that are being registered for use in NY. A current out-of-state driver license is the only proof of identity needed for these transactions.

## ACCEPTABLE PROOFS

### PROOF OF OWNERSHIP

**NEW YORK STATE VEHICLE AND TRAFFIC LAW REQUIRES ALL SNOWMOBILE DEALERS TO REGISTER ANY SNOWMOBILE THEY SELL AT THE POINT OF SALE, UNLESS THE PURCHASER QUALIFIES FOR AN EXEMPTION.**

**1. IF THE SNOWMOBILE IS PURCHASED FROM A DEALER EITHER IN NEW YORK STATE OR OUT-OF-STATE\* AND IS:**

**➤ NEW:**

- a. the Manufacturer's Certificate or Statement of Origin (MCO or MSO)\* and
- b. a bill of sale (must include model name and number, year, make, VIN, CC/HP, color, buyer's/seller's name and address, date of sale and purchase price). A dealer bill of sale should include the facility number, tax ID number and authorized signature.

**➤ USED AND PREVIOUSLY REGISTERED IN NEW YORK OR ANOTHER JURISDICTION:**

- a. the prior owner's registration/transfer stub, signed over to the dealer, or similar proof of ownership issued by another jurisdiction\* and
- b. a bill of sale (*see above*).

**➤ USED AND NEVER REGISTERED IN NEW YORK OR ANOTHER JURISDICTION:**

- a. the Manufacturer's Certificate or Statement of Origin (MCO or MSO) signed over to the dealer\* and
- b. a bill of sale (*see above*).

**2. IF THE SNOWMOBILE IS PURCHASED FROM A PRIVATE OWNER AND WAS:**

**➤ PREVIOUSLY REGISTERED IN NEW YORK OR ANOTHER JURISDICTION:**

- a. the prior owner's registration/transfer stub, signed over to the new owner, or similar proof of ownership issued by another jurisdiction\* and
- b. a bill of sale (*see above*).

**➤ NEVER REGISTERED IN NEW YORK OR ANOTHER JURISDICTION:**

- a. the Manufacturer's Certificate or Statement of Origin (MCO/MSO) signed over to the new owner\* and
- b. the original owner's bill of sale and sales tax receipts from all subsequent transfers between individuals, and
- c. a bill of sale from the prior owner (*see above*).

\* *OUT-OF-STATE RESIDENTS REGISTERING FOR THE FIRST TIME IN NEW YORK STATE must provide a photocopy of the same ownership documents required in their home state (for example, an MCO or MSO, registration/transfer stub and/or bill of sale/invoice).*

### PROOF OF INSURANCE

- Proof of insurance is not necessary when registering a snowmobile. However, the Parks, Recreation and Historic Preservation Law requires the owner of a snowmobile to have liability insurance if the snowmobile is operated on a roadway, shoulder of a highway, or on property which is owned, leased or held in easement by a person other than the owner or operator of the snowmobile.**

### PROOF OF SALES TAX CLEARANCE

1. If the snowmobile is purchased from a dealer, evidence that sales tax has been collected by the dealer is required. Dealers have been instructed to include: the amount of sales tax collected on the bill of sale; or a statement that all sales tax has been collected; or a statement that sales tax is not due and the reason why.
2. If sales tax has not been paid to a registered NYS dealer or to the NYS Department of Tax and Finance, it will be collected by DMV when the snowmobile is registered.
3. If claiming an exemption from sales tax, complete form DTF-803.
4. If sales tax was paid to another state, and credit is allowed, complete form DTF-804 and pay the remainder, if any, of the tax due to New York State. If no credit is allowed, complete form DTF-802.
5. If the snowmobile was purchased through a private sale (one individual to another), or received as a gift, complete form DTF-802.

