ALL-TERRAIN VEHICLE DEALER REGISTRATION INSTRUCTIONS

NEW YORK STATE DEPARTMENT OF MOTOR VEHICLES

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# TABLE OF CONTENTS

## Registering as a Dealer in New York State
- Applying for a Dealer Registration .......................... 1
- Obtaining Dealer Demonstrator Plates ......................... 2

## Dealer Plate Issuance Program
- Eligibility .................................................. 3
- Restrictions .................................................. 3
- Joining the Dealer Plate Issuance Program ....................... 3
- Ordering ATV Registration Plates ................................ 4
- Confirming Shipment of Plates .................................. 4
- Missing Box(es) of Plates .................................... 5
- Stolen or Lost Plates ......................................... 5
- Inventory Control Procedures .................................. 5
- Issuing Plates in Sequential Order ............................... 5
- Maintaining Inventory Records .................................. 6
- Plate Issuance Log (Sample) .................................. 6

## Dealer Responsibility
- Failure to Renew Business Certificate .......................... 7
- Canceling Participation in the Plate Issuance Program ....... 7
- Dealer Dishonored Check Procedure/Penalties ................ 7-8
- Violations ...................................................... 8

## Registering an ATV at the Point-of-Sale
- Temporary Certificate of Registration, Form MV-53 .......... 9
- Documents and Fees Required for Registering an ATV ....... 10
- Proof of Ownership ........................................... 10
- Dealer's Bill of Sale .......................................... 10
- Proof of Registrant's Identity and Date of Birth ............... 11
- Registering in the Name of an Applicant Under 21 Years of Age 11
- Registering in the Name of a Corporation ....................... 11
- Completing the "Vehicle Registration/Title Application", Form MV-82. 12-13

## Ordering Forms ................................................. 14

## Supplemental Information
- Sales Tax Information ......................................... 15
- Insurance ...................................................... 15
- Telephone Directory .......................................... 16
- Safety Training Courses ........................................ 16
- Trails and Clubs ............................................... 16
- Glossary of Terms ............................................. 17
REGISTERING AS A DEALER IN NEW YORK STATE

Sections 2282 of the NYS Vehicle and Traffic Law requires any person engaged in the business of selling all-terrain vehicles (ATVs) at wholesale or retail to register as an ATV dealer unless the person is already registered as a motor vehicle dealer with the Department of Motor Vehicles (DMV).

Applying for a Dealer Registration

Complete form VS-1 “Original Facility Application” (see Attachments A and B) 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 forms and fee to:

Bureau of Consumer and Facility Services
New York State Department of Motor Vehicles
PO Box 2700
Albany NY 12220-0700

You can contact Vehicle Safety Services by phone at (518) 474-0919, or by e-mail at www.nysdmv.com. (Please specify that your message is for Vehicle Safety Services, regarding ATVs.)

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

- the "Official Business Certificate", (form MV-61P, see Attachment C);
- an approval letter (form VS-57) 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 D and E); and
- two (2) blue "month of expiration" plate stickers (see Attachment F).

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 G).

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

To apply for two (2) free dealer demonstrator plates, you must first receive approval from DMV’s Consumer and Facility Services, Office of Vehicle Safety & Clean Air. Once the approval letter is received, you must bring the completed “Vehicle Registration /Title Application” (form MV-82, see Attachment D) and the approval letter to any Motor Vehicles office.

Motor Vehicles office staff will give you:

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

Note: Additional dealer plates may be purchased, with the approval of a Regional Vehicle Safety office.

OFFICE OF VEHICLE SAFETY & CLEAN AIR
REGIONAL OFFICES

Region 1 Office
NYS Department of Motor Vehicles
Division of Field Services & Clean Air
80 Smith Street, Ste. 6
Farmingdale, NY 11735
(631) 847-7907

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 F) when they issue a “Temporary Certificate of Registration” (see Attachment I). This enables the purchaser to immediately take delivery of the ATV at the time of sale, before the permanent registration and plate sticker are issued by DMV.

