



**Department of
Motor Vehicles**

ALL-TERRAIN VEHICLE DEALER REGISTRATION INSTRUCTIONS



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REGISTER AS A DEALER IN NEW YORK STATE

Section 2282 of the NYS Vehicle and Traffic Law requires any person who is in business to sell all-terrain vehicles (ATVs) at wholesale or retail to register as an ATV dealer. However a person who is already registered as a New York State motor vehicle dealer does not have to register as an ATV dealer.

Apply for a Dealer Registration

Complete form VS-1D “Original Facility Application” (see Attachment A) and pay the appropriate fee as follows:

- ▶ Dealers that sell only ATVs - \$50 or;
- ▶ Dealers that sell ATVs, in addition to motor vehicles - \$487.50 (\$37.50 application fee + \$450 two-year business fee).

Checks or money orders should be made payable to “Commissioner of Motor Vehicles”. Send your application and payment to:

Vehicle Safety Services
Application Unit
6 Empire State Plaza, Room 220
Albany NY 12228-0001

You can contact Vehicle Safety Services by telephone at (518) 474-0919. (Please specify that your message is for Vehicle Safety Services, regarding ATVs.)

After DMV receives your dealer registration application forms, Vehicle Safety Services staff will send you:

- the "Official Business Certificate", (form MV-61P, see Attachment B);
- an approval letter to obtain two (2) dealer demonstrator plates, at no cost (the cost of the first two plates is included in the dealer application fee);
- a completed “Vehicle Registration/Title Application” (form MV-82, see Attachments C and D); and
- two (2) blue "month of expiration" plate stickers.

The "Official Business Certificate" shows the dealer's name, address, facility identification number assigned by DMV and the expiration date of the registration. Display the certificate in a conspicuous place in your place of business. Write the facility identification number after your name on all correspondence, checks, forms, etc.

You must renew your dealer registration every two years by the last day of the month in which the original registration certificate was issued. DMV sends renewal applications to dealers about 30 days before the expiration date.

If you need to amend or replace your “Official Business Certificate”, complete form MV-253G “Request for Business Amendment/Duplicate Certificate” (see Attachment F).

If you change the location of your business, complete form VS-19 “Statement of Ownership and/or Permission to Use Place of Business” (see Attachment G).

Obtain Dealer Demonstrator Plates

ATV dealer plates are used to legally demonstrate ATVs to customers or for testing purposes. These plates may not be transferred from dealer to purchaser or from one dealer to another. No other use, including personal use, is permitted.

Note: Dealer plates and motorcycle dealer plates may be used to demonstrate ATVs (Section 2403 of the Vehicle and Traffic Law).

After DMV receives your dealer registration application, DMV will send you a completed form MV-82 (Vehicle Registration/Title Application) and an approval letter that allows you to have two dealer demonstrator plates at no cost. To get the plates, bring the completed MV-82 and the approval letter to any Motor Vehicles office.

Motor Vehicles office staff will give you:

- two (2) ATV dealer plates;
- two (2) reflective, color-coded, yearly validation plate stickers, and
- a non-transferable dealer registration document.

Note: You may purchase additional dealer plates with the approval of a Vehicle Safety regional office.

OFFICE OF VEHICLE SAFETY & CLEAN AIR REGIONAL OFFICES

Region 1 Office

NYS Department of Motor Vehicles
Division of Field Services & Clean Air
1800 Old Walt Whitman Road, Suite 150
Melville, NY 11747
(631) 770-3003

Region 2 Office

NYS Department of Motor Vehicles
Division of Field Services & Clean Air
1 Larkin Plaza
Yonkers, NY 10701
(914) 965-7766

Region 3 Office

NYS Department of Motor Vehicles
Division of Field Services & Clean Air
175 Sparrowbush Road
Latham, NY 12110
(518) 783-7062

Region 4 Office

NYS Department of Motor Vehicles
Division of Field Services & Clean Air
5801 East Taft Road
North Syracuse, NY 13212-3293
(315) 458-6683

Region 5 Office

NYS Department of Motor Vehicles
Division of Field Services & Clean Air
334 Dingens Street
Buffalo, NY 14206
(716) 826-3187

Region 6 Office

NYS Department of Motor Vehicles
Division of Field Services & Clean Air
92-11 179th Place
Jamaica, NY 11433
(718) 526-8546

DEALER PLATE ISSUANCE PROGRAM

Dealers who are registered by DMV are eligible to apply for the Dealer Plate Issuance Program. The program allows dealers to assign a plate (see Attachment E) when they issue a “Temporary Certificate of Registration” (see Attachment H). This enables the purchaser to immediately take delivery of the ATV at the time of sale, before DMV issues the permanent registration and plate sticker.

Eligibility

To purchase ATV registration plates you must meet the following requirements:

- be a registered retail dealer of ATV's for at least one year. (Note: The Commissioner may waive the one-year waiting period for a participating dealer, in good standing, that is adding another dealership, or for a new dealer if the person operating the business has a history of satisfactory participation in the dealer plate program within the last five years. However, all other requirements must be met.)
- not have an expired, suspended or revoked dealer's business certificate (form MV-61P).
- be in "good standing" with the DMV; that is, no violations in the last 12 months, no open or pending investigations or hearings, and no unpaid civil penalties, restitution or judgments.
- have a minimum of 25 retail sales per year.
- have a secure location for plates (the secure location must be locked when not in use).
- have an approved log for the plates.
- be approved by a Vehicle Safety investigation of, but not limited to, the facility, its records and supplies.

Restrictions

If you have ATV plates, you may **not**:

- **exchange** any plates in your possession for those of another dealer.
- **borrow** plates that were issued to another dealer, for any reason.
- **interchange** any plates within your own dealership sublets.
- refuse to transfer registration plates for a person who has another ATV with a registration that is eligible for transfer to the purchased ATV. This includes plates that have been stored at a Motor Vehicles office. (This is in accordance with Section 420 of the Vehicle and Traffic Law and Part 78.20 of the Regulations of the Commissioner of Motor Vehicles.)
- issue registration plates to a person to whom you have not sold an ATV. However, you may issue plates for a courtesy delivery.

If the ATV is subsequently stolen or destroyed, or if you are unable to get the proper documentation necessary for issuance of the registration, contact the Central Dealer Unit at (518) 473-8889 for instructions.

Apply for the Dealer Plate Issuance Program

- Complete form MV-463 “Application for Dealer Plate Issuance Program” (see Attachment I).
- Send your application to:

BY MAIL

New York State DMV
Dealer Plate Issuance Unit
PO Box 2820 - ESP
Albany NY 12220-0820

BY UPS, FEDERAL EXPRESS, ETC.

New York State DMV
Dealer Plate Issuance Unit
6 Empire State Plaza - Room 322
Albany NY 12228-0322

How to Order ATV Registration Plates

Dealers who are in the program must order plates. ATV plates are sold in increments of 25 single plates (25 plates = 1 box). ATV plates are packed and shipped in one box with a maximum of 100 ATV plates per box.

To order plates, complete form MV-464L "Order Form for Registration Plates/In-Transit Permits" (see Attachment J).

- Specify the number of boxes that will be needed for three months (the minimum order is one box, the maximum order is four boxes). The fee for one box (25 plates) is \$125.
- Pay for the plates by check or money order, made payable to "Commissioner of Motor Vehicles."
- Mail the completed order form and payment to:

Department of Motor Vehicles
Dealer Plate Issuance Unit
PO Box 2820
Albany, NY 12220-0820

Confirm Shipment of Plates

DMV will ship boxes of plates to your place of business at no cost to you.

At the time the plates are shipped, DMV will also mail a confirmation of shipment letter to you under separate cover (see Attachment K).

A confirmation letter will be sent for each shipment of registration plates. When you receive the confirmation letter, compare the information in the letter to the plate numbers in the box.

Each shipment confirmation letter will contain the following information:

- dealer's name and address
- dealer's facility ID number
- number of boxes of registration plates shipped (maximum of 4 boxes)
- plate number range in each of the boxes (for example: 96XA00 - 96XA24)
- control number assigned to each shipment
- the dollar amount of the shipment

On the bottom half of the confirmation letter, write the number of boxes you received. Compare the plate number range in each box you received to the plate number range shown as being shipped. If any boxes are missing, write the plate number range of the missing boxes where indicated.

After you compare the boxes of plates shipped to you with the confirmation letter, tear-off the bottom half of the letter and return it immediately* in the envelope provided. The envelope is not postage paid, so you must place postage on it. **Keep the top half of the confirmation letter for audit purposes.**

- * The Regulations of the Commissioner of Motor Vehicles require that the confirmation letter be returned to the Dealer Plate Issuance Unit immediately following the arrival of the plates.

Missing Box(es) of Plates

DMV can begin a tracking process one week after the confirmation letter is received. If the missing box is found, the box will be shipped to you. If the missing box cannot be located, DMV will not send you a replacement box until DMV receives confirmation from the delivery service that there is no record of delivery. If you eventually receive the missing box, **DO NOT USE THE PLATES** because DMV will not process plates that are issued after the plates were reported missing. Call the Dealer Plate Issuance Unit at (518) 473-8889 for further instructions.

Stolen or Lost Plates

If you give DMV confirmation that you have received plates, and then you discover that any registration number or any box of plates is lost or stolen, you must:

- immediately notify your local police agency of the loss or theft and obtain form MV-78B “Report of Lost, Stolen, or Confiscated Motor Vehicles Items” (see Attachment L); and
- immediately notify the Dealer Plate Issuance Unit in writing, on your business letterhead, of the loss or theft. Attach a copy of the police report and the **original** MV-78B that was completed (do not send a photocopy).

Inventory Control Procedures

Once you have confirmed your shipment of plates, you must keep the plates in a secure, locked and limited-access location.

Issue Plates in Sequential Order

You must issue plates in sequential order. Consider the following example, where a shipment consists of three boxes and each box contains twenty-five plates:

Box one contains plate sequence 96XA00 - 96XA24.
Box two contains plate sequence 96XA25 - 96XA49.
Box three contains plate sequence 96XA50 - 96XA74.

Box one contains the lowest number range, so it must be the first box used. Do not issue plates from box one out of sequence. Do not open or issue any plates from the next box until you have issued all of the plates in box one, and so on.

When you first open a box of plates, examine all the plates in that box and use the confirmation letter to verify the plate numbers. If there are any plates missing or mutilated, you must immediately notify DMV in writing using your business letterhead. Send the letter, and any mutilated plate(s), to the Dealer Plate Issuance Unit.

When DMV receives your notification and any plates, replacement plates will be shipped to you at no charge.

Maintain Inventory Records

When you start issuing plates through the Plate Issuance Program, you must maintain inventory records as follows:

- Keep the top half of the shipment confirmation letter;
- Record the following information in your Book of Registry, or in a separate bound book, or in a DMV-approved computer file:
 - ▶ the beginning and ending plate number for each box of plates that we ship to you;
 - ▶ the beginning and ending plate number of each box of plates missing from the shipment you receive; and
 - ▶ the beginning and ending plate number of each box of plates we send to you to replace a missing box.
When you open a box of plates, record the plate numbers of individual plates that you report to DMV as missing or mutilated.
 - ▶ a plate issuance log that includes:
 - Customer Name
 - Plate Number
 - MV-53 Control Number
 - Date Issued by Facility
 - Date Sent to DMV
 - Book of Registry Page Number

A sample Plate Issuance Log is provided below to help you record this information. You may use this sample format or develop your own.

PLATE ISSUANCE LOG (SAMPLE)

<u>CUSTOMER NAME</u>	<u>PLATE NUMBER</u>	<u>MV-53 CONTROL NUMBER</u>	<u>DATE ISSUED BY FACILITY</u>	<u>DATE SENT TO DMV</u>	<u>BOOK OF REGISTRY PAGE NO.</u>
John Smith	96XA00	RV000001	10/1/05	10/5/05	page 23
Mary Jones	96XA01	RV000002	10/1/05	10/5/05	page 23
Wayne Thomas	NA (plate transfer)	RV000003	10/1/05	10/5/05	page 23

DEALER RESPONSIBILITY

Failure to Renew Business Certificate

If you are not going to renew your expired dealer business certificate, you must immediately send DMV written notification on company letterhead. Send your letter with the following items to the DMV office specified next to each item below:

- Dealer Demonstrator Plates nearest Motor Vehicles office
- Official Business Certificate (form MV-61P). NYS Department of Motor Vehicles
Bureau of Consumer and Facility Services
PO Box 2700-ESP
Albany NY 12220-2700
- Temporary Certificates of Registration (form MV-53) . . . NYS Department of Motor Vehicles
Plate & Document Distribution Unit
6 Empire State Plaza - Room 226
Albany NY 12228-0226
- Registration Plates - Dealer Plate Issuance Unit NYS Department of Motor Vehicles
Dealer Plate Issuance Unit
6 Empire State Plaza - Room 322
Albany NY 12228-0322

Discontinue Participation in the Plate Issuance Program

If you will not continue to issue ATV registration plates, you must immediately send DMV written notification on company letterhead. Send your letter with the following items to the DMV office specified next to each item below:

- Temporary Certificates of Registration (form MV-53) - Plate & Document Distribution Unit (see address above)
- Registration Plates - Dealer Plate issuance Unit (see address above)

DMV will issue a refund to you for ATV plates you have not issued.