**NOTE:** *Sales tax forms may be obtained from any Motor Vehicles office or from the NYS Tax Department. They are also available on the DMV web site ([dmv.ny.gov](http://dmv.ny.gov)) and the Tax and Finance web site ([www.tax.ny.gov](http://www.tax.ny.gov)).*

### PROOF OF INCORPORATION

1. A NYS vehicle registration or title in the same corporate name or
2. A certified copy of the NYS Certificate of Incorporation or
3. For New York State corporations only:
  - a. a certificate under seal issued by the NYS Department of State; or
  - b. a filing receipt issued by the NYS Department of State.
4. For out-of-state corporations only:
  - a. a certified copy of the Certificate of Incorporation from their home state; or
  - b. a certificate under seal issued by the NYS Department of State; or
  - c. a filing receipt issued by the NYS Department of State.
5. For corporate DBAs:
  - a. a filing receipt from the NYS Department of State with the DBA listed.
6. For unincorporated associations:
  - a. proofs vary depending on the type of organization. Contact a Motor Vehicles office for information.



**Department of  
Motor Vehicles**

### DECLARATION OF EXEMPTION FROM SNOWMOBILE OR ALL-TERRAIN VEHICLE REGISTRATION

dmv.ny.gov

**INSTRUCTIONS: Purchaser must sign the form in triplicate.**

- Send the original copy to the Department of Motor Vehicles, Syracuse District Office, 4671 Onondaga Blvd., Suite 185, Syracuse NY 13219.
- The dealership keeps one copy for its records.
- One copy should be given to the purchaser.

**SNOWMOBILE**

I, \_\_\_\_\_, state the following as true: I am exempt from registering my snowmobile because it will not be used in New York State except that it may be used on lands I own, or on lands I have a contractual right to use other than as a member of a club or association, or on cross-border trails designated by the Commissioner of Parks, Recreation and Historic Preservation after being registered in that border state.

**ALL-TERRAIN VEHICLE (ATV)**

I, \_\_\_\_\_, state the following as true: I am exempt from registering my ATV because it will be used **exclusively** (check one):

- outside of New York State;
- at special events (competition);
- for agricultural purposes or;
- for snowplowing, other than for hire.

I understand that there are severe penalties for making a false statement on this affirmation, which I know the dealer is required to file with the Department of Motor Vehicles. I also understand that there are severe penalties for operating an unregistered snowmobile or all-terrain vehicle illegally.

SIGNED ➡ \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
(Street)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(Zip Code)

**TO BE COMPLETED BY DEALER**

Dealer Name

Dealer Address

Dealer Facility Number

ATTACHMENT I

**SNOWMOBILE** Out-of-State Ownership Requirements

The chart below shows proofs of ownership that states require in order to register snowmobiles in their states. We have found that many out-of-state dealers do not give the MCO to their customer because their state does not require an MCO for registration. Therefore, when receiving out-of-state proofs of ownership for FIRST-TIME NEW YORK REGISTRATION, our policy is to accept the same ownership documentation that is needed in that home state.

State	New	Title Issued	Used	Source
Alabama	N/A		N/A	
Alaska	Bill of Sale, Copy of Warranty Card or Purchase order		Affidavit, and if previously registered, copy of previous owner's Registration	DMV
Arizona	N/A		N/A	
Arkansas	N/A		N/A	
California	Bill of Sale, Out-of-State Title, MCO	X	Bill of Sale, Out-of-State Title	DMV
Colorado	Bill of Sale		Bill of Sale, Out-of-State Registration	Dept. of Natural Resources, State Parks
Connecticut	MCO, Bill of Sale		DMV Form Q-1 (Bill of Sale)	DMV
Delaware	N/A		N/A	
District of Columbia (D.C.)	N/A		N/A	
Florida	N/A		N/A	
Georgia	N/A		N/A	
Hawaii	N/A		N/A	
Idaho	Registered at point of sale	X	Previous owner's Registration	Dept. of Parks and Recreation
Illinois	Bill of Sale. Reg/Title if new to IL but previously registered/titled in another state		Previous owner's Registration Card	Dept. of Natural Resources
Indiana	None required		None required	Dept. of Natural Resources
Iowa	Registered at point of sale	X	Previous owner's Registration/Title	Dept. of Natural Resources/County Recorder
Kansas	N/A		N/A	
Kentucky	N/A		N/A	