Eligibility

To purchase ATV registration plates you must:

- 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, which 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

You may not:

- exchange any plates in your possession for those of another dealer, or borrow plates which have been 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 registered ATV, and the registration of such ATV is eligible for transfer to the purchased ATV. This includes plates that have been stored at a Motor Vehicles office. (This restriction 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 obtain the proper documentation necessary for issuance of the registration, contact the Central Dealer Unit at (518) 473-8889 for instructions.

Joining the Dealer Plate Issuance Program

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

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

VIA UPS, FEDERAL EXPRESS, ETC.
New York State DMV
Dealer Plate Issuance Unit
6 Empire State Plaza - Room 432C
Albany NY 12228-0432
Ordering ATV Registration Plates

Dealers who are in the program must order plates by completing form MV-464L “Order Form for Registration Plates/In-Transit Permits” (see Attachment K).

Note: 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.

- 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 order form and payment to:
  Department of Motor Vehicles
  Dealer Plate Issuance Unit
  PO Box 2820
  Albany, NY 12220-0820

Confirming 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 L).

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
- registration plates
  - number of boxes shipped (maximum 4 boxes)
  - plate sequence for each of the boxes (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 sequence of each box you received to the plate sequence shown as being shipped. Where indicated, write the plate sequence of any missing boxes.

When you have compared the boxes of plates shipped to you with the confirmation letter, please tear-off the bottom half of the letter and return it immediately* in the envelope provided. The envelope is not postage paid, so please 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, it will be shipped to you. If the missing box cannot be located, DMV must have confirmation from the delivery service that there is no record of delivery before a replacement box can be sent to you. If you eventually receive the missing box, call the Dealer Plate Issuance Unit at (518) 473-3565 for further instructions. **DO NOT USE THESE PLATES BECAUSE THEY WILL NOT BE PROCESSED BY DMV IF THEY ARE ISSUED AFTER THEY WERE REPORTED MISSING.**

Stolen or Lost Plates

If you confirm to DMV that you have received plates, and subsequently 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 M); 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, they must be kept in a secure, locked and limited-access location.

Issuing Plates in Sequential Order

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

- 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 sequence, 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 verify the plate numbers with the confirmation letter. If there are any plates missing entirely or mutilated, you must immediately notify DMV in writing using your business letterhead. Send the letter, along with any mutilated plate(s), to the Dealer Plate Issuance Unit.

Once DMV receives your notification and any plates, replacement plates will be shipped to you at no charge.
Maintaining Inventory Records

Once 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, 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.

Once you open a box of plates, record the 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 has been designed to assist you with recording this information. You may use the sample format below, or develop your own.

### PLATE ISSUANCE LOG
(SAMPLE)

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

Failure to Renew Business Certificate
If you are not going to renew your expired dealer business certificate, you must immediately notify DMV of your intention 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 424
  Albany NY 12228-0424
- Registration Plates - Dealer Plate Issuance Unit .... NYS Department of Motor Vehicles
  Dealer Plate Issuance Unit
  6 Empire State Plaza - Room 432C
  Albany NY 12228-0432

Canceling Participation in the Plate Issuance Program
If you are not going to continue to issue ATV registration plates, you must immediately notify DMV of your intention 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
- Registration Plates - Dealer Plate issuance Unit

DMV will issue a refund to you for unissued ATV plates.

Note: Dealers not participating in the Plate Issuance Program are responsible for securing a permanent ATV registration at a Motor Vehicles office prior to the customer taking delivery of the ATV.

Dealer Dishonored Check Procedure/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.

The following is a summary of the steps and measures DMV will take when notified that a bank did not honor a check:

- DMV will send a letter to the dealership requesting 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. It should be sent to DMV by express or certified mail, or by courier.

