

**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 Identity 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: \$135 (\$10 registration fee + \$125 Snowmobile Trail Development and Maintenance Fund fee);

**OR**

\$65 (\$10 registration fee + \$55 Snowmobile Trail Development and Maintenance Fund fee), if the registrant provides the following proof that the registrant 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](http://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" (MV-3SN). If the MV-3SN is not available, or if information on the form 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.
- ◆ 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) and the Tax and Finance web site (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.