Note: Dealers who do not participate in the Plate Issuance Program must secure a permanent ATV registration at a Motor Vehicles office before the customer takes delivery of the ATV.

Dealer Dishonored Check Procedure and Penalties

Section 202-b of the Vehicle and Traffic Law requires DMV to impose a \$35 penalty fee for each check dishonored by a bank. This penalty fee will be in addition to the amount of the dishonored check.

When DMV is notified that a bank did not honor a check:

- DMV will send a letter to the dealership to request payment for the full amount that is due.
- Payment in the form of certified funds must be made within 10 days of the initial contact. Payment should be sent to DMV by express or certified mail, or by courier.

BY MAIL

NYS Dept. of Motor Vehicles
Bad Check Unit
PO Box 2409
Albany NY 12220-0409

BY UPS, FEDERAL EXPRESS, ETC.

NYS Dept. of Motor Vehicles
Bad Check Unit
6 Empire State Plaza - Room 233
Albany NY 12228-0233

- If you do not respond to the payment request, your dealer registration will be suspended by the Division of Vehicle Safety Services until you make restitution. DMV's Revenue Accounting Unit may notify your customers that your dealership has issued a dishonored check and, as a result, their individual ATV registrations will be suspended.

DMV will not accept a dealer's check from a dealer who fails to make restitution for a dishonored check. Payment must be made with certified funds or with a check from the dealer's customer.

Violations

Any violation of Vehicle and Traffic Law sections 415, 417 and 420, and of the Regulations of the Commissioner of Motor Vehicles, may result in withdrawal of your approval to issue temporary registrations and registration plates. A violation may also result in action being taken against your business registration.

If you do not account for all registration plates and temporary certificates of registration (form MV-53), DMV may withdraw your approval to issue temporary registrations and ATV registration plates.

REGISTER AN ATV AT THE POINT OF SALE

The Vehicle and Traffic Law requires ATV dealers to register every ATV they sell to New York State residents or to non-residents before the purchaser takes delivery, unless the purchaser qualifies for an exemption from registration.

A purchaser is exempt from registration when the ATV will be used exclusively outside of New York State, at special events, for agricultural purposes, or for snow plowing (other than for hire). Dealers must have the purchaser complete and sign form RV-6 "Declaration of Exemption from Snowmobile or All-Terrain Vehicle Registration" (see Attachment M).

Unless the purchaser qualifies for an exemption, **the purchaser cannot take delivery of an ATV until it is registered.**

Temporary Certificate of Registration (Form MV-53)

A Temporary Certificate of Registration (form MV-53) allows a purchaser to legally operate the ATV until the purchaser receives the permanent registration document and plate sticker from DMV. The temporary registration is valid for 45 days from the date of issuance. (see Attachment H)

At the time of sale, you must complete form MV-53 to:

- transfer an existing ATV registration and plate to an ATV that was just purchased, or
- issue a new ATV registration plate if you are in the Dealer Plate Issuance Program.

The MV-53 is a four-copy form provided in books of 50 sets. Each book has a wrap-around cover with a folded backing. Insert the folded backing under Copy 4 before you complete the form, to prevent writing from being copied on the next blank MV-53. Then, provide the following information in the appropriate boxes:

- check the "ATV" box
- registration plate number
- date the MV-53 certificate is issued
- date the certificate will expire (calculate 45 days after the MV-53 is issued), or the existing registration date on a plate transfer, whichever comes first
- vehicle information - Year; Make; Model; and Color (see page 13)
- Vehicle Identification Number (VIN)
- name(s) of the registrant(s)
- name of the dealership and 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

Before you issue the MV-53, you must have in your possession all documents required by DMV to issue a permanent ATV registration (refer to the section titled "*Documents and Fees Required to Register an ATV*" on page 10). After you have all of the required documents, distribute each copy of the MV-53 as follows:

- Copy 1 (blue) - give to the registrant
- Copy 2 (yellow) - keep in the dealer's file
- Copy 3 (white) - include with the "Vehicle Registration/Title Application" (form MV-82), when you submit the paperwork
- Copy 4 (green) - retain in the book, in consecutive number order, for audit purposes

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

Documents and Fees Required to Register an ATV

You must bring the documents and payments listed below to a Motor Vehicles office for processing within 5 days of the date of sale:

- Proof of ownership
- Dealer's bill of sale
- Proof of registrant's identity and date of birth
- A completed and signed "Vehicle Registration/Title Application" (form MV-82)
- If you participate in the Dealer Plate Issuance Program or if you transfer an existing ATV registration and plate, bring Copy 3 of the "Temporary Certificate of Registration" (form MV-53)
- Supporting documents, when necessary, which include:
 - ▶ form MV-83T "Statement of Partnership or Joint Ownership", when there are more than two owners (see Attachment N)
 - ▶ Certificate of Partnership, if the partnership wants to register the ATV in its business name
 - ▶ proof of incorporation
- Payment of the appropriate fee:
 - ▶ original registration - \$25.00 (\$12.50 registration fee + \$12.50 plate fee)
 - ▶ re-registration (plate transfer) - \$12.50

Proof of Ownership

Before a Temporary Certificate of Registration is issued, you must check the ownership documents to be sure they are acceptable.

- **New ATV** - a Manufacturer's Certificate of Origin (MCO) or a Manufacturer's Statement of Origin (MSO). The dealer facility number must be on the back of the MCO/MSO when the ATV is sold to show that you have transferred ownership of the ATV.
- **Used ATV** - the prior owner's New York State transferable registration signed over to you, or similar proof of ownership issued by another state.
 - ▶ 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.
 - ▶ If the ATV was never registered, or all original paperwork has been lost and cannot be recovered:
 - The purchaser must complete form MV-51B "Statement of Ownership for Non-Title Vehicles, Boats, Snowmobiles and All-Terrain Vehicles" (see Attachment O).
 - The MV-51B must be accompanied by a pencil tracing of the Vehicle Identification Number (VIN).
 - The "Statement of Ownership" must be approved by the director/supervisor of the Motor Vehicles office; additional proof of ownership may be required.

NOTE: DMV WILL NOT PROCESS APPLICATIONS THAT ARE ACCOMPANIED BY AN ALTERED DOCUMENT.

Dealer's Bill of Sale

The dealer's bill of sale must include all of the following information:

- name and address of the purchaser (a PO box, RR or RD designation is NOT acceptable by itself as an address)
- date of sale (should be the day the purchaser takes possession of the ATV, not the date the purchaser makes an installment payment or a down payment when the ATV is ordered)
- purchase price of the ATV
- an indication of whether the ATV is new or used
- ATV's vehicle identification number (VIN), year, make, model, and number of wheels
- dealer's name, address and dealer facility number
- 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 why the sales tax is not due
- the signature of the dealer or the dealer's authorized representative

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

Proof of Registrant's Identity

To register an ATV, you must provide proof of the registrant's date of birth and at least 6 points of proof of name. These proofs must be original documents or certificates, or copies certified by the issuing agency. At least one must include the registrant's signature. The following documents qualify as proof of date of birth and as 6 points of proof of name:

- NYS Photo Driver License or Learner Permit
- NYS Non-Driver Photo Identification Card

If the purchaser does not have a driver license or a non-driver photo ID card, proof of date of birth and 6 points of proof of name are required. For a complete list of acceptable documents and point values, see form ID-82 "Proofs of Identity For Registration and Title" (see Attachment P).

Register in the Name of an Applicant Under 21 Years of Age

When a purchaser wants to register an ATV in the name of an applicant who is younger than age 21 and who does not have acceptable proof of identity, the parent or guardian of the applicant can complete form MV-45 "Statement of Identity by Parent/Guardian" (see Attachment Q) and provide the following documents:

- A photocopy of proof of identity for the parent or guardian - the proof must total 6 points as described on form ID-82 "Proof of Identity for Registration and Title"
- An original copy of the underage applicant's birth certificate (a photocopy is not acceptable).

Register in the Name of a Corporation

An ATV can be registered in the name of a corporation. In addition to a completed MV-82 "Vehicle Registration/Title Application," a bill of sale, and proof of ownership, the purchaser must provide the following:

- a New York State vehicle registration in the same corporate name; or
- a certified copy of the New York State certificate of incorporation; or
- for New York State corporations only:
 - ▶ a certificate of good standing or subsisting or foreign bid issued by the New York State Department of State, or
 - ▶ a filing receipt issued by the New York State Department of State
- for out-of-state corporations only:
 - ▶ a certificate of subsisting or foreign bid issued by the New York State Department of State, or
 - ▶ a certified copy of the Certificate of Incorporation issued by the home state
- for DBAs (Doing Business As):
 - ▶ to register in the name of a DBA, the registrant must use the entire name: (Example: John Smith/DBA ATVs R Us). The name should appear on the MV-82 registration application as shown in the following example: Smith; John;DBA;ATVs R Us
 - ▶ the registrant must submit:
 - all appropriate proofs of ownership for the transaction being processed;
 - proof of identity for the individual; and
 - a copy of the filing DBA receipt issued by the county clerk

Note: If a previous New York State registration is submitted as proof of incorporation, write "PROOF" on the previous registration and submit a photocopy to avoid confusion with a plate transfer.

These are examples of **unacceptable** proofs of identification for a corporation:

- preprinted checks
- corporation letterhead or stationery
- corporation calling cards
- corporation seal, or papers embossed with a seal imprint

"Vehicle Registration/Title Application", Form MV-82

Complete an application form MV-82 (see Attachment C) by entering the following information:

I Want to

Check the box(es) that applies.

If the registrant wants to transfer the existing registration plate to the newly-purchased ATV, check **"TRANSFER PLATES"** and enter the plate number.

If the current registration will expire within 60 days, write **"RENEWAL"** at the top of the MV-82. Advise the registrant that the DMV will renew the current ATV registration. (Section 402 of the Vehicle & Traffic Law allows the dealer to transfer the plate for the purchaser, if the dealer has all the necessary registration documents.)

Section 1

Enter the information for each field. Please note the following:

- If the primary registrant and, if applicable, the co-registrant has a NYS driver license or NYS non-driver ID card, enter the 9-digit ID number. Attach a photocopy of the driver license or non-driver ID card to the MV-82.
- If the address where the primary registrant lives is different from the mailing address, or if the primary registrant entered a Post Office box as the mailing address, complete the field **"THE ADDRESS WHERE PRIMARY REGISTRANT RESIDES IF DIFFERENT FROM THE MAILING ADDRESS"**.
- For **"County of Residence"**, enter the first four letters of the county where the primary registrant lives. For example, ALBA for Albany.

Section 2

Enter information for only the following fields:

Vehicle Identification Number (VIN): The Vehicle Identification Number is the serial or factory number (not the engine number) permanently assigned to the ATV by the manufacturer. This number may contain both letters and number.

Vehicle Description: Enter the **Year** and **Make**.

- ▶ If there are five or more letters in the name of the Make, enter the first five letters (for example, "POLAR" for "POLARIS").
- ▶ If there are four or fewer letters in the name, enter the complete name.
- ▶ For two-word names, enter the first two letters of the first name, followed by a slash (/), followed by the first two letters of the second name.
- ▶ If the vehicle is either custom built or home made, edit as **"CUSTO"** or **"HOMEM"**.

Body Type For Other Vehicles: Check the **"Other"** box. Enter **"ATV"**.

Color: Only the colors listed below are acceptable. If the manufacturer uses a unique name for the color, select one of the colors listed below that is closest to the color of the ATV and write its code in the box. If the ATV is a light or dark shade of the color, enter code LT or DK followed by the color code (for example, light green would be LTGR and dark green would be DKGR). If the ATV has multiple colors or shades of the same color, use the color code for the predominant color. If there is no color, enter **"NOCL"**.

<u>Color</u>	<u>Code</u>	<u>Color</u>	<u>Code</u>	<u>Color</u>	<u>Code</u>
Black	BK	Green	GR	Red	RD
Blue	BL	Maroon	MR	Tan	TN
Brown	BR	Orange	OR	White	WH
Gold	GL	Pink	PK	Yellow	YW
Gray	GY	Purple	PR	Light	LT
				Dark	DK

Unladen Weight: Cannot be more than 1,000 lbs.

Type of Power (Fuel): Check the appropriate box.

Cylinders: Enter the number of cylinders as recorded on the MCO/MSO or transferable registration.

Section 3 Complete this section only if the registrant is not the owner.