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

VIA UPS, FEDERAL EXPRESS, ETC.
NYS Dept. of Motor Vehicles
Bad Check Unit
6 Empire State Plaza - Room 124
Albany NY 12228-0124
● If you do not respond to this request, your dealer registration will be suspended by the Division of Vehicle Safety Services until you make restitution. In addition, DMV’s Revenue Accounting Unit may notify your customers that your dealership has issued a dishonored check, and that their individual ATV registrations will be suspended as a result.

● 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 sections 415, 417 and 420 of the Vehicle and Traffic Law, 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.

Failure to account for all security dealer supplies, that is, registration plates and temporary certificates of registration (form MV-53), may result in withdrawal of your approval to issue temporary registrations and ATV registration plates.
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 N).

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)**

At the time of sale, you must complete the form MV-53 “Temporary Certificate of Registration” (see attachment I) 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 valid for 45 days from the date of issuance and allows a purchaser to legally operate the ATV until he/she receives the permanent registration document and plate sticker from DMV.

The MV-53 is a four-copy form, and is provided in books of 50 sets (one set is one four-copy MV-53). Each book has a wrap-around cover with a folded backing. Insert the folded backing under Copy 4 before completing the form, to prevent the ink from writing through to 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 issuing 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 for Registering 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) - given to the registrant;
- Copy 2 (yellow) - kept in the dealer’s file;
- Copy 3 (white) - included with the "Vehicle Registration/Title Application" (form MV-82), when submitting the paperwork for processing;
- Copy 4 (green) - retained in the book, in consecutive number order, for audit purposes.

**Note:** You may issue only one MV-53 per ATV.
Documents and Fees Required for Registering 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 participating in the Dealer Plate Issuance Program or transferring an existing ATV registration and plate, Copy 3 of the “Temporary Certificate of Registration” (form MV-53);
- Supporting documents, when necessary, including:
  - form MV-83T “Statement of Partnership or Joint Ownership”, when there are more than two owners (see Attachment O).
  - 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)
    - reregistration (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 (or Statement) of Origin. 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 P).
    - 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 a down payment when the ATV is ordered, or makes an installment payment);
- purchase price of the ATV;
- an indication of whether the ATV is new or used;
- ATV vehicle identification number (VIN), the 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 and Date of Birth

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. Documents that qualify automatically as 6 points are:

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

If the driver license or non-driver photo ID card is used as proof of identity, a separate proof for date of birth is not required. 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 listing of acceptable documents and point values, see form ID-82 "Proofs of Identity For Registration and Title" (see Attachment Q).

Registering 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 under 21 years of age and who does not have acceptable proof of ID, the parent or guardian of the applicant may complete form MV-45 "Statement of Identity by Parent/Guardian" (see Attachment R). The parent or guardian must also provide a photocopy of proof of identity for himself or herself (which must be 6 points of identification, as outline on form ID-82 "Proof of Identity For Registration and Title") and an original copy of the underage applicant's birth certificate (photocopies will not be accepted).

Registering 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):
  ▶ when registering 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.
  ▶ when submitting paperwork for registrations, 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", and photocopy to avoid confusion with a plate transfer.

The following 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 D) by entering the following information:

**NY Dealer Only (Top of Page 1):**

- **Did you issue plates to this vehicle?:** If "Yes", enter the **Plate Number** you assigned to the registrant.
- **Registration Class:** Enter "ATV".
- **Date Temp Issued:** Enter the date you issued the MV-53.
- **Facility ID Number:** Enter your five-digit **Facility ID Number**.

**Note:** Lien information is not recorded on the MV-82 for an ATV (a non-titled vehicle). The lienholder must record the lien with the County Clerk in the owner's county of residence.

**Box 1 What Do You Want to Do?:** Check the box(es) that applies.

If the registrant wants to transfer the existing registration plate to the newly-purchased ATV, check "TRANSFER plate number _________" 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.)

**Box 2 Client ID No.:** Enter the Client ID number from the registrant's driver license or non-driver ID card. (Attach a photocopy of the driver license or non-driver ID card to the MV-82.)