ATTACHMENT I (Cont'd)

State	New	Title Issued	Used	Source
Louisiana	N/A		N/A	
Maine	Proof of payment of Sales Tax		Old Registration signed by previous owner	Dept. of Inland Fisheries and Wildlife
Maryland	N/A		N/A	
Massachusetts	Copy of MCO, Bill of Sale		Bill of Sale	Registration and Titling Bureau
Michigan	No response to E-mail inquiry		Previous owner's Registration Card or Bill of Sale	Dept. of State
Minnesota	Registered at point of sale		Previous owner's Registration Card	Dept. of Natural Resources
Mississippi	N/A		N/A	
Missouri	N/A		N/A	
Montana	Registered at point of sale	X	If purchased from Dealer, registered at point of sale. Private Sale - Previous owner's Cert. of Ownership (from DOJ)	Dept. of Justice, County Treasurer
Nebraska	None required		None required	DMV/County Treasurer
Nevada	No registration	X	No registration	
New Hampshire	None required		None required	Authorized Agents
New Jersey	Invoice and Sales Tax Stamp		Notarized statement	DMV
New Mexico	MCO, Invoice, Bill of Sale	X	Previous owner's Title or Affidavit, Bill of Sale or Invoice	MVD
North Carolina	N/A		N/A	
North Dakota	Title	X	Title	Dept. of Transportation
Ohio	MCO, Notarized Bill of Sale, Warranty, Security Agreement		Notarized Bill of Sale, Security Agreement, Previous Registration, Notarized Affidavit	
Oklahoma	N/A		N/A	
Oregon	MCO	X	Previous owner's Title	DMV
Pennsylvania	Registered at point of sale	X	Previous owner's Title (effective 10/23/01)	Dept. of Conservation and Natural Resources

ATTACHMENT I (Cont'd)

State	New	Title Issued	Used	Source
Rhode Island	N/A		N/A	
South Carolina	N/A		N/A	
South Dakota	MSO	X	Previous owner's Title	County Treasurer
Tennessee	No Registration or Title	X		
Texas	N/A		N/A	
Utah	Title (1988 and newer). Pre-1988, Bill of Sale	X	Title (1988 models and newer). Pre-1988, Bill of Sale or Ownership Statement	DMV
Vermont	MCO, Bill of Sale		Previous owner's Reg/Title/Signature on Application, Bill of Sale. Out of State Reg.	DMV
Virginia	N/A		N/A	
Washington	MCO, MSO, Invoice		Bill of Sale	Dept. of Licensing
West Virginia	No Registration - MSO	X	No Registration - Seller's Affidavit or Sole Owner Affidavit	
Wisconsin	Registration completed at point of sale		Bill of Sale and, if previously registered, previous owner's signed Registration	Dept. of Natural Resources
Wyoming	Only requires proof of make, model, year		Only requires proof of make, model, year	Dept. State Parks and Cultural Resources, via agents



Department of Motor Vehicles

### STATEMENT OF OWNERSHIP FOR NON-TITLED VEHICLES, BOATS, SNOWMOBILES AND ALL-TERRAIN VEHICLES

dmv.ny.gov

When a transferable registration is not available, this form may be used:

- to establish ownership for a vehicle which is not required by law to be titled (for example, an all-terrain vehicle or limited use motorcycle); or
- as a substitute for lost proof of ownership for the purpose of registering or transferring ownership of a non-titled vehicle (including an historical vehicle), boat, snowmobile or ATV that is not required by law to be titled.

**PLEASE READ THE INSTRUCTIONS ON PAGE 2 AND COMPLETE THE REQUESTED INFORMATION ON PAGE 1 BELOW.**

**CHECK ONE OF THE FOLLOWING THAT DESCRIBES THE REASON YOU ARE COMPLETING THIS FORM:**

I am registering this non-titled vehicle (which is not an historical, classical or exhibition vehicle) in my name.