Enter the information for each field.

This section must be signed by the owner or an authorized representative of the owner and, if applicable, the co-owner.

DEALER
USE ONLY -
LIEN FILING

Lien information for an ATV is not recorded on the MV-82. The lienholder must record the lien with the County Clerk in the owner's county of residence.

NEW YORK
DEALER
ONLY

Enter the information for each field. Please note the following:

- For "Registration Class", enter ATV.
- For "Date Temp Issued", enter the date you issued the temporary registration (form MV-53).
- "Dealer Certification" must be signed by the dealer or an authorized representative to certify that all of the information provided on the application is true.

Section 4

Additional Vehicle Information: The first three questions must ALWAYS be completed. If the answer to question 2 is "NO", check the boxes under question 2 that apply.

Section 5

Certification: The registrant must sign the Certification section to certify that all of the information provided on the application is true. If the vehicle is being registered under two names, both registrants must sign.

ORDER FORMS

Complete form PD-3 "Dealer Request For All-Terrain Vehicle Registration Forms" (see Attachment R) to request the following forms:

- MV-53 (Temporary Certification of Registration)
- MV-82 (Vehicle Registration/Title Application)
- MV-82.1 (Registering/Titling a Vehicle in New York State)
- RV-2 (All-Terrain Vehicle Dealer Registration Instructions manual)
- RV-6 (Declaration of Exemption from Snowmobile or All-Terrain Vehicle Registration)

Form PD-3 is available on DMV's web site (dmv.ny.gov), or you can mail or fax a request to:

NYS Department of Motor Vehicles
Plate & Document Distribution
6 ESP, Room 226
Albany NY 12228-0226
Fax: (518) 473-3490

If you order a supply of form MV-53, you will initially receive two books of certificates. After the books arrive, you should examine each book to be sure that:

- each book contains fifty sets of form MV-53, and that each MV-53 has four copies;
- for each MV-53, the same document number is pre-printed in the upper right corner on each of the four copies;
- the MV-53 sets in each book are numbered consecutively; and
- the number on the first MV-53 in the book matches the "Beginning No." on the front cover, and the number on the last MV-53 in the book matches the "Ending No.".

If any MV-53 sets are missing or misprinted, immediately call the Plate & Document Distribution Unit at (518) 474-7656. When the first of the two books is completed, form PD-3 and the completed book (containing Copy 4 of each set) must be sent to the Plate & Document Distribution Unit to obtain a replacement book.

The following forms are available on DMV's web site (dmv.ny.gov), and in any Motor Vehicles office:

- ID-82 (Proofs of Identity for Registration and Title)
- MV-45 (Statement of Identity by Parent/Guardian)
- MV-51B (Statement of Ownership for Non-Titled Vehicles, Boats, Snowmobiles and ATVs)
- MV-82 (Vehicle Registration/Title Application)
- MV-82.1 (Registering/Titling a Vehicle in New York State)
- MV-83T (Statement of Partnership or Joint Ownership)
- MV-253G (Request for Business Amendment / Duplicate Certificate)
- MV-463 (Application for Dealer Plate Issuance Program)
- MV-464L (Order Form for Registration Plates/In-Transit Permits)
- PD-3 (Dealer Request For All-Terrain Vehicle Registration Forms)
- RV-2 (All-Terrain Vehicle Registration Instructions)
- VS-1D (Original Facility Application)
- VS-19 (Statement of Ownership and/or Permission to Use Place of Business)

SUPPLEMENTAL INFORMATION

SALES TAX INFORMATION

All dealers selling ATVs 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 ATVs before releasing them to customers. As a representative for 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.

You may have to collect sales tax at a rate higher than the rate 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 ATV; or
- the rate that is in effect where the ATV is used or stored if the purchaser has a place of residence in the locality where the ATV is used or stored.

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 you with a properly completed exemption document (for example, DTF form ST-120 "Resale Certificate", ST-125 "Farmer's Exemption Certificate", or ST-119.1 "Exempt Organization Certification"). You must receive an exemption certificate no later than 90 days after the ATV is delivered to the purchaser.

If you need additional DTF forms, please call 1-800-462-8100.

If you need assistance to determine whether a sale is taxable, or how the tax must be calculated, please call the DTF business information number 1-800-972-1233; telephone assistance is available from 8:30 am to 4:25 pm, Monday through Friday. The DTF web site address is: www.tax.ny.gov

INSURANCE

An ATV which is operated in New York State, other than on property of the owner of the ATV, must be covered by liability insurance. Minimum required coverage is \$50,000/\$100,000 for death, \$25,000/\$50,000 for injury and \$10,000 for property damage in any one accident. The owner or operator of the ATV must show proof of this insurance upon the request of a judge, the police, or a person who claims to have suffered injury or property damage as a result of the operation of the ATV by the owner or the operator.

The purchaser is not required to show proof of insurance to register an ATV.

TELEPHONE DIRECTORY

Please use this list of telephone numbers to contact the Central Dealer Unit or the Office of Vehicle Safety & Clean Air:

Central Dealer Unit - Dealer Plate Issuance Program

- Application for Dealer Plate Issuance Program Phone (518) 473-8889
- Ordering dealer-issued plates Fax (518) 402-2661
- Emergency orders

Office of Vehicle Safety & Clean Air - Central Office

Dealer Business Applications

- Originals, Renewals and Amendments (518) 474-0919
- Hearings (518) 474-1102
- Suspensions (518) 474-1510

SAFETY TRAINING COURSES

ATV safety training courses approved by the Department of Motor Vehicles are available throughout the state. Call 1-800-887-2887 to enroll in training nearest you, or write to:

ATV Safety Institute
Enrollment Express
2 Jenner St., Suite 150
Irvine, CA 92618-3806

ATV safety information is also available at nyatvsafety.ridetrails.org

TRAILS AND CLUBS

DMV offices do NOT have a list of clubs. Information on clubs and special events is available at nysorva.info

GLOSSARY OF TERMS

ALL-TERRAIN VEHICLE (ATV) - any self-propelled vehicle with two or more wheels that is manufactured for sale to be used primarily off-highway or in off-road competitions, and that is no wider than 70 inches and weighs no more than 1,000 pounds. This does not include vehicles manufactured for off-highway use and designed exclusively for travel on snow or ice, and supported by one or more skis, belts or cleats that utilize and endless belt tread. Those vehicles, which include snowmobiles, are subject to other laws and regulations.

MC DEALER - A person or business engaged in buying, selling or dealing in motor vehicles, motorcycles or trailers, other than mobile home trailers, at retail or wholesale.

MCO - MANUFACTURER'S CERTIFICATE OF ORIGIN - Proof of ownership for a new motor vehicle.

PROCEDURE - Various guidelines and requirements developed by the Department of Motor Vehicles.

PROOF OF OWNERSHIP - Various types of documents which establish ownership of a vehicle, such as an MCO, title or transferable registration.

REGISTRANT - A person, corporation or partnership registering a motor vehicle.

REGISTRATION - The document that proves a customer has paid for registration plate; in some cases, it is also proof of ownership for the ATV.

REREGISTRATION - The transfer of plates and/or credit from one ATV registration to another in the same name.

TEMPORARY CERTIFICATE OF REGISTRATION (MV-53) - A temporary registration is valid for 45 days for an original transaction, or until an existing registration expires for a reregistration transaction (if less than 45 days) .

VEHICLE REGISTRATION/TITLE APPLICATION (MV-82) - The application used to register and/or title any motor vehicle or trailer in New York State.

**ORIGINAL FACILITY APPLICATION**

FOR ASSISTANCE WITH THE COMPLETION OF THIS APPLICATION
OR INFORMATION ON BUSINESS REQUIREMENTS
PLEASE VISIT DMV.NY.GOV

DMV USE ONLY

Tracking #	County	Zip Code
Facility #	Facility Name	

ALL APPLICANTS: PLEASE READ CAREFULLY

This is the business type that you are applying for. Complete all 5 pages of this form

**Dealer/Transporter***dealer/transporter information is on page 4*

NOTE: If applying for a Junk & Salvage business you will need to submit form VS-1JS.

PART 1 Print name and location of business, business e-mail address and phone number below:

Business Name			Business E-mail Address		
Business Street Address (physical location)				Business Phone No. (Area Code) ()	
City	State	ZIP	County		

CONTACT: This information will be used for contact and correspondence while processing this application ONLY!

Contact Person (principal of business)	Title	Contact's E-mail Address	
Mailing Address		Contact Phone No. (Area Code) ()	
City	State	ZIP	County

PART 2

Ownership - you may only select one of the following four business types (Part 2 continues on next page)

- ☐ Individual (complete Section A) ☐ Corporation/LLC (complete Section C)
☐ Partnership (complete Section B) ☐ Government/Education (complete Section D)

SECTION A

- ☐ **INDIVIDUAL** (doing business in your legal name) **OR** ☐ **INDIVIDUAL WITH ASSUMED NAME** ("doing business as" or DBA name)
➤ Proof of business name not required. ➤ enclose a copy of the business certificate obtained from your County Clerk's office.
➤ Attach a copy (front & back) of the owner's valid driver license. If the owner does not have a driver license, ➤ attach a copy of one of the following:
non-driver ID card, passport or resident alien card.

Last Name	First	MI	Date of Birth (Month/Day/Year)			
Residence Address (Include Number and Street)			City	State	ZIP	Residence Phone No. (Area Code) ()
Please Sign Name In Full X						Driver License/Non Driver ID Number

SECTION B

- ☐ **PARTNERSHIP WITH ASSUMED NAME** ("doing business as" or DBA name)
➤ Enclose a copy of the partnership papers obtained from your County Clerk's office. The partnership papers must contain all partners' names and the DBA name.
Complete one section for each partner; if more than three, ➤ attach additional pages. ➤ Attach a copy of each partner's driver license. If a partner does not have a driver license, ➤ attach a copy of one of the following: non-driver ID card, passport or resident alien card.

1. Last Name	First	MI	Date of Birth (Month/Day/Year)			
Residence Address (Include Number and Street)			City	State	ZIP	Residence Phone No. (Area Code) ()
Please Sign Name In Full X						Driver License Number
2. Last Name	First	MI	Date of Birth (Month/Day/Year)			
Residence Address (Include Number and Street)			City	State	ZIP	Residence Phone No. (Area Code) ()
Please Sign Name In Full X						Driver License Number
3. Last Name	First	MI	Date of Birth (Month/Day/Year)			
Residence Address (Include Number and Street)			City	State	ZIP	Residence Phone No. (Area Code) ()
Please Sign Name In Full X						Driver License Number



PART 2 (Ownership) CONTINUED FROM PAGE 1

☐ CORPORATION (Inc., Corp., Ltd.)

➤ Enclose a copy of the filing receipt issued from the NYS Department of State: **(518) 473-2492 or dos.ny.gov**

☐ CORPORATION WITH ASSUMED NAME ("doing business as" or DBA name)

➤ Print corporation name below and enclose a copy of the filing receipt with the assumed name issued from the NYS Department of State:
(518) 473-2492 or dos.ny.gov

Corporation Name _____

☐ LIMITED LIABILITY COMPANY (LLC)

For Inc., Corp., and Ltd., list corporate officers. **President, Secretary and Treasurer are required** (one person may be President, Secretary, and/or Treasurer). List stockholders and percentage of stock (**not required for publicly-traded companies**). For LLC, list all managing members. Attach additional pages if needed. Attach a copy of each listed person's driver license. (If any listed person does not have a driver license, attach a copy of one of the following: non-driver ID card, passport or resident alien card. (Must include documents to show company is publicly-traded.)

SECTION C

1. Last Name	First	MI	Date of Birth (Month/Day/Year)
Title (check all that apply) <input type="checkbox"/> President <input type="checkbox"/> Secretary <input type="checkbox"/> Treasurer <input type="checkbox"/> Member <input type="checkbox"/> Other _____			Percentage of Stock
Residence Address (Include Number and Street)		City	State ZIP
Please Sign Name In Full		Driver License Number	
X			
2. Last Name	First	MI	Date of Birth (Month/Day/Year)
Title (check all that apply) <input type="checkbox"/> President <input type="checkbox"/> Secretary <input type="checkbox"/> Treasurer <input type="checkbox"/> Member <input type="checkbox"/> Other _____			Percentage of Stock
Residence Address (Include Number and Street)		City	State ZIP
Please Sign Name In Full		Driver License Number	
X			
3. Last Name	First	MI	Date of Birth (Month/Day/Year)
Title (check all that apply) <input type="checkbox"/> President <input type="checkbox"/> Secretary <input type="checkbox"/> Treasurer <input type="checkbox"/> Member <input type="checkbox"/> Other _____			Percentage of Stock
Residence Address (Include Number and Street)		City	State ZIP
Please Sign Name In Full		Driver License Number	
X			

SECTION D

☐ EDUCATIONAL FACILITY (School, BOCES)

➤ Print Superintendent's name below. No documents required for proof of business name.