**Name Change, Address Change, Registration for a Corporation:** Check the appropriate box.

**How the vehicle was obtained:** Check the appropriate box.

**Date of Birth and Sex:** If there is more than one registrant listed, only include the date of birth and sex information for the first registrant listed on the application.

**Address Where You Get Your Mail:** Complete the registrant's mailing address.

Example: 555 South Swan Street; Albany; NY; 12228-0608.

**County of Residence:** Enter the first four letters of the County where the registrant lives.

Example: "ALBA" for Albany.

**Address Where You Live:** Complete this when a registrant lives at an address other than the one listed as the mailing address. This should also be completed if the registrant listed a P.O. box as the mailing address.

**Box 3 Complete this section only if the registrant is not the owner:** Provide **Owner Client ID No., Name of Current Owner, Date of Birth, Mailing Address, and Owner's Day Phone No. (optional).** You must provide proof of identity and date of birth for the owner (see Attachment P). The Authorization must be signed by the owner (and the registrant’s name must be on the MV-53 temporary registration certificate).
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 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".

<table>
<thead>
<tr>
<th>Color</th>
<th>Code</th>
<th>Color</th>
<th>Code</th>
<th>Color</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black</td>
<td>BK</td>
<td>Green</td>
<td>GR</td>
<td>Red</td>
<td>RD</td>
</tr>
<tr>
<td>Blue</td>
<td>BL</td>
<td>Maroon</td>
<td>MR</td>
<td>Tan</td>
<td>TN</td>
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<tr>
<td>Brown</td>
<td>BR</td>
<td>Orange</td>
<td>OR</td>
<td>White</td>
<td>WH</td>
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<tr>
<td>Gold</td>
<td>GL</td>
<td>Pink</td>
<td>PK</td>
<td>Yellow</td>
<td>YW</td>
</tr>
<tr>
<td>Gray</td>
<td>GY</td>
<td>Purple</td>
<td>PR</td>
<td>Light</td>
<td>LT</td>
</tr>
</tbody>
</table>

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

**Type of Power (Fuel):** Check the appropriate fuel box. Example: "Gas".

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

**Changes:** On page 2 of the application, provide information about any changes (name, vehicle information, etc.) that need to be made to DMV records.

**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.

**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.

**NY Dealer Certification (Bottom of Page 2):** The dealer (or an individual with Power of Attorney for the dealer) must sign this section to certify that all of the information provided on the application is true.
ORDERING FORMS

The following registration forms can be obtained by completing form PD-3 "Dealer Request For All-Terrain Vehicle Registration Forms" (see Attachment S):

- 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 from DMV's web site (www.nysdmv.com), or by mailing or faxing a request to:

NYS Department of Motor Vehicles
Plate & Document Distribution
6 ESP, Room 424
Albany NY 12228-0424
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 can also be obtained from DMV's web site (www.nysdmv.com), from any Motor Vehicles office, or by writing to:

New York State Department of Motor Vehicles
Forms Control
6 Empire State Plaza
Albany NY 12228

- 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-1 (Original Facility Application)
- VS-1.1 (Instructions for Completing Form VS-1 Original Facility Application)
- VS-19 (Statement of Ownership and/or Permission to Use Place of Business)
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 that at the point of delivery. Collect the higher rate of the following two options:

- the rate that is in effect where the purchaser takes possession of the 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 in determining whether a sale is taxable, or how the tax is to 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.state.ny.us.