I am registering an historical vehicle in my name.

I am registering a non-titled boat in my name.

I am registering a snowmobile in my name.

I am registering an ATV in my name.

I am transferring this vehicle, boat, snowmobile or ATV to: \_\_\_\_\_  
Name of New Owner

\_\_\_\_\_ Address

**COMPLETE THE ITEMS BELOW THAT APPLY TO THIS NON-TITLED PROPERTY (SEE PAGE 2 FOR ADDITIONAL REQUIREMENTS):**

Year of last registration	Previous license plate number (if any)	<input type="checkbox"/> Check here if never registered
Year	Make and Model	Body Type
Cylinders/Type of Power	Color	Unladen Weight/Max Gross Weight
Vehicle Identification No. (VIN)		
OR _____		
Hull Identification No. (HIN)		
OR _____		
Snowmobile Vehicle Identification No. (SVIN)		

**PLEASE READ AND SIGN THE FOLLOWING CERTIFICATION FOR REGISTRATION STATEMENT**

I \_\_\_\_\_ certify that I am (we are) the owner(s) of the non-titled property described above. This property has been in my (our) possession since \_\_\_\_\_.

Print Name(s) Month/Day/Year

It was acquired from \_\_\_\_\_

Name of Former Owner

\_\_\_\_\_. The proof of ownership is unavailable because: \_\_\_\_\_

\_\_\_\_\_

***This statement is made for the purpose of obtaining a registration for the non-titled property described above and is subject to approval of the DMV office manager. Additional proof of ownership may be required.***

X \_\_\_\_\_

Signature (Sign name in full) If registering for a corporation, give your title Date

**IMPORTANT: False statements are punishable under Section 210.45 of the Penal Law.**

**Note:** Acceptance of this form as proof of ownership is at the discretion of the DMV. If it is acceptable for registration purposes, you will be allowed to register the vehicle, boat, snowmobile or ATV, and DMV will issue a non-transferable registration document to you. Title Bureau staff will make the final determination as to whether or not proof of ownership will be accepted, and whether or not DMV will issue a transferable registration to you.

## INSTRUCTIONS:

1. To **REGISTER** a non-titled vehicle, boat, snowmobile or ATV, you must bring the following documents to any Motor Vehicles office:
  - a completed form MV-51B\*;
  - a Bill of Sale or completed "Certificate of Sale or Transfer for 1972 or Older Vehicles or Any Other Non-Titled Vehicles" (MV-51)\*;
  - verification of the VIN, HIN or SVIN (a tracing or photograph of the VIN, HIN or SVIN, or a signed statement from police officer);
  - a completed "Vehicle Registration/Title Application" (MV-82);
  - proof of name and date of birth (see form ID-82, "Proofs of Identity for Registration and Title"); and
  - an insurance ID card, if required.

\* **If the non-titled vehicle, boat, snowmobile or ATV was in your possession for less than one year, and it was never registered by the former owner, or the former owner lost the registration and cannot obtain a duplicate, the former owner must complete the MV-51B and MV-51/Bill of Sale.**
2. To **TRANSFER** a non-titled vehicle, boat, snowmobile or ATV, the former owner must give the following documents to the new owner:
  - a completed form MV-51B; and
  - a Bill of Sale or a completed "Certificate of Sale or Transfer for 1972 or Older Vehicles or Any Other Non-Titled Vehicles" (MV-51).
3. To **REGISTER OR TRANSFER** a motor vehicle that qualifies for historical or vintage plate registration\*\*, follow the instructions in #1 or #2 above.
  - To register an automobile or truck that qualifies for historical license plates, you may bring this form and any other required documentation to any Motor Vehicles office.
  - To mail your registration for an automobile, truck or motorcycle that qualifies for historical or vintage license plates, send this form and any other required documentation to:

NYS Department of Motor Vehicles  
Custom Plates Unit, Room 414  
6 Empire State Plaza  
Albany NY 12228

\*\***A motor vehicle eligible for historical license plates** - any vehicle manufactured more than 25 years before the current calendar year that is used only as a collector's item or exhibition piece, and not for daily transportation (see form MV-440H).