Superintendent (Name and Phone No.) _____

☐ GOVERNMENT AGENCY (State, County, City)

➤ Print Government Official's name below. No documents required for proof of business name.

Government Official (Name and Phone No.) _____

Please enter information of supervising employee of facility who may be contacted regarding compliance issues.

1. Last Name	First	MI	Date of Birth (Month/Day/Year)
Contact Address (Include Number and Street)		City	State ZIP
Email		Contact Phone No. (Area Code)	
Please Sign Name In Full		Driver License Number	
X			

PART 3 Complete all sections:																					
A.	Have you or any person named in this application ever had a financial interest in a DMV-regulated business that had its license, registration or certification denied, suspended or revoked in New York State? This includes an interest as owner, partner, corporate officer or stockholder holding more than ten percent of the stock, and includes matters now on appeal. <input type="checkbox"/> No <input type="checkbox"/> Yes If "YES": Specify name and address of the person(s), business type, facility number, certified inspector number, date and action that was taken. _____ _____																				
B.	Are you, or is anyone named in this application, scheduled for a hearing or been notified of a pending hearing regarding a DMV Vehicle Safety issued business license, registration or certification? <input type="checkbox"/> No <input type="checkbox"/> Yes If "YES": Specify name and address of the person(s), business type, facility number, certified inspector number, date and action that was taken. _____ _____																				
C.	Have you or any person named in this application been convicted of, or forfeited bail for, any misdemeanor or felony at any time? <input type="checkbox"/> No <input type="checkbox"/> Yes If "YES": Name _____ Date of Birth _____ Conviction Date _____ Penalty _____ Court _____ Explain specific nature of offense _____ _____ If you have additional offenses they <u>must</u> be reported on an attached sheet.																				
D.	Does anyone else have a financial interest in your business that is not disclosed on this application? <input type="checkbox"/> No <input type="checkbox"/> Yes If "YES": Name _____																				
E.	All applicants, except Inspection Stations and Transporters, must provide a copy of NYS Department of Taxation and Finance DTF-17A (Certificate of Authority) or your valid NYS issued tax ID number here: tax.ny.gov or (518) 485-2889 *Verify your ID is valid at https://www7b.nystax.gov/TIVL/tivlStart before submitting.																				
F.	You must provide your Federal Employer Identification Number: _____ Do you have any employees? <input type="checkbox"/> No <input type="checkbox"/> Yes If "YES", attach a copy of proof of Worker's Compensation and Disability Insurance coverage.																				
G.	Have you or anyone named in Part 2 of this application ever held a business license, registration or certification for any of the types below? <input type="checkbox"/> No <input type="checkbox"/> Yes If "YES" Check the type(s) below and provide all current and previous facility/certified inspector numbers. Attach additional page, if needed. <table style="width: 100%; margin-top: 10px;"> <tr> <td><input type="checkbox"/> Retail Motor Vehicle Dealer, New</td> <td><input type="checkbox"/> Dismantler</td> <td><input type="checkbox"/> ATV Dealer</td> <td><input type="checkbox"/> Inspection Station</td> <td><input type="checkbox"/> Scrap Collector</td> </tr> <tr> <td><input type="checkbox"/> Retail Motor Vehicle Dealer, Other</td> <td><input type="checkbox"/> Transporter</td> <td><input type="checkbox"/> Salvage Pool</td> <td><input type="checkbox"/> Qualified Dealer</td> <td><input type="checkbox"/> Scrap Processor</td> </tr> <tr> <td><input type="checkbox"/> Wholesale Motor Vehicle Dealer</td> <td><input type="checkbox"/> Boat Dealer</td> <td><input type="checkbox"/> Repair Shop</td> <td><input type="checkbox"/> Mobile Car Crusher</td> <td><input type="checkbox"/> Certified Inspector</td> </tr> <tr> <td><input type="checkbox"/> Itinerant Vehicle Collector</td> <td><input type="checkbox"/> Yacht Broker</td> <td><input type="checkbox"/> Repair Shop disposing of major component scrap</td> <td></td> <td></td> </tr> </table> Current facility/certified inspector numbers: _____ Previous facility/certified inspector numbers: _____	<input type="checkbox"/> Retail Motor Vehicle Dealer, New	<input type="checkbox"/> Dismantler	<input type="checkbox"/> ATV Dealer	<input type="checkbox"/> Inspection Station	<input type="checkbox"/> Scrap Collector	<input type="checkbox"/> Retail Motor Vehicle Dealer, Other	<input type="checkbox"/> Transporter	<input type="checkbox"/> Salvage Pool	<input type="checkbox"/> Qualified Dealer	<input type="checkbox"/> Scrap Processor	<input type="checkbox"/> Wholesale Motor Vehicle Dealer	<input type="checkbox"/> Boat Dealer	<input type="checkbox"/> Repair Shop	<input type="checkbox"/> Mobile Car Crusher	<input type="checkbox"/> Certified Inspector	<input type="checkbox"/> Itinerant Vehicle Collector	<input type="checkbox"/> Yacht Broker	<input type="checkbox"/> Repair Shop disposing of major component scrap		
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<input type="checkbox"/> Itinerant Vehicle Collector	<input type="checkbox"/> Yacht Broker	<input type="checkbox"/> Repair Shop disposing of major component scrap																			
PART 4	Place of business: <input type="checkbox"/> Own (complete Section A) Attach copy of tax bill or deed. Do you <input type="checkbox"/> Lease (complete Sections A and B) Attach copy of your lease <i>The name on the tax bill or deed must match the Business Name in Part 1.</i> <input type="checkbox"/> Sublease (complete Sections A, B and C) Attach copy of your sublease <i>The name on the tax bill or deed does not match the Business Name listed in Part 1</i> <input type="checkbox"/> Pending/Lease (complete Sections A and B) Attach notarized statement from property owner* <input type="checkbox"/> Pending/sublease (complete Sections A and B) Attach notarized statement from property owner*																				
* Notarized statement from the property owner stating you will have permission to use location to operate your business (i.e. dealers can sell motor vehicles) upon application approval, describing exactly which portions of the building your business will occupy.																					
A. All applicants must complete this section. <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Name of Property Owner</td> <td style="width: 30%;">Phone No. (Area Code) ()</td> </tr> <tr> <td colspan="2">Owner Mailing Address (Include Number and Street)</td> </tr> <tr> <td>City</td> <td>State ZIP</td> </tr> <tr> <td>Number of Years or Months Owned</td> <td>Is this property zoned for all of the business type(s) you are applying for? <input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> </table>		Name of Property Owner	Phone No. (Area Code) ()	Owner Mailing Address (Include Number and Street)		City	State ZIP	Number of Years or Months Owned	Is this property zoned for all of the business type(s) you are applying for? <input type="checkbox"/> YES <input type="checkbox"/> NO												
Name of Property Owner	Phone No. (Area Code) ()																				
Owner Mailing Address (Include Number and Street)																					
City	State ZIP																				
Number of Years or Months Owned	Is this property zoned for all of the business type(s) you are applying for? <input type="checkbox"/> YES <input type="checkbox"/> NO																				
PLEASE NOTE: If any of the leases will expire in the next six months, you must provide a letter from the owner or lessor stating the intention to renew that lease. If you do not provide the required information with your application, the application will be denied .																					
B. If you are leasing or subleasing, complete this section. <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Print the name the lease is in (Lessee Name)</td> <td style="width: 30%;">Phone No. (Area Code) ()</td> </tr> <tr> <td>Business Address City State ZIP</td> <td>Must Have at Least Six-Month Lease Expiration Date / /</td> </tr> </table>		Print the name the lease is in (Lessee Name)	Phone No. (Area Code) ()	Business Address City State ZIP	Must Have at Least Six-Month Lease Expiration Date / /																
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Business Address City State ZIP	Must Have at Least Six-Month Lease - Expiration Date / /																				



Department of Motor Vehicles

DEALER/TRANSPORTER INFORMATION

Complete #1 and read #2

1. Check business type(s) below:

- ☐ **Retail Motor Vehicle Dealer, New (franchised passenger cars, SUVs, light trucks, etc.)** – With one or more franchise agreements with one or more registered manufacturers to sell at retail a particular make of new motor vehicle.
📌 You must include a copy of every franchise agreement with your application.
 Number of dealer demonstration plates requested _____. Number of MV-50 books requested _____.
- ☐ **Retail Motor Vehicle Dealer, Other (motorcycles, trailers, used cars, RVs, heavy trucks, etc.)** – Engaged in retail or retail with wholesale buying, selling or dealing in motor vehicles, motorcycles, limited use vehicles or trailers of more than 1,000 pounds unladen weight (other than mobile homes).
 Number of dealer demonstration plates requested _____. Number of MV-50 books requested _____.
- ☐ **Wholesale Motor Vehicle Dealer** – Engaged in buying, selling or dealing in motor vehicles, motorcycles or trailers at wholesale ONLY (cannot sell retail).
 Number of transporter plates requested _____. Number of MV-50 books requested _____.
- ☐ **Boat Dealer** – Engaged in buying, selling or trading boats designed to have a motor, and that can be used to transport one or more people across water.
 Number of boat dealer demonstration numbers requested _____. Number of dealer demonstration plates requested _____.
- ☐ **Transporter** – Requiring the limited operation of motor vehicles, motorcycles, limited use vehicles or trailers for the purpose of delivery, repair or improvements. Include a written statement with your application that explains, in detail, your business need for transporter plates.
 Number of transporter plates requested _____.
- ☐ **ATV Dealer** – engaged in buying, selling or trading ATVs.
- ☐ **Yacht Broker** – acts as an agent for either the buyer or the seller of a boat.

2. All Motor Vehicle Dealers are required to have in place (and filed with NYS DMV) a surety bond, in the appropriate amount, as follows:

\$20,000 – Retail or Wholesale Motor Vehicle Dealer (other than New) that sold 50 or fewer vehicles during the previous calendar year.

\$100,000 – Retail or Wholesale Motor Vehicle Dealer (other than New) that sold more than 50 vehicles during the previous calendar year.

\$50,000 – Retail Motor Vehicle Dealer, New (franchised passenger cars, SUVs, light trucks, etc.)*

* Dealers selling only trailers, motorcycles, vehicles over 10,000 pounds, ATVs, boats, snowmobiles are exempt from the bond requirements.

📌 **Form VS-3, Dealer Bond Under New York State Vehicle and Traffic Law Section 415(6-b), must be completed by the surety company. The form (copies accepted), with the surety company's seal, business name, address and signature of owner/partner/corporate officer/managing member, and power of attorney papers must be included with your application.**

**ALL DEALER REGISTRATIONS (MOTOR VEHICLE, BOAT, TRANSPORTER, AND ATV)
see VS-142, Dealer/Transporter Requirements.**

Your Original Facility Application is nearly complete.**REMEMBER TO INCLUDE THE FEES ASSOCIATED WITH THIS APPLICATION!**

When you submit this application, you must submit TWO separate checks, both made payable to the Commissioner of Motor Vehicles.

Check 1 (Application and Business Fees): \$487.50

Check 2 (MV-50 fees): \$260.00

NOTE: If you are applying to be a Transporter, Boat Dealer, Yacht Broker or ATV Dealer, the above fees may not be correct. Please contact Vehicle Safety at (518) 474-0919 for the correct fee for your application.

CERTIFICATION

(all applicants must complete this section)

FALSE STATEMENTS ON THIS APPLICATION ARE PUNISHABLE BY LAW AND MAY RESULT IN DENIAL, SUSPENSION, OR REVOCATION OF YOUR BUSINESS CERTIFICATE(S). I certify that I am the owner, partner, officer or managing member of the facility named on this application, I am not a franchisor as defined in Vehicle and Traffic Law §462(8), and all information provided in this application is true. I am, and will continue to be, in compliance with all state and local laws and regulations.

Name			Date of Birth (Month/Day/Year)	
Business e-mail address				
Residence Address (Include Number and Street)		City	State	ZIP
Please Sign Name In Full ↓		Title	Date (Month/Day/Year)	

PLEASE REVIEW THE REQUIREMENT CHECKLIST(S). YOU MUST MEET ALL REQUIREMENTS TO BE APPROVED.


- ***Have you completed the entire application?***
- ***Have you signed the application?***
- ***Have you included your check(s) or money order(s) for the application and registration/licensing fees? (NO STARTER CHECKS ACCEPTED)***
- ***Make your check(s) or money order(s) payable to: Commissioner of Motor Vehicles***
- ***Return this completed application along with all REQUIRED ATTACHMENTS by mail to:***
Vehicle Safety Services
Application Unit
6 Empire State Plaza, Room 220
Albany NY 12228-0001

If you need assistance, call the Office of Vehicle Safety Application Unit at 518-474-0919.