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 claiming 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 when contacting 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 on the internet at www.nyatvsafety.net

TRAILS AND CLUBS

DMV offices do NOT have a listing of clubs. However, information on clubs and special events is available at www.nysorva.org.
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.
# ATTACHMENT A

New York State Department of Motor Vehicles

**ORIGINAL FACILITY APPLICATION**

☐ Investigation Required

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<table>
<thead>
<tr>
<th>Facility No.</th>
<th>Expiration Date</th>
<th>Current Header Exp. Date</th>
<th>Cross Ref. Old Fac.</th>
<th>Add OOB</th>
<th>Remove OOB</th>
<th>Amend Head Exp. From</th>
<th>Amend Facility Type From</th>
<th>Orig w/exist Record</th>
<th>Add Business</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

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| Facility No. | Expiration Date | Current Header Exp. Date | Cross Ref. Old Fac. | Add OOB | Remove OOB | Amend Head Exp. From | Amend Facility Type From | Orig w/exist Record | Add Business |
|--------------|-----------------|--------------------------|---------------------|---------|------------|----------------------|------------------------|                  |             |
|              |                 |                          |                     |         |            |                      |                        |                  |             |

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### DO NOT WRITE IN THE SHADED AREAS OF THIS APPLICATION.

FOLLOW THE INSTRUCTIONS ON FORM VS-1.1 TO COMPLETE THIS APPLICATION CORRECTLY.

BE SURE TO COMPLETELY ANSWER ALL OF THE QUESTIONS ON PAGES 1 AND 2 OF THIS APPLICATION, AND ALL OF THE QUESTIONS IN WHICHEVER SECTION(S) ON PAGES 3 AND 4 PERTAIN TO YOUR APPLICATION. WE CANNOT PROCESS INCOMPLETE APPLICATIONS.

---

1. Your Facility Name (DBA Name)

2. Your Facility Address - Number and Street

3. Facility Phone No.

4. Your Facility Address - City

5. Type of Ownership

6. Owner/Corporation Name

7. Owner/Corporation Address - Number and Street

8. Owner/Corporation Phone No.

9. Owner/Corporation Address - City

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**VS-1 (6/06)**

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**DMV USE ONLY**

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**DMV USE**

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**DMV USE**

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**DMV USE**

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**DMV USE**

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10. Please provide your Sales Tax Number, if you are required by law to collect sales tax ________________. If you collect sales tax, you must attach a photocopy of the Certificate of Authority (DTF-17A) from the NYS Department of Taxation and Finance.

11. a) Do you have any employees? □ No □ Yes - Answer 11(b) below
   b) If yes, please provide your Federal Employer Identification Number ________________________, and attach a copy of proof of Worker’s Compensation and Disability Insurance coverage.

12. If this is INDIVIDUAL ownership, complete (a) below. If this is a PARTNERSHIP, complete one section for each partner. If this is a CORPORATION, complete one section for each officer or director. NOT LISTING THE PRESIDENT, SECRETARY AND TREASURER COULD DELAY THE PROCESSING OF YOUR APPLICATION. If this is a PRIVATE CORPORATION, list each stockholder that owns more than ten percent of the stock. If there are more than three partners, officers or stockholders (as specified above), attach additional page(s) to list them.

   a) Name (First, M.I., Last)  Date of Birth  Title  % of Stock or Ownership

   Please Sign Name in Full  Identification Number (from the front of your driver license)  Social Security Number

   Residence Address  Apt. #  Residence Phone No.  (   )

   b) Name (First, M.I., Last)  Date of Birth  Title  % of Stock or Ownership

   Please Sign Name in Full  Identification Number (from the front of your driver license)  Social Security Number

   Residence Address  Apt. #  Residence Phone No.  (   )

   c) Name (First, M.I., Last)  Date of Birth  Title  % of Stock or Ownership

   Please Sign Name in Full  Identification Number (from the front of your driver license)  Social Security Number

   Residence Address  Apt. #  Residence Phone No.  (   )

13. 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 DMV business whose license, registration or certification was denied, suspended or revoked in New York State, including matters now on appeal?  □ NO □ YES - Answer 13(c) below
   b) Are you, or is anyone named in this application, scheduled for a hearing which may result in the suspension, revocation or denial of a Vehicle Safety business license, registration or certification?  □ NO □ YES - Answer 13(c) below
   c) If (a) or (b) is “YES”, specify the name and address of the person(s), business type, date and action taken against the business.