**A motor vehicle eligible for vintage license plates** - any vehicle manufactured more than 25 years before the current calendar year that is used only as a collector's item or exhibition piece, not for daily transportation, and you are registering with the original plates that were valid in NYS in the year the vehicle was manufactured (see form MV-440V).

DMV staff may need additional documentation to register an historical vehicle if the year, make and model of the vehicle has not previously been approved by DMV for historical registration.

**Note: Form MV-51B cannot be used for abandoned vehicles; contact your local police department.**



### Department of Motor Vehicles

### PROOFS OF IDENTITY FOR REGISTRATION AND TITLE

This form is also available at [dmv.ny.gov](http://dmv.ny.gov)

#### GENERAL REQUIREMENTS

- You must provide proof of your date of birth and proof of your name.
- The documents you submit to prove your name must have a total point value of 6 points.

*A New York State photo driver license, learner permit, or non-driver ID card that is current or that is not expired for more than 2 years meets the proof of name **and** date of birth requirements. Refer to the table below for a list of other documents that you can show for proof of your date of birth and proof of your name.*

You must provide the original documents or documents that are certified by the issuing agency. Your signature must be on at least one of the documents that you show for proof. DMV will not accept documents with any alterations or erasures. Electronic statements and e-bills must be printed.

If you send a person to DMV to submit your application for a registration or title, that person **must** provide his or her original New York State photo license, permit, or ID card **and** a photocopy of your New York State photo license, permit, or ID card.

ACCEPTABLE DOCUMENTS FOR PROOF OF IDENTITY FOR REGISTRATION AND TITLE	POINT VALUE FOR PROOF OF NAME	ACCEPTABLE AS PROOF OF DATE OF BIRTH?
Expired documents are NOT acceptable, unless specifically noted in the table below.		
<b>New York State Photo Driver License/Learner Permit/Non-Driver ID Card.</b> Must be current, and cannot be expired for more than 2 years.	6	YES
EDL New York State Photo Driver License/Learner Permit/Non-Driver ID Card. Must be current, and cannot be expired for more than 2 years.	6	YES
DMV Statement of Identity and/or Residence by Parent/Guardian (MV-45) - IF UNDER 21. Affidavit by parent or legal guardian, signed in the presence of a DMV representative. Refer to MV-45 for more information.	6	NO
DMV Statement of Identity and/or Residence - For Applicants Represented by Government or Government- Approved Facilities (MV-45A). Refer to the MV-45A for more information.	6	NO
Proof of Incorporation, Proof of Partnership, DBA filing Receipt (Refer to MV-82.1 for details).	6	NO
U.S. State Department Issued Passport or Passport Card. Must be current.	4	YES
U.S. Military Photo ID Card (issued to Active, Reserve, and Retired military personnel only)	3	YES
Certificate of Citizenship (N-560, N-561 or N-645)	3	YES
Certificate of Naturalization (N-550, N-570 or N-578)	3	YES
Employment Authorization Card (I-688B or I-766) with photo	3	YES
Permanent Resident Card (I-551)	3	YES
Reentry Permit (I-327)	3	YES
Refugee Travel Document (I-571)	3	YES
Foreign Passport with a valid I-551 stamp or with a statement on the Visa. Passport must be in English, or translated by an embassy.	3	YES
Foreign Passport with a U.S. Visa and current I-94 attached. Passport must be in English, or translated by an embassy. NOTE: If your I-94 has status code A1, A2, G1 or G3 you must contact the Department of State to register your vehicle(s).	3	YES
New York State Benefit /Medicaid Card WITH Photo	3	NO
New York State Benefit/Medicaid Card WITHOUT Photo	2	NO
New York State Interim License/Permit WITHOUT Photo	2	NO
New York State or New York City Pistol Permit	2	NO
New York State Professional License	2	NO
New York State Registration Document (Vehicle or Boat only)	2	NO