Forms are available at dmv.ny.gov

SAMPLE

ATTACHMENT B

	New York State Department of Motor Vehicles OFFICIAL BUSINESS CERTIFICATE	Validation Date and Number: 04/07/05 05432
THIS CERTIFICATE EXPIRES 03/31/07		This person is REGISTERED AS A DEALER
FACILITY IDENTIFICATION NO. 1234567		pursuant to the provisions of the Vehicle and Traffic Law.
MIKE MOTORIST ATVs R US 22 ANYSTREET ANYTOWN NY 12345		
This document does <u>not</u> certify that this business complies with zoning and other local laws POST IN A CONSPICUOUS PLACE		
MV-61P (10/95)		

SAMPLE

ATTACHMENT C

Department of
Motor VehiclesVEHICLE REGISTRATION/
TITLE APPLICATIONThis form is available at dmv.ny.gov

Office Use Only		Class
Batch File No.	<input type="checkbox"/> Orig <input type="checkbox"/> Activity <input type="checkbox"/> Renewal <input type="checkbox"/> Lease Buyout	Three of Name
	<input type="checkbox"/> Dup <input type="checkbox"/> Activity W/RR <input type="checkbox"/> Renew W/RR <input type="checkbox"/> Sales Tax with Title	

I WANT TO:

- | | | |
|--|--|---|
| <input type="checkbox"/> REGISTER A VEHICLE | <input type="checkbox"/> RENEW A REGISTRATION | <input type="checkbox"/> GET A TITLE ONLY |
| <input type="checkbox"/> CHANGE A REGISTRATION | <input type="checkbox"/> REPLACE LOST OR DAMAGED ITEMS | <input type="checkbox"/> TRANSFER PLATES |

Plate Number

1 NAME OF PRIMARY REGISTRANT (Last, First, Middle or Business Name)

NYS driver license ID number of PRIMARY REGISTRANT

DATE OF BIRTH

GENDER

☐ Male ☐ Female

NAME OF CO-REGISTRANT (Last, First, Middle)

NYS driver license ID number of CO-REGISTRANT

DATE OF BIRTH

GENDER

☐ Male ☐ FemaleNAME CHANGE? ☐ YES ☐ NOADDRESS CHANGE? ☐ YES ☐ NO

TELEPHONE NUMBER

MOBILE TELEPHONE NUMBER

FORMER NAME (If name was changed you must present proof)

EMAIL

THE ADDRESS WHERE PRIMARY REGISTRANT GETS MAIL (Include Street Number and Name, Rural Delivery or box number. This address will be on the document.)

<input type="text"/>	Apt. No.	City or Town	State	Zip Code	County of Residence
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THE ADDRESS WHERE PRIMARY REGISTRANT RESIDES IF DIFFERENT FROM THE MAILING ADDRESS (DO NOT GIVE A P.O. BOX.)

<input type="text"/>	Apt. No.	City or Town	State	Zip Code
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2 VEHICLE IDENTIFICATION NUMBER

VEHICLE DESCRIPTION

Year	Make
------	------

Body Type (mark one)

☐ 2-Door ☐ 4-Door ☐ Pick-up ☐ Van☐ Convertible ☐ Suburban/SUV ☐ Trailer☐ Motorcycle ☐ Tow ☐ Other

Unladen Weight

Type of Power (Fuel)

☐ Gas ☐ Diesel ☐ Electric ☐ Flex ☐ CNG ☐ Propane ☐ NoneFor trailers & commercial vehicles
Maximum Gross WeightFor rentals, buses & taxis
Seating Capacity

Odometer Reading in Miles

Office Use Only
Mileage Brand☐ A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ GFor commercial vehicles
Axles

Distance

CHANGES: Describe any vehicle changes and the reasons for the changes. (SUBMIT NYS TITLE IF ISSUED)

3 If the OWNER of the vehicle is DIFFERENT from the REGISTRANT, the OWNER must complete this section.

NYS driver license number of OWNER

NAME OF CURRENT OWNER(s) (Last, First, Middle)

DATE OF BIRTH

NAME OF CO-OWNER →

GENDER

☐ Male ☐ Female

THE ADDRESS WHERE OWNER GETS MAIL (Include the Street Number and Name, Rural Delivery or box number)

<input type="text"/>	Apt. No.	City or Town	State	Zip Code	County
----------------------	----------	--------------	-------	----------	--------

(Signature of owner or authorized person, and signature of co-owner if applicable)

(Date)

DEALER USE ONLY - LIEN FILING - Alterations are not allowed in the lienholder section below

Choose one → ☐ There are no liens ☐ I am filing for the lienholder(s) listed below

Lien Filing Code	Lienholder Name	Lienholder Mailing Address (number, street, city, state, zip code)
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

NEW YORK DEALERS ONLY

Did you issue plates to this vehicle?	Plate Number	Reg. Class	Date Temp Issued	Facility ID Number
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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 Motor Vehicles office.

(Signature of Dealer or Authorized Representative)

OFFICE USE ONLY

New Plate				New Class				Ins. Co. Code				Special Conditions					
Sales Tax	Status	Value (\$)	Rate	Out of State	Title	Lien	Lien Number	Jurisdiction	Audit	Lien Release	AT	BV	CF	CO	EO	EX	FL
Prior Owner											IO	NE	NF	NR	NU	OP	OV
Proof Submitted											PA	PI	PK	RC	RE	SC	SO
											SP	SR	SS	SV	TE	TL	TO
											TP	TR	TX	XR	X6	WO	
Reg/Title								Stop/Response/Scoff Law			Approved By						Date

4 ADDITIONAL VEHICLE INFORMATION —————→ **QUESTIONS 1-3 MUST BE COMPLETED.**

1. Has the vehicle been wrecked, destroyed, or damaged to such an extent that the total estimate, or actual cost, of parts and labor to rebuild or reconstruct the vehicle to the condition it was in before an accident, and to make the vehicle legal to operate on the road or highways, is more than 75% of the retail value of the vehicle at the time of loss?

☐ No ☐ Yes - (If you marked **Yes** the vehicle must have an anti-theft examination before it is registered. The title that is issued will have the statement "Rebuilt Salvage" on it.)

2. Is this vehicle registered for your personal use? ☐ Yes ☐ No

If you marked "Yes", go to the next question (question 3) . If you marked "No", check any of these boxes that apply:

- ☐ This vehicle is a passenger vehicle that will be used for hire with a driver and will be operated in the following location(s):
☐ New York City (NYC) ☐ A jurisdiction that is not NYC that regulates taxis ☐ A jurisdiction that does not regulate taxis
- ☐ This vehicle is used as a contracted carrier.
- ☐ This vehicle is a passenger vehicle that is rented without a driver.
- ☐ This vehicle requires a permit for **commercial operation**. (Mark the box of the type of permit that was issued and write the permit number on the line.) ☐ NYS DOT Permit No. _____ ☐ Federal DOT Permit No. _____
- ☐ The **government owns** this vehicle.
- ☐ This vehicle is used as (mark one) ☐ an ambulance ☐ an ambulette ☐ a hearse or invalid coach
If payment is received to carry passengers, mark this box. ☐
- ☐ This vehicle is used exclusively as a **hearse** If payment is received to carry passengers, mark this box. ☐
- ☐ This vehicle is a **commercial tow truck** with a gross vehicle weight rating of at least 8,600 pounds.
- ☐ This vehicle is used only as a **farm vehicle**. (form MV-260F, Part 1, must be attached)
- ☐ This vehicle is used only as an **agricultural truck or agricultural trailer**.
- ☐ This vehicle is subject to the Department of Transportation inspection requirements for the carriers that transport passengers. (For more information, refer to form MV-82.1P, "Inspection Requirements for Carriers Transporting Passengers".)

3. Has this vehicle been modified to change its registration class? ☐ Yes ☐ No If "Yes", explain _____

4. This vehicle is a **pick-up truck** with an unladen weight that is a maximum of 6,000 pounds. This vehicle is never used for commercial purposes and does not have advertising on any part of it. I want (mark one): ☐ Passenger Plates ☐ Commercial Plates

- 5** **CERTIFICATION:** The information I have given on this application is true to the best of my knowledge. I certify that the vehicle is fully equipped as required by the Vehicle and Traffic Law, and has passed the required New York State inspection within the past 12 months, or has qualified for a time extension (Form VS-1077) and will be inspected within 10 days. I also certify that appropriate insurance coverage is in effect, and that the vehicle will be operated in accordance with 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 have plates in a series reserved for a special group, I certify that I am still eligible to receive them, and that I have only one set of these plates. *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.*

WARNING: Intentionally making a false statement or providing false or misleading information in connection with this application is a criminal offense that may subject you to prosecution under the law.

Print Name Here

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

Sign Here

(Sign Here)

Print Additional Name Here

(Print Name in Full)

Additional Signature Sign Here

(Sign Here - Additional signature required for a partnership or if registering this vehicle in more than one name.)



**Department of
Motor Vehicles**

REGISTERING/TITLING A VEHICLE IN NEW YORK STATE

For information and instructions visit dmv.ny.gov

- ➡ Each section below describes an action you can take and provides the instructions you must follow.
- ➡ All documents you present for proof of name and proof of insurance must show the same name as the name that will appear on the registration.
- ➡ Forms with an asterisk (*) are available at any Motor Vehicles office and at dmv.ny.gov. Sales tax forms are also available from the New York State Department of Taxation and Finance.

TO REGISTER a vehicle in NYS, you must bring the following documents to a DMV office:

- | | |
|--|--|
| 1. A completed Vehicle Registration/Title Application (<i>MV-82*</i>). | 11. An Odometer Disclosure Statement for all vehicles that are 10 years old or newer. If the proof of ownership does not contain an Odometer Disclosure Statement, the new owner and seller must complete and sign the Odometer Disclosure Statement section of form MV-103*. |
| 2. Proof of ownership (<i>see page 3</i>). If there are more than 2 owners, you must also provide a Statement of Partnership or Joint Ownership (<i>form MV-83T*</i>). | 12. If the proof of ownership is from NYS, submit a Damage Disclosure Statement when the vehicle is 8 years old or newer. If the proof of ownership does not include a Damage Disclosure Statement, the new owner and seller must complete and sign the Damage Disclosure Statement section of form MV-103*. |
| 3. A NYS insurance card in the name of the registrant (<i>see page 4</i>). | 13. A bill of sale (<i>see page 4, Proof of Sales Tax Clearance</i>). |
| 4. Proof of inspection (<i>see page 4</i>). | 14. An original Power of Attorney if a person, partnership or corporation gives power of attorney to a person to purchase, sell or register a vehicle (<i>see page 4, Power of Attorney</i>). |
| 5. Proof of sales tax clearance or completed sales tax forms (<i>see page 4</i>). | 15. Payment. The fee can be paid with cash, check, money order or credit card (<i>Visa, Mastercard, American Express or Discover</i>). The credit card holder must be present for the transaction. |
| 6. Proof of identity - a current photo NYS driver license, learner permit or non-driver ID Card, or refer to form ID-82* (<i>Proofs of Identity for Registration and Title</i>). | |
| 7. If a corporation registers the vehicle, proof of incorporation (<i>see page 4</i>). | |
| 8. If a partnership registers the vehicle, proof of partnership (<i>see page 4</i>). | |
| 9. If two persons register the vehicle, each person must provide information in section 1 and sign section 5 of form MV-82* and submit proof of identity. | |
| 10. If the registrant is not the owner of the vehicle, the owner must complete and sign section 3 of the MV-82* or complete a Registration Authorization form (<i>MV-95*</i>). The owner must submit acceptable proof of the owner's name and date of birth (<i>see number 6 above</i>) and acceptable proof of ownership for the vehicle (<i>see page 3</i>). | |

**DO NOT MAIL AN APPLICATION
FOR A REGISTRATION TO THE TITLE BUREAU**

TO REPLACE lost, destroyed or damaged registration items, provide:

- | | |
|--|---|
| 1. A completed Vehicle Registration/Title Application (<i>form MV-82*</i>). | 4. Proof of identity (<i>see number 6 above</i>). |
| 2. If one of the vehicle's plates is missing, the remaining plate. | 5. To replace the vehicle's plates, submit a NYS insurance card in the name of the registrant (<i>see page 4, Proof of Insurance Coverage</i>). |
| 3. If the registration or the vehicle's plates are missing as the result of a crime, submit a "Report of Lost, Stolen or Confiscated Motor Vehicles Items" (<i>form MV-78B</i>) or a letter from a police agency and they will be replaced free of charge. | 6. Payment of the fee (<i>see number 15 above</i>). |

TO CHANGE information that is on a registration document, a title document or both, provide:

- | | |
|--|---|
| 1. A completed Vehicle Registration/Title Application (<i>form MV-82*</i>). | 4. For a change in name, partnership, vehicle year, vehicle identification number, or registration class provide: <ul style="list-style-type: none"> a. proof of inspection, if required (<i>see page 4</i>). b. proof of the change. |
| 2. For 1973 or newer vehicles, the Certificate of Title (<i>form MV-999</i>). | 5. Payment of the fee (<i>see number 15 under "To Register" above</i>). |
| 3. Proof of identity of the registrant or owner (<i>see number 6 under "To Register" above</i>). | |

TO RENEW a vehicle registration, provide:

1. A completed Vehicle Registration Renewal invitation (*form MV-3 or OP-3*). If it is not available or if the information on it must be corrected, provide a completed "Vehicle Registration/Title Application (*form MV-82**) and proof of identity (*see number 6 under "To Register" on page 1*).
2. A NYS insurance card (*see page 4*):
 - a. If the vehicle's plates were returned to DMV (the effective date of insurance must be after the date the plates were returned) **or**
 - b. If the insurance was cancelled (the effective date of insurance must be after the date of cancellation)
3. Proof of inspection, if required (*see page 4*).
4. Payment of the fee (*see number 15 under "To Register" on page 1*).