14. 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, at any time?  □ NO □ YES - Give the following information:

   Name  Date of Birth  Conviction Date  Penalty  Nature of Offense  Court

15. Have you ever held a business license, registration or certification for any of the business types listed below?

   □ NO □ YES - Check the type(s) below and provide all current and previous facility numbers.

   - New Motor Vehicle Dealer  - Dismantler  - ATV Dealer  - Inspection Station  - Scrap Collector
   - Used Motor Vehicle Dealer  - Transporter  - Salvage Pool  - Qualified Dealer  - Scrap Processor
   - Wholesale Motor Vehicle Dealer  - Boat Dealer  - Repair Shop  - Mobile Car Crusher
   - Itinerant Vehicle Collector  - Yacht Broker  - Repair Shop disposing of major component scrap

   Current facility numbers  Previous facility numbers

VS-1 (6/06)
INSTRUCTIONS FOR COMPLETING
FORM VS-1 (ORIGINAL FACILITY APPLICATION)

These instructions are based on applicable sections of the New York State Vehicle & Traffic Law and Regulations of the Commissioner of Motor Vehicles.

1. Every applicant for an original business certificate must complete and sign form VS-1 (Original Facility Application). Form VS-1, as well as these instructions (form VS-1.1), are available under “Business Use Forms” on our web site at: www.nysdmv.com

2. DO NOT WRITE IN THE SHADeD AREAS OF THE APPLICATION. Complete all of pages 1 and 2 on the VS-1, plus the appropriate section for each type of business registration, license or certification for which you are applying. Print or type all information. Answer all applicable questions. If you have any questions that are not answered in these instructions, please call (518) 474-0919.

3. Enclose a copy of a Business Certificate obtained from your County Clerk for the name in which you will be doing business. If you are an INDIVIDUAL and will do business under an assumed business name (“doing business as” or DBA name), enclose a copy of the Business Certificate of Assumed Name. If you will operate a PARTNERSHIP doing business under an assumed name (DBA), enclose a copy of the partnership papers that show both the partnership name and the DBA name. Enclose a copy of the driver license of each individual owner, every partner or every corporate officer.

4. If your business is a CORPORATION, which may include an assumed corporation name (DBA), enclose the filing receipt issued by the Secretary of State. (If the business will operate under an assumed corporation name, both the name of the corporation holding ownership, and the “doing business as” name (DBA), must be on the filing receipt.) In #12 on the VS-1, you are required to list all officers of the corporation, regardless of whether they own any stock. Failure to list the president, secretary and treasurer will delay the processing of your application. If a position is vacant, state that on the form.

5. In #11 on your application, if you have employees, provide your Federal Employer Identification Number (in #11b) and enclose proof of Worker’s Compensation coverage and Disability Insurance coverage. Proof should be a statement containing the insurance company name and policy number(s).

6. Be sure that your business complies with zoning and other local laws. This is your obligation. Your locality administers these ordinances regarding businesses that you may operate. State law requires that Dismantler, Salvage Pool and Repair Shop applicants provide proof of compliance with local ordinances before a registration, license or certification can be issued.

7. Application fees are non-refundable. All application fees are listed below. If you are applying for a registration, license or certification for any two or more of the business types below, except Boat Dealer Registration, you receive a discount on the application fees. Instead of paying the application fee for each business type you are selecting, you pay only ONE fee - the highest fee.

**Boat Dealer Registration.** If you are applying for a Boat Dealer Registration, the non-refundable application fee is $10. If you are applying for a Boat Dealer Registration and a registration, license or certification for other business type(s), you must pay the highest of the other application fee(s) plus the $10 Boat Dealer application fee.

**Two-year business fee.** You must include, along with your application fee, the two-year business fee for each business type for which you are applying. Note that there is a discount for Motor Vehicle Dealers who are also ATV Dealers.