# SAMPLE ATTACHMENT K (Cont'd)

ACCEPTABLE DOCUMENTS FOR PROOF OF IDENTITY FOR REGISTRATION AND TITLE	POINT VALUE FOR PROOF OF NAME	ACCEPTABLE AS PROOF OF DATE OF BIRTH?
Expired documents are NOT acceptable, unless specifically noted in the table below.		
New York State Certificate of Title	2	NO
Photo Driver License issued by another U.S. state, jurisdiction or possession, or Canadian province or territory. <i>(This license must be current or not expired for more than 2 years.)</i>	2	YES
St. Regis Mohawk Tribal Photo ID Card	2	NO
Canadian Birth Certificate with St. Regis Mohawk Tribal Photo ID Card	2	YES
U.S. Military Dependent ID Card	2	NO
U.S. College ID Card With Photo and Official Transcript	2	NO
U.S. High School ID with Report Card	2	NO
U.S. Marriage or Divorce Record OR Court-Issued Name Change Decree	2	NO
U.S. Social Security Card	2	NO
U.S. Computer-Printed Pay Stub (must have your name)	1	NO
U.S. Employee ID Card	1	NO
U.S. High School Diploma OR General Equivalency Diploma (GED)	1	NO
U.S. Supermarket Check Cashing Card (must have your signature and pre-printed name)	1	NO
U.S. Union Card	1	NO
U.S. Health Insurance Card/Prescription Card to show current proof of health insurance coverage	1	NO
U.S. Life Insurance Policy (in effect at least 2 years)	1	NO
U.S. Utility Bill with name and address. A utility bill is defined as a bill containing the applicant's name and address for any recurring service (e.g. home or cell telephone bill, electric bill, trash bill, water bill.) Only one utility bill per applicant can be accepted.	1	NO
Veterans Universal Access Photo ID Card	1	NO
Federal or New York State Income Tax W-2	1	NO
Only <b>one</b> of the following items, if issued by the <b>same</b> financial institution, can be submitted: <ul style="list-style-type: none"> <li>• U.S. Bank Statement</li> <li>• U.S. Cancelled Check (with your pre-printed name)</li> <li>• U.S. Cash Card (ATM) (must have your pre-printed name and your signature)</li> <li>• U.S. Valid Major U.S. Credit Card</li> </ul>	1	NO
Original or certified copy of U.S. Consular Report of Birth Abroad (FS-240, DS-1350, F-545)	0	YES
U.S. Birth Certificate or U.S. Territory Birth Certificate showing both first and last names issued by a Board of Health, Bureau of Vital Statistics, or U.S. State Department. <i>(U.S. Territories are: American Samoa, Guam, Mariana Islands, Puerto Rico, Virgin Islands)</i>	0	YES
Canadian Birth Certificate with a Canadian DMV learner permit or non-driver ID card	0	YES
Valid Canadian Passport (without INS documentation)	0	YES
Tribal Birth Certificate from a federally recognized tribe, to prove birth in the U.S.	0	YES

**IMPORTANT:** Making a false statement in an application, or in any proof or statement in conjunction with the application, or deceiving or substituting, or causing another person to deceive or substitute in connection with such application, is punishable as a misdemeanor under Section 392 of the Vehicle and Traffic Law for vehicle registration applicants, and may result in the revocation or suspension of your license or registration.

DMV will not accept documents with any alterations or erasures. DMV will confiscate documents that appear to be fraudulent so that the documents can be reviewed by DMV's Investigation Unit. If you submit a fraudulent document, you may be subject to criminal prosecution.



### STATEMENT OF IDENTITY AND/OR RESIDENCE BY PARENT/GUARDIAN

dmv.ny.gov

Use this form if you are **under age 21** and cannot provide enough proofs from either the ID-44 or ID-82.

Proof of residence is required only with applications for a REAL ID or an enhanced document.

- A person who is under age 21 must submit an additional proof of residence that is in their name, or in the name of the parent or guardian with this statement.