Note: A For-Hire Certificate (*form FH-1*) is required for all for-hire vehicle renewals.

TO TRANSFER PLATES to a different vehicle, provide:

1. A completed Vehicle Registration/Title Application (*form MV-82**).
2. Proof of ownership (*see page 3, Acceptable Proofs*).
3. A NYS insurance card with the same name that is on the current registration. The card must be for the vehicle that the plates will be transferred to (*see page 4*).
4. Proof of inspection (*see page 4*).
5. Sales tax clearance (*see page 4*).
6. Proof of identity (*see number 6 under "To Register" on page 1*).
7. If the registrant is not the owner of the vehicle, the owner must complete and sign section 3 of the Vehicle Registration/Title Application (*form MV-82**), or complete a Registration Authorization (*MV-95**). The owner must submit acceptable proof of the owner's name and date of birth (*see number 6 under "To Register" on page 1*) and acceptable proof of ownership for the vehicle (*see page 3*).
8. Payment of the fee (*see number 15 under "To Register" on page 1*).

TO REQUEST A TITLE ONLY WITHOUT REGISTERING YOUR VEHICLE

- for a 1973 and newer vehicle
- for a trailer with an unladen weight of 1,000 lbs. or more.
- for a 1995 and newer manufactured home with a minimum width of 8 feet, or a length of 40 feet when transported, or that is at least 320 square feet after the home is erected on a site.

To get a title, but not a registration, provide:

1. A completed Application for Title (*form MV-82TON**), or Vehicle Registration/Title Application (*form MV-82**).
2. Proof of ownership (*see page 3*). If there are more than 2 owners, you must also provide a Statement of Partnership or Joint Ownership (*form MV-83T**).
3. Proof of owner's identity (*see number 6 under "To Register" on page 1*).
4. If the title will be in the name of a corporation, provide proof of incorporation (*see page 4*).
5. If the title will be in the name of a partnership, provide proof of partnership (*see page 4*).
6. Sales tax clearance: a receipt (*form FS-6T*) available in any Motor Vehicles office, or a Retail Certificate of Sale (*form MV-50*) from a NYS dealer (*see page 4*).
7. An Odometer Disclosure Statement for all vehicles that are 10 years old or newer. If the proof of ownership does not contain an Odometer Disclosure Statement, the new owner and seller must complete and sign the Odometer Disclosure Statement section of form MV-103*.
8. If the proof of ownership is from NYS, submit a Damage Disclosure Statement if the vehicle is 8 years old or newer. If the proof of ownership does not contain a Damage Disclosure Statement, the new owner and seller must complete and sign the Damage Disclosure Statement section of form MV-103*.
9. A check or money order payable to "Commissioner of Motor Vehicles". The fees to get a title are:
 - \$50 for a vehicle.
 - \$125 for a manufactured home.

Most applications for only a title can be processed in any DMV office (*see "NOTE" below*), or you can mail the documents described in this section to the address below (send photocopies of proof of identity, corporation, or partnership).

Title Bureau
NYS Department of Motor Vehicles
6 Empire State Plaza
Albany NY 12228

DO NOT MAIL APPLICATIONS FOR VEHICLE REGISTRATION TO THIS ADDRESS

NOTE: You must mail to the Title Bureau applications for a title that involve the following:

- Garageman Liens
- Salvage Certificates
- Manufactured Homes
- Boats
- Bonded Vehicles
- A dealer or manufacturer who wants to get a title for a vehicle that was returned by the purchaser under the Lemon Law.

ACCEPTABLE PROOFS (Original Documents Only):

PROOFS OF OWNERSHIP If none of the situations described below apply to you, visit dmv.ny.gov or visit a DMV office.

1. If the vehicle was purchased from a New York State dealer and the vehicle is:
 - a. **New-** Provide a Retail Certificate of Sale (form MV-50) **AND** a Manufacturer's Certificate of Origin.
 - b. **Used-** Provide a Retail Certificate of Sale (form MV-50) **AND** either a title or a transferable registration.
2. If the vehicle was purchased from a dealer that is outside of New York State, and the title is not held by the lienholder:
 - a. For a **NEW vehicle** - Provide a bill of sale **AND** a Manufacturer's Certificate of Origin (MCO) transferred to the new owner. If the MCO does not have space for a transfer, present the MCO and a bill of sale for each transfer and any reassignments.
 - b. For a **USED vehicle** - Provide a bill of sale **AND** an original out-of-state title or transferable registration, and any reassignments.
3. If the vehicle was purchased out of state and the lienholder holds the title:
 - a. Provide a copy of the title in the owner's name, **certified by the lienholder or the out-of-state Motor Vehicles Agency**. The certification must appear on the same page, **OR** on a Memorandum of Title, **OR** on an abstract of ownership issued by the Motor Vehicles agency, showing the name of the owner of the vehicle, **AND**
 - b. Provide a statement from the lienholder that includes the owner's name and the vehicle's year, make, and Vehicle Identification Number (VIN). The statement must be on the lienholder's letterhead, and must state that the lienholder holds the original title and understands that the copy of the title will be used to register the vehicle in New York. The statement must not be subject to any conditions (for example, the lienholder cannot require DMV to notify the lienholder after the vehicle is registered).

Important: DMV cannot issue a transferable title or registration until you give DMV the out-of-state ownership documents. Mail a request to be issued a NYS title, the title or ownership documents that the lienholder gave you and a copy of your NYS registration to the Title Bureau at the address shown below. DMV will mail the title or transferable registration to you.

Title Bureau, NYS Department of Motor Vehicles, 6 Empire State Plaza, Albany NY 12228

4. If the vehicle was leased from an out-of-state leasing company and the leasing company holds the title:
 - a. Provide a copy of the out-of state title in the name of the leasing company, **AND**
 - b. A letter from the leasing company which states the company acknowledges and understands that the copy of the title will be used to register the vehicle in NYS, **AND**
 - c. **Either**, a completed Registration Authorization (form MV-95*), **OR** a completed Vehicle Registration/Title Application (form MV-82*) with the section "If the Owner of the Vehicle is Different from the Registrant" signed by the owner of the vehicle, **OR** a Power of Attorney in which the vehicle owner grants you permission to register the vehicle in NYS.
 - d. Also provide a copy of the vehicle lease which indicates the monthly lease payment and the duration of the lease.

NOTE: You may have to pay New York State sales tax on the balance of lease payments.

When you purchase a leased vehicle, the leasing company must transfer the title to you. To transfer the ownership of the vehicle to your name, you must complete form MV-82* or MV-82TON*, and pay applicable sales tax.

ACCEPTABLE PROOFS (continued)**PROOF OF INSURANCE COVERAGE**

1. A current and valid New York State Insurance Identification Card in the name of the registrant, or
2. For a For-Hire vehicle, form FH-1 (Insurance Certificate), or
3. A permit issued by the federal Department of Transportation or the New York State Department of Transportation, or
4. A certificate of self-insurance.

PROOF OF INSPECTION

1. Vehicles purchased from a New York State dealer **must** be inspected as part of the sale. The inspection must be noted on the Certificate of Sale (form MV-50).
2. Vehicles that will transport 15 or more passengers, provide school, municipal, or regulated passenger transportation, must be inspected before registration.
3. All other vehicles must be inspected after they are registered in New York State for the first time. When you register your vehicle, you will be given a 10-day temporary inspection sticker to place on the vehicle. Your vehicle must pass inspection within 10 days.

PROOF OF SALES TAX CLEARANCE

1. If the vehicle was purchased from a New York State dealer, provide the Certificate of Sale (form MV-50).
2. If the vehicle was purchased from a dealer that is outside of New York State, a private individual or a company, complete form DTF-802**. Section 6 must also be completed if the vehicle is a gift or is sold below Fair Market Value to a person other than a spouse, parent, child, stepparent, or stepchild. If Section 6 is not required, a Bill of Sale signed by the seller is required. If a trailer is sold below fair market value or is a gift Section 6 must always be completed.
3. If you claim an exemption from payment of sales tax, complete form DTF-803**. You may be required to present proof of the exemption.
4. If sales tax was paid to another state and credit for such payment is permitted, complete form DTF-804** and provide a bill of sale. You will have to pay the balance due, if any. If credit is not permitted, complete form DTF-802**.

PROOF OF INCORPORATION

1. Provide a New York State Title, Registration, or Plate Number issued to a vehicle registered by the corporation, or
2. Provide a certified copy of the Certificate of Incorporation, or
3. A certificate under seal, or a filing receipt issued by the New York State Department of State.
4. For business organizations other than corporations (e.g., LLP, LLC, etc.), please contact a DMV office to determine acceptable proofs.

PROOF OF PARTNERSHIP, DBA, or USE OF A TRADE NAME

1. For a partnership - Provide a Certificate of Partnership filed with the County Clerk.
2. For individuals using a trade name (DBA) - Provide a copy of the DBA filing receipt issued by the County Clerk.
3. For corporations using an assumed name - Provide a certified copy of the certificate of assumed name issued by the Secretary of State, Division of Corporations.

POWER OF ATTORNEY

A Power of Attorney must be presented when an entity (i.e., "Principal") grants the authority under a Power of Attorney to a person ("Agent") to purchase, sell, or register a vehicle that is owned by the Principal. The Power of Attorney must contain the following:

1. The date the Power of Attorney was signed by the Principal;
2. The notarized signature, name, and address of the Principal (the entity granting Power of Attorney);
3. The name and address of the Agent (the person who is granted authority under the Power of Attorney);
4. If applicable, the name and address of the corporation or partnership.

NOTE: The Agent (person who is given Power of Attorney) must write "P.A." after his or her signature on all forms.

SAMPLE

ATTACHMENT E





REQUEST FOR BUSINESS AMENDMENT/DUPLICATE CERTIFICATE

INSTRUCTIONS Use this form to tell DMV about an amendment or to request a duplicate Business Certificate (you must fill out an original application if you are acquiring a business). There is no fee for amendments or duplicate certificates. **If you are making a change, please call (518) 474-0919 for information about required documentation.** Failure to provide all documentation will delay processing of your request.

DUPLICATE CERTIFICATE CUSTOMERS: Complete items 1, 2, 3, 9 and 10 and the "Certification" section at the bottom of page 2.

AMENDMENT CUSTOMERS: Complete items 1, 2, 3, 9 and 10 and the "Certification" section at the bottom of page 2. Also, complete items 4 - 8 only if they apply to the change you are making.

DOCUMENTATION REQUIREMENTS FOR AMENDMENT CUSTOMERS ONLY

DISMANTLERS: All dismantlers must provide a letter of zoning approval with this request. New York City Only - all "Secondhand Dealer - General", and "Secondhand Dealer - Auto", amendment requests **MUST INCLUDE** a Fire Department permit and an NYC Department of Consumer Affairs License.

CUSTOMERS MAKING LOCATION CHANGES: If you are changing location, complete Form VS-19 ("Statement of Ownership and/or Permission to Use Place of Business") and submit it with this request. **Repair shops** must also provide a Certificate of Occupancy, local license or town letter as proof of zoning approval. If the **new** location was previously registered as a Repair Shop, please tell us the Facility number or Facility name of that shop. This can be used as proof of zoning.

DEALERS: All dealers (excluding those who are exempt under the law) are required to have a bond. If you are a dealer requesting an amendment, please call (518) 474-0919 to determine if you have to provide a revised bond with your request. If you are a franchised dealer requesting an address change, you must provide franchise papers showing the new address.