To help you calculate the correct amount to send with your application, please circle the business type(s) that you are applying for and all corresponding fees on the chart on page 2 of these instructions. Take the highest application fee that you have circled, add the $10 Boat Dealer Registration application fee, if you are applying for this business type, and then add all of the two-year business fees that you have circled (if combining Motor Vehicle Dealer Registration with ATV Dealer Registration, you pay only the Motor Vehicle Dealer two-year business fee). The total of these application and two-year business fees is the amount of the check that you should send with your application. Your application may be rejected if you have not enclosed the correct fees. Please refer to the three examples below.

**Example 1:**
If you select Repair Shop Registration application ($10) and Inspection Station License application ($25), you pay

\[
\begin{align*}
\$25 & \quad \text{(the highest application fee)} \\
+ \$150 & \quad \text{(the Repair Shop two-year business fee)} \\
+ \$100 & \quad \text{(the Inspection Station two-year business fee)} \\
= \$275 & \quad \text{Total Fees}
\end{align*}
\]
Example 2: If you select Repair Shop Registration application ($10), Inspection Station License application ($25), Transporter Registration application ($37.50) and Boat Dealer Registration application ($10), you pay

$37.50 (the highest application fee)  
+ $10.00 (Boat Dealer Registration application fee)  
+ $150.00 (Repair Shop two-year business fee)  
+ $100.00 (Inspection Station two-year business fee)  
+ $450.00 (Transporter two-year business fee)  
+ $50.00 (Boat Dealer two-year business fee)  
= $797.50 Total Fees

Example 3: If you select Motor Vehicle Dealer Registration application ($37.50) and ATV Dealer Registration application ($0), you pay

$37.50 (the highest application fee)  
+ $450.00 (Motor Vehicle Dealer and ATV Dealer discounted two-year business fee)  
= $487.50 Total Fees

<table>
<thead>
<tr>
<th>Business Type</th>
<th>Non-Refundable Application Fee</th>
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<tr>
<td>Repair Shop Registration</td>
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<tr>
<td>Inspection Station License</td>
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<td>Section B</td>
</tr>
<tr>
<td>Motor Vehicle Dealer Registration</td>
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<td>$450</td>
<td>Section C</td>
</tr>
<tr>
<td>(NOTE: A Motor Vehicle Dealer who is also an ATV Dealer receives a discount - pay only the Motor Vehicle Dealer two-year business.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transporter Registration</td>
<td>$37.50</td>
<td>$450</td>
<td>Section C</td>
</tr>
<tr>
<td>Boat Dealer Registration</td>
<td>$10.00</td>
<td>$50</td>
<td>Section C</td>
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<tr>
<td>ATV Dealer Registration</td>
<td>None</td>
<td>$50</td>
<td>Section C</td>
</tr>
<tr>
<td>(NOTE: Pay this two-year ATV business fee in addition to the two-year business fees for other business types that you have selected UNLESS you are also applying for Motor Vehicle Dealer Registration above.)</td>
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<td></td>
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<tr>
<td>Dismantler Registration</td>
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<td>$100</td>
<td>Section D</td>
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<tr>
<td>Salvage Pool Registration</td>
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<td>Itinerant Vehicle</td>
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<tr>
<td>Collector Registration</td>
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<td>Mobile Car Crusher Registration</td>
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<td>Yacht Broker Certification</td>
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<td>Scrap Processor Certification</td>
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<td>Scrap Collector Certification</td>
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<td>Section E</td>
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<tr>
<td>Repair Shop disposing of major component parts - Certification</td>
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<tr>
<td>Out-of-State Junk and Salvage Businesses Operating in New York State - Certification</td>
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<td>None</td>
<td>Section E</td>
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NOTE: The two-year business fee MUST accompany all applications.

8. Provide your Sales Tax number in #10 on the application if you are required by state law to collect sales tax. If you collect sales tax, you must enclose, with your application, a copy of the Certificate of Authority (form DTF-17) issued to you by the NYS Department of Taxation and Finance.