Your parent or guardian can verify your identity, or residence, or both by following these steps:

- You must bring your parent or guardian with you to the Motor Vehicles office when you use this form.
- Your parent or guardian must complete the information below with a Motor Vehicles Representative present.
- You must present proof of your date of birth with this form. If you apply for a license, permit, or a non-driver identification card, you must also meet the Social Security card requirement on form ID-44.
- Documentation must be submitted to prove the identity of your parent or guardian. Your parent or guardian must provide a valid New York State driver license, a learner permit or a non-driver identification card or meet the proof of identity requirements on form ID-44.
- **IMPORTANT: DO NOT SIGN THIS FORM UNTIL YOU ARE WITH A MOTOR VEHICLES REPRESENTATIVE.**

**CERTIFICATION**

I, \_\_\_\_\_, certify as the parent/legal guardian of \_\_\_\_\_, who resides at \_\_\_\_\_.

(Name of Parent/Guardian) (Name of Applicant) (Address)

that this name is the name by which (s)he is commonly known and that (s)he resides at the address above. To the best of my knowledge, (s)he has not obtained or applied for a learner permit, non-driver identification card, or driver license in any other name. I understand that any false statement I have made on this certification is a misdemeanor under Section 392 of the Vehicle and Traffic Law.

Parent/Guardian Sign Here  \_\_\_\_\_

Parent/Guardian Print Name Here: \_\_\_\_\_

Identification No. from Driver License, Learner Permit or Non-Driver ID Card: \_\_\_\_\_

Print Your Mailing Address \_\_\_\_\_

**IMPORTANT: DO NOT SIGN THIS FORM UNTIL YOU ARE WITH A MOTOR VEHICLES REPRESENTATIVE.**

**APPLICANT SIGNATURE**  \_\_\_\_\_

**OFFICE USE ONLY**

Proofs of Identity Presented by Parent/Guardian:

Birth Certificate   
  NYS Photo Document   
  DHS Document(s)   
  Major Credit Card  
 Foreign Passport   
  US Passport   
  Utility Bill   
  Social Security Card   
  ATM Card  
 Other: \_\_\_\_\_

Signature of Person Accepting Proof  \_\_\_\_\_ Date: \_\_\_\_\_

UNIQUE VOUCHER ID, DO NOT DUPLICATE

**New York State Snowmobile Association**  
Snowmobile Club Membership  
PO Box 1040  
Pine Bush NY 12566-1040  
www.nysnowmobiler.com  
nyssaoffice@nysnowmobiler.com (888) 624-3849

Voucher ID: 123456



**This MUST BE SUBMITTED with Your 2014-2015 Snowmobile Registration Application**

Club Name & Number: **Trackside Blazers Snowmobile Club / 1040**

NYSSA ID: **123456**

First Name: **JOHN**

Last Name: **DOE**

**PLEASE PRINT ONLY**

**Address Must Match Address on Registration**

Address: **12 ANYWHERE ST**

City: **ANYTOWN**

State: **NY**

Zip: **99999**

**----- Family Membership Information -----**

**Additional family members are limited to one spouse or partner and children under age 18.**

Spouse or Partner First Name: **JANE**

Spouse or Partner Last Name: **DOE**

Children under 18: **JAKE DOE**

This voucher is for the exclusive use of the snowmobiler who has paid the annual snowmobile club and NYSSA dues and is a member in good standing. No modifications may be made to the voucher. Submission of the voucher to the State of New York by any other person is unlawful and a violation of the Penal Law.

I certify the information provided is accurate:

  
\_\_\_\_\_  
(Member Signature)

**"This voucher certifies that you are a member of a snowmobile club that is a member of the New York State Snowmobile Association (NYSSA), your snowmobile annual registration fee is \$45.  
(If you were not a member of a snowmobile club that is a member of NYSSA, the annual snowmobile registration fee would be \$100)"**

**JOHN DOE  
12 ANYWHERE ST  
ANYTOWN, NY 99999**

**For Snowmobile Season 2014-2015  
Voucher Expires March 31, 2015**