RETURN THIS COMPLETED REQUEST, AND ANY REQUIRED DOCUMENTATION, TO:

Bureau of Consumer and Facility Services, Application Unit, PO Box 2700, Albany NY 12220-0700

1.	Requested change: <input type="checkbox"/> Amendment <input type="checkbox"/> Duplicate Reason: _____																		
2.	Present Facility Number 	Present Facility Name 	Facility Phone Number ()																
3.	Business(es) requesting amendment/duplicate certificate(s) — check all that apply: <input type="checkbox"/> Repair Shop <input type="checkbox"/> Dealer <input type="checkbox"/> Dismantler <input type="checkbox"/> Itin. Veh. Collector <input type="checkbox"/> Salvage Pool <input type="checkbox"/> Transporter <input type="checkbox"/> Inspection Station <input type="checkbox"/> Boat Dealer <input type="checkbox"/> Scrap Collector <input type="checkbox"/> Scrap Processor <input type="checkbox"/> Mobile Car Crusher <input type="checkbox"/> Other																		
4.	Business name change to: _____																		
5.	Business address change: <table border="1"> <tr> <td colspan="2">New Address</td> <td colspan="2">Old Address</td> </tr> <tr> <td>Number and Street</td> <td>County</td> <td>Number and Street</td> <td>County</td> </tr> <tr> <td>City</td> <td>State</td> <td>City</td> <td>State</td> </tr> <tr> <td>Zip Code</td> <td></td> <td>Zip Code</td> <td></td> </tr> </table>			New Address		Old Address		Number and Street	County	Number and Street	County	City	State	City	State	Zip Code		Zip Code	
New Address		Old Address																	
Number and Street	County	Number and Street	County																
City	State	City	State																
Zip Code		Zip Code																	
6.	Inspection Stations or Dealers a) Change in business type (for example, Fleet to Public, Wholesale to Retail, etc.): To: _____ From: _____ b) Change in groups approved for inspection (check the box(es) for the group(s) you want to inspect): <table border="1"> <thead> <tr> <th>GROUP</th> <th>VEHICLE GROUPS (Weights shown are maximum gross weights)</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> 1a</td> <td>All motor vehicles that have a seating capacity under fifteen passengers, and all motor vehicles, except trailers and motorcycles, that have an MGW under 18,001 pounds.</td> </tr> <tr> <td><input type="checkbox"/> 1b</td> <td>All trailers, except semi-trailers, that have an MGW under 18,001 pounds.</td> </tr> <tr> <td><input type="checkbox"/> 2a</td> <td>All motor vehicles that have a seating capacity over fourteen passengers, and all motor vehicles and trailers that have an MGW over 18,000 pounds.</td> </tr> <tr> <td><input type="checkbox"/> 2b</td> <td>All semi-trailers.</td> </tr> <tr> <td><input type="checkbox"/> 3</td> <td>All motorcycles.</td> </tr> <tr> <td><input type="checkbox"/> DL</td> <td>Diesel Emissions Testing for all non-exempt vehicles registered in the New York Metropolitan Area.</td> </tr> </tbody> </table>			GROUP	VEHICLE GROUPS (Weights shown are maximum gross weights)	<input type="checkbox"/> 1a	All motor vehicles that have a seating capacity under fifteen passengers, and all motor vehicles, except trailers and motorcycles, that have an MGW under 18,001 pounds.	<input type="checkbox"/> 1b	All trailers, except semi-trailers, that have an MGW under 18,001 pounds.	<input type="checkbox"/> 2a	All motor vehicles that have a seating capacity over fourteen passengers, and all motor vehicles and trailers that have an MGW over 18,000 pounds.	<input type="checkbox"/> 2b	All semi-trailers.	<input type="checkbox"/> 3	All motorcycles.	<input type="checkbox"/> DL	Diesel Emissions Testing for all non-exempt vehicles registered in the New York Metropolitan Area.		
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<input type="checkbox"/> 3	All motorcycles.																		
<input type="checkbox"/> DL	Diesel Emissions Testing for all non-exempt vehicles registered in the New York Metropolitan Area.																		
	c) If you will perform diesel emissions inspections, print the manufacturer's name and the model number of the testing equipment here. This information is required in order to process your request. <table border="1"> <tr> <td>Manufacturer's Name</td> <td>Model Number</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> </table>			Manufacturer's Name	Model Number	_____	_____												
Manufacturer's Name	Model Number																		
_____	_____																		
	d) Please provide the name(s) and certification number(s), including expiration date, of your Certified Inspector(s). Use additional sheet(s) if necessary. This information is required in order to process your request. <table border="1"> <tr> <th>Name</th> <th>Certification Number</th> <th>Expiration Date</th> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </table>			Name	Certification Number	Expiration Date	_____	_____	_____	_____	_____	_____							
Name	Certification Number	Expiration Date																	
_____	_____	_____																	
_____	_____	_____																	

7. Deletions to Owners, Partners, Corporate Officers and/or Stockholders holding more than 10% of stock. Use additional sheet(s) if necessary.			
(a) Name (First, MI, Last)	Date of Birth	Title	% of Stock or Ownership
Please Sign Name in Full X	Driver License Identification Number		Social Security Number
Residence Address		Apt. No.	Residence Phone ()
(b) Name (First, MI, Last)	Date of Birth	Title	% of Stock or Ownership
Please Sign Name in Full X	Driver License Identification Number		Social Security Number
Residence Address		Apt. No.	Residence Phone ()
(c) Name (First, MI, Last)	Date of Birth	Title	% of Stock or Ownership
Please Sign Name in Full X	Driver License Identification Number		Social Security Number
Residence Address		Apt. No.	Residence Phone ()
8. Additions to Owners, Partners, Corporate Officers and/or Stockholders holding more than 10% of stock. Use additional sheet(s) if necessary.			
(a) Name (First, MI, Last)	Date of Birth	Title	% of Stock or Ownership
Please Sign Name in Full X	Driver License Identification Number		Social Security Number
Residence Address		Apt. No.	Residence Phone ()
(b) Name (First, MI, Last)	Date of Birth	Title	% of Stock or Ownership
Please Sign Name in Full X	Driver License Identification Number		Social Security Number
Residence Address		Apt. No.	Residence Phone ()
(c) Name (First, MI, Last)	Date of Birth	Title	% of Stock or Ownership
Please Sign Name in Full X	Driver License Identification Number		Social Security Number
Residence Address		Apt. No.	Residence Phone ()
9. a) Have you, or has any person named in this application, ever been an individual owner, partner, interested party, officer, corporation director or stockholder having more than ten percent of the stock in a business for which a DMV license, registration or certification was denied, suspended or revoked in New York State, including matters now on appeal? <input type="checkbox"/> Yes <input type="checkbox"/> No			
b) Are you, or is anyone named in this application, scheduled for a hearing which could result in the suspension, revocation or denial of a DMV business license, registration or certification? <input type="checkbox"/> Yes <input type="checkbox"/> No			
c) If (a) or (b) is "YES", provide name and address of the person(s), business type, date and action taken against the business or reason for the hearing.			
10. Has the owner, any member of the partnership, interested party, officer or director of the corporation been convicted of, or forfeited bail for, any misdemeanor or felony? <input type="checkbox"/> Yes <input type="checkbox"/> No If "YES", give the following information:			
Name	Date of Birth	Conviction Date	Penalty
Court	Nature of Offense		

CERTIFICATION

I certify that I am the owner, partner or officer of the business named in this request form, and that the information contained in it is true.

NOTE: For partnerships, each partner must sign this form.

Name (Please Print Full Name)		Business Phone Number ()
Signature (Full Name) X	Title	Date
Partner's Signature (Full Name) X	Partner's Signature (Full Name) X	



Department of
Motor VehiclesSTATEMENT OF OWNERSHIP AND/OR
PERMISSION TO USE PLACE OF BUSINESS

(Please Print)

YOUR BUSINESS

Business Name (DBA)	Phone No. (Include Area Code) ()	
Business Address		
City	State	Zip Code

OWNER OF PROPERTY *(This section must be filled out)*

Name of Property Owner		Phone No. (Include Area Code) ()
Owner Mailing Address		
City	State	Zip Code
Number of Years or Months Owned?	Is this property zoned for business use? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you own your business property? <input type="checkbox"/> Yes <input type="checkbox"/> No

NOTE: Whether you own or are leasing your business property, it is your responsibility to be in compliance with all state and local laws and regulations, while being considered for registration and while conducting your business.

LEASING INFORMATION *(If you are leasing, please complete the following section)*

Print the name the lease is in	Phone No. (Include Area Code) ()
Business Address	<u>Must</u> have at least six-month lease Expiration Date / /

SUB-LEASING INFORMATION *(If you are sub-leasing, please complete the following section)*

Print the name the sub-lease is in	
Business Address	<u>Must</u> have at least six-month lease Expiration Date / /

PLEASE ATTACH ADDITIONAL PAGES, IF NEEDED.

If any of the leases will expire in the next six months, you must provide a letter from the **owner or lessor** stating the intention to renew that lease. If you do not provide this information with your application, the application will be **denied**.

CERTIFICATION

(To be completed by owner/partner/officer)

False statements on this application are punishable by law and may result in denial, suspension or revocation of your business certificate(s), as authorized by Regulations of the Commissioner of Motor Vehicles. I certify that I am the owner, partner, officer or agent of the business named on this application, and that the information in this application is true.

Full Last Name of Applicant (Please Print)	First	M.I.	Date of Birth (Month/Day/Year) / /
Residence Street Address (Include Street Number and Name, Rural Delivery, Box and/or Apartment Number)			
City	State	Zip Code	
Signature of Applicant (Sign name in Full) X			
Title of Applicant			Date

SAMPLE

ATTACHMENT H



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, if transferring to date

(Month/Day/Year)

/ /

Year

Make

Model

Year

Vehicle ID Number, Hull ID Number or Snowmobile ID 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)



APPLICATION FOR DEALER PLATE ISSUANCE PROGRAM

(Print or Type all information)

DMV OFFICE USE ONLY

REG. CLASS

LIMIT

PAS _____

MCY _____

COM _____

TRL _____

ATV _____

IN-TRANSIT PERMITS _____

SEE PAGE 2 FOR INSTRUCTIONS ON HOW TO FILL OUT THIS APPLICATION

This program is restricted to dealers who meet the eligibility requirements set forth in Commissioner's Regulations Part 78 section 78.23(a), and the Dealer Plate Issuance Manual (MV-461) section 1.2.

1. Facility Identification Number		2. Dealer E-mail Address	
3. Contact Person			
4. Telephone Numbers (Required) Business () Emergency () Fax ()			
5. Business Name As It Appears on Your Official Business Certificate			
6. Business Address - Street	City	State	Zip Code County
7. What type of security will you use in storing plates and in-transit permits? (Security for plates and in-transit permits is subject to DMV inspection and approval.) <input type="checkbox"/> Locked Safe <input type="checkbox"/> Locked Room <input type="checkbox"/> Other _____			
8. How many vehicles and trailers did you sell at retail last year? (a) Passenger Original _____ (b) Commercial Original _____ (c) Motorcycle Original _____ (d) Trailer Original _____ (e) ATV Original _____			
9. Registration plates/in-transit permits are requested for the following registration classes: <input type="checkbox"/> Passenger <input type="checkbox"/> Commercial <input type="checkbox"/> Motorcycle <input type="checkbox"/> Trailer <input type="checkbox"/> ATV <input type="checkbox"/> In-Transit Permit			

Plates and permits issued under this program can be issued only for vehicles and trailers that are sold at retail.

CERTIFICATION:

I certify that I have read, and will abide by, the statutes of the Vehicle and Traffic Law, the Commissioner's Regulations and procedures outlined in the Dealer Plate Issuance Manual (MV-461), and, if applicable, the All-Terrain Vehicle Dealer Registration Instructions (RV-2), governing the Dealer Plate Issuance Program. I understand that any violation of the statute, Commissioner's Regulations or procedures may result in the withdrawal of my authorization to participate in the Dealer Plate Issuance Program, and/or suspension or revocation of my dealer registration or the imposition of a civil penalty.

I further certify that all the information I have provided on this form is true and accurate to the best of my belief.

(Print or Type Name of Officer of Corporation or Owner)

(Print or Type Title)

X

(Signature of Officer of Corporation or Owner)

(Date of Application)

**FALSE STATEMENTS MADE ON THIS APPLICATION ARE SUBJECT
TO SECTION 210.45 OF THE PENAL LAW.**

RETURN THIS APPLICATION TO:

VIA MAIL

New York State Department of Motor Vehicles
Dealer Plate Issuance Unit
PO Box 2820
Albany NY 12220-0820

VIA CERTIFIED OR OVERNIGHT DELIVERY

New York State Department of Motor Vehicles
Dealer Plate Issuance Unit
6 Empire State Plaza Rm 322
Albany NY 12228

HOW TO FILL OUT THE APPLICATION

1. Facility Identification Number

Provide the facility identification number printed above your name and address on your official business certificate, Form MV-61P.

2. Dealer E-mail Address

Provide the e-mail address for your dealership that can receive communications from DMV via the Internet.

3. Contact Person

Provide the name of a person who can be contacted during and outside of your business hours.

4. Telephone/Fax Numbers

- Provide a telephone number where you can be reached during business hours. (Required)
- Provide an emergency telephone number where you can be contacted outside your business hours. (Required)
- Provide a fax number, if available.

5. Business Name

Provide the business name as it appears on your official business certificate.

6. Business Address

Provide your business address as it appears on your official business certificate.

7. Secure Storage for Plates and In-Transit Permits

Specify the type of security you will use to store plates and in-transit permits. If you check "Other", you must identify type of facility or device. For example, if you will not store plates in a locked safe or a locked room, but will store them in a locked cabinet, check "Other", and write "locked cabinet" next to "Other".

8. Plate Limit

For the last calendar year, list the total original retail sales for the classes of vehicles and trailers shown.

9. Registration Class

Identify the registration class(es) for which you are requesting registration plates and/or in-transit permits.

Signature Line

- Print or type the name of the corporate officer or the owner.
- Provide the signature of the corporate officer or the owner.
- Print or type the title of the corporate officer or the owner.
- Fill-in the date the application is signed.



SAMPLE

ATTACHMENT J



**Department of
Motor Vehicles**

ORDER FORM FOR REGISTRATION PLATES/IN-TRANSIT PERMITS

dmv.ny.gov

PRINT OR TYPE ALL REQUESTED INFORMATION.

Date			
Facility Identification Number		Name of Title Clerk	
Telephone Number () ()	Fax Number () ()	E-Mail	
Name (as it appears on your official business certificate)			
Number and Street	City	State	ZIP Code County

DMV OFFICE USE ONLY		REGISTRATION PLATES/IN-TRANSIT PERMITS (ITPs) REQUESTED											
		Passenger	Commercial	Motorcycle	Trailer	In-Transit Permit	ATV						
		No. of Boxes	No. of Boxes	No. of Boxes	No. of Boxes	No. of Packages	No. of Boxes						
		<ul style="list-style-type: none"> ◆ Minimum order - 1 box (25 sets of plates)/1 package (25 permits per package) ◆ Maximum order - 4 boxes of plates/4 packages of in-transit permits ◆ Fee <ul style="list-style-type: none"> \$125 per box of plates \$312.50 per package of in-transit permits ◆ Order must be in increments of 25 sets of plates/25 in-transit permits 											
		<table border="1"> <tr> <td colspan="2">A. Total registration plates: boxes ordered _____ X \$125 = \$</td> </tr> <tr> <td colspan="2">B. Total permits: packages ordered _____ X \$312.50 = \$</td> </tr> <tr> <td colspan="2">Amount of check or money order enclosed (total of A & B above) = Check number _____ \$</td> </tr> </table>						A. Total registration plates: boxes ordered _____ X \$125 = \$		B. Total permits: packages ordered _____ X \$312.50 = \$		Amount of check or money order enclosed (total of A & B above) = Check number _____ \$	
A. Total registration plates: boxes ordered _____ X \$125 = \$													
B. Total permits: packages ordered _____ X \$312.50 = \$													
Amount of check or money order enclosed (total of A & B above) = Check number _____ \$													

CERTIFICATION: I certify that the information on this application is true and correct, that the dealer registration is valid, and that I am entitled to participate in the Dealer Plate Issuance Program. I will store, issue, and process the registration plates/in-transit permits received in accordance with Dealer Plate Issuance Program regulations. I understand that failure to follow these regulations may result in the termination of my participation in the Dealer Plate Issuance Program.

X

(Signature)

(Title)

FALSE STATEMENTS MADE IN CONNECTION WITH THIS ORDER ARE PUNISHABLE UNDER SECTION 210.45 OF THE PENAL LAW.

NOTE: ◆ Do not send cash.
 ◆ Make check or money order payable to "Commissioner of Motor Vehicles". **To send via UPS, FEDERAL EXPRESS, ETC:**
 ◆ Mail order form and check or money order to:

DEPARTMENT OF MOTOR VEHICLES
DEALER PLATE ISSUANCE UNIT
PO BOX 2820
ALBANY NY 12220-0820

DEPARTMENT OF MOTOR VEHICLES
PLATE ISSUANCE UNIT ROOM 322
6 EMPIRE STATE PLAZA
ALBANY, NY 12228

The Dealer Plate Issuance Manual (MV-461) can be accessed on our DMV website: dmv.ny.gov.

MV-464L (3/16)

THIS FORM MAY BE PHOTOCOPIED FOR ADDITIONAL ORDERS



SAMPLE

ATTACHMENT K



**Department of
Motor Vehicles**

6 EMPIRE STATE PLAZA
ALBANY, NY 12228

DEALER PLATE ISSUANCE PROGRAM

May 31, 2019

FACILITY NUMBER: 1234567

DEALER PLATE ISS PRG
ANYWHERE ST
ANYTOWN NY 12345

Dear Dealer:

This is to confirm that the following boxes of license plates will be shipped to you shortly:

Number of Boxes: 1 ATV

Plate Sequence: 96AA00 96AA24

Dollar Amount of Shipment: 125.00

When you receive your plates, check the plate numbers stamped on the end flap of each box against the information in this letter. Do not open the boxes or issue the plates until you have confirmed the shipment against this letter.

Complete the section below to confirm whether or not you have received all the boxes of plates specified in this letter, then follow the mailing instructions. **Keep this upper portion for your records.**

MV-462 (4/17)

▼ DETACH HERE ▼

DEALER PLATE ISS PRG
ANYWHERE ST
ANYTOWN NY 12345

Number of Boxes: 1 ATV

Plate Sequence: 96AA00 96AA24

FACILITY NUMBER: 1234567

How many boxes did you receive? _____

Are any boxes missing? Which ones?

Dollar Amount of Shipment:

When you have completed this section, please cut at the dotted line above and return this part in the enclosed envelope to:

New York State Department of Motor Vehicles
Dealer Plate Issuance Unit
PO Box 2820 - ESP
Albany NY 12220-0820

MV-462 (4/17)



REPORT OF LOST, STOLEN OR CONFISCATED MOTOR VEHICLES ITEMS

Please read the information on the back of this form.

The following item(s) have been reported:				
<input type="checkbox"/> Lost <input type="checkbox"/> Stolen/destroyed as result of a crime		<input type="checkbox"/> Driver License <input type="checkbox"/> Non-Driver ID <input type="checkbox"/> Learner Permit		
<input type="checkbox"/> Confiscated or surrendered to police to comply with S/R order		<input type="checkbox"/> License Plate(s) <input type="checkbox"/> Registration/Sticker		
Number of Plates Lost, Stolen or Confiscated:	<input type="checkbox"/> One <input type="checkbox"/> Two	Plate Number/ID Number on License or ID card	Type of Registration/ License Class	Expiration Date
Date Reported to Police				
Name on License/Non-Driver ID Card/ Registration				
Address on License/Non-Driver ID Card/ Registration				
Police Agency		Agency/Precinct Address		Case Number
Signature of Officer		Rank & Shield or Tax I.D. No.		Date

MV-78B (6/17)

INSTRUCTIONS

INSTRUCTIONS FOR POLICE AGENCIES - Complete this form:

- when any motor vehicle items are reported stolen or destroyed, *including a single plate*, because a crime has been committed.
- when two license plates are reported lost, mutilated or destroyed, and for one plate if the vehicle is required to have only one plate (for example: motorcycles).
- when motor vehicle items have been confiscated or surrendered in compliance with a suspension or revocation order. Give the completed form to registrants or licensees as a receipt. **Do not return confiscated or surrendered plates to registrants or licensees.** Return all items to DMV as soon as possible.

INSTRUCTIONS FOR CUSTOMERS WHO WANT TO APPLY FOR REPLACEMENT ITEMS:

- Bring this completed form to any Motor Vehicles office.
- Bring proof of your identity (see form ID-44 Proofs of Identity or form ID-82 Proofs of Identity for Registration and Title).
- Bring your remaining plate if only one plate was stolen and you had a two-plate set.
- If your vehicle is required to have two plates, you do **not** have to report one lost plate to your local police agency.
- If your items were confiscated or surrendered to police to comply with a suspension or revocation order, this form is your receipt. Bring it with you when you apply for restoration. The compliance date is the date you surrendered these items to the police.

NOTE TO CRIME VICTIMS: If a valid learner permit, driver license, non-driver ID, registration or license plate was stolen or destroyed because of a crime, the fee charged to replace them can be waived. The police agency where you reported the crime must complete and sign this form. Bring the completed form to any Motor Vehicles office to apply for replacement items.

Department of
Motor VehiclesDECLARATION 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



**STATEMENT OF PARTNERSHIP OR JOINT OWNERSHIP**

Use this form in conjunction with a Vehicle Registration/Title Application (MV-82)
when more than two persons are partners or joint owners of a vehicle.

Please print in blue or black ink.

Plate Number: _____

Type of Registration: _____

Name(s) in which vehicle is registered: _____

OFFICE USE ONLY

☐ Original ☐ Transfer
☐ Renewal ☐ Amendment

Additional Members of Partnership

Last Name	First	M.I.	Date of Birth	<input type="checkbox"/> Male <input type="checkbox"/> Female
/ /				

Number and Street (Mailing Address Including Rural Delivery, Box No. and/or Apt. No.)

City or Town	State	Zip Code	Client ID Number
--------------	-------	----------	------------------

Last Name	First	M.I.	Date of Birth	<input type="checkbox"/> Male <input type="checkbox"/> Female
/ /				

Number and Street (Mailing Address Including Rural Delivery, Box No. and/or Apt. No.)

City or Town	State	Zip Code	Client ID Number
--------------	-------	----------	------------------

Last Name	First	M.I.	Date of Birth	<input type="checkbox"/> Male <input type="checkbox"/> Female
/ /				

Number and Street (Mailing Address Including Rural Delivery, Box No. and/or Apt. No.)

City or Town	State	Zip Code	Client ID Number
--------------	-------	----------	------------------

Last Name	First	M.I.	Date of Birth	<input type="checkbox"/> Male <input type="checkbox"/> Female
/ /				

Number and Street (Mailing Address Including Rural Delivery, Box No. and/or Apt. No.)

City or Town	State	Zip Code	Client ID Number
--------------	-------	----------	------------------

THE FOLLOWING STATEMENT MUST BE SIGNED BY A MEMBER OF THE FIRM OR JOINT OWNERSHIP.

I CERTIFY THAT I AM A MEMBER OF THE FIRM OR JOINT OWNERSHIP MAKING THIS APPLICATION.

X

Signature

Title

**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:

<input type="checkbox"/>	I am registering this non-titled vehicle (which is not an historical, classical or exhibition vehicle) in my name.
<input type="checkbox"/>	I am registering an historical vehicle in my name.
<input type="checkbox"/>	I am registering a non-titled boat in my name.
<input type="checkbox"/>	I am registering a snowmobile in my name.
<input type="checkbox"/>	I am registering an ATV in my name.
<input type="checkbox"/>	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 Print Name(s) property described above. This property has been in my (our) possession since _____. Month/Day/Year		
It was acquired from _____ Name of Former Owner		
_____. The proof Address of Former Owner		
of ownership is unavailable because: _____ _____		
<i>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.</i>		
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

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.			
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
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

ACCEPTABLE DOCUMENTS FOR PROOF OF IDENTITY FOR REGISTRATION AND TITLE Expired documents are NOT acceptable, unless specifically noted in the table below.		POINT VALUE FOR PROOF OF NAME	ACCEPTABLE AS PROOF OF DATE OF BIRTH?
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 one of the following items, if issued by the same financial institution, can be submitted: <ul style="list-style-type: none"> • U.S. Bank Statement • U.S. Cancelled Check (with your pre-printed name) • U.S. Cash Card (ATM) (must have your pre-printed name and your signature) • U.S. Valid Major U.S. Credit Card 		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.



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
(Name of Parent/Guardian)

guardian of _____, who resides at
(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 **X** _____

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 **X** _____

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 **X** _____ Date: _____

SAMPLE

ATTACHMENT R



**Department of
Motor Vehicles**

DEALER REQUEST FOR ALL-TERRAIN VEHICLE REGISTRATION 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



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

QUANTITY	ITEM	DMV OFFICE USE ONLY
	TEMPORARY CERTIFICATE OF REGISTRATION (MV-53) A completed book must be returned when requesting a replacement book.	
<i>(Must be multiple of 50)</i>		
	VEHICLE REGISTRATION/TITLE APPLICATION (MV-82) Available at dmv.ny.gov	
	REGISTERING/TITLING A VEHICLE IN NEW YORK STATE (MV-82.1) Available at dmv.ny.gov	
	ALL-TERRAIN VEHICLE DEALER REGISTRATION INSTRUCTIONS (RV-2) Available at dmv.ny.gov	
	DECLARATION OF EXEMPTION FROM SNOWMOBILE OR ALL-TERRAIN REGISTRATION (RV-6)	



**Department of
Motor Vehicles**