9. All applicants must complete form VS-19 (Statement of Ownership and/or Permission to Use Place of Business) which is available under “Business Use Forms” on our web site at: www.nysdmv.com. A minimum lease of six months is required.

10. Dismantler applicants who lease their premises from another party must enclose, with their application, a copy of the lessor’s proof of property ownership in addition to a copy of the applicant’s lease (see Section D, #1 of this form).
11. Motor vehicle dealers (except those who exclusively sell buses, school buses, garbage trucks, marine trailers, tow trucks, motorcycles, recreational vehicles, trailers, mobile homes or construction equipment) are required to have in place a surety bond in the appropriate amount. See Section C of this form for further information.

12. A new motor vehicle dealer applicant must enclose, with the application, a copy of every franchise agreement.

13. Read the special instructions under Sections A-E of this form that apply to your business(es). Staff from the Division of Vehicle Safety Services may inspect your premises and interview you before approving your application. If you do not meet the requirements, your application will not be approved, and you will not be rescheduled for another interview for at least 30 days.

14. Enclose a check (no starter checks) or money order payable to the “Commissioner of Motor Vehicles” with your completed, signed application. If you have a current Vehicle Safety business license, registration or certification, call (518) 474-0919 for a prorated fee. Failure to do so could delay the processing of your application. Mail your completed, signed application to:

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

   Or you can express mail your application to:

   Vehicle Safety  
   Department of Motor Vehicles  
   ESP - Swan St Bldg  
   Core 1, Room 110  
   Albany NY 12228

15. If your facility is located outside a city or incorporated village, enclose a separate diagram showing your location in relation to:

   a. the nearest highway or crossroad, or  
   b. a well-known public building or landmark, or  
   c. if neither a nor b above is applicable, the numbers of the telephone poles nearest your location.

16. Do not send an application to DMV until you meet all of the requirements.
ATTACHMENT B

SECTION A - REPAIR SHOP REGISTRATION
(Authority: Vehicle & Traffic Law Section 398; Commissioner’s Regulations Part 82)

Application Fee*: $10
Two-Year Business Fee: $150

* All fees must be enclosed with the application.

If you are applying for a Repair Shop Registration and Inspection Station License, other registration, license, or certification at the same time, please consult the chart and instructions in #7 on pages 1 and 2 of this form for the correct, discounted application fee.

Complete Section A on the application if you intend to: repair or diagnose motor vehicle malfunctions or repair motor vehicle bodies, fenders or other components damaged by accident or otherwise; OR operate a shop, drive-in station or garage that inspects motor vehicles for the purpose of evaluating or estimating the dollar value of motor vehicle damage, or for determining the necessity and cost of motor vehicle repairs. A mobile repair shop registration may be issued to a facility that conducts its business from a vehicle at a location provided by the consumer.

You must enclose, with your application, a copy of one of the following that is no more than ten years old: (1) a certificate of occupancy, OR (2) a local license, OR (3) a letter from your local authority stating that your business may operate at this location and that no local license is required. If you choose (3) above, the letter must be on the authority’s letterhead and must contain the following: full name and address of your business; type of business; a statement that you may operate a Motor Vehicle Repair Shop at the location identified on your application, and that no local license or permit is required; the written signature, printed name and title of the official preparing the letter (that is, Town Supervisor, City Manager, etc.); and the date. The letter must specify Motor Vehicle Repair Shop.

All motor vehicle repair shops that service and/or repair motor vehicle air conditioners must have equipment to recover and recycle air conditioner refrigerants. This equipment must be a type approved by the United States Environmental Protection Agency (EPA). For a list of approved equipment, log on to the EPA’s web site at: www.epa.gov/ozone/title6/609/technicians/appequip.html. Additional information on technician certification and approved equipment for various refrigerants is available online at: www.epa.gov/ozone/title6/609/justfax.html. With the application for repair shop, enclose either a manufacturer’s certificate or an invoice as proof of purchase of this equipment. The document must also contain the name and address of the repair shop and the name of the manufacturer, the date the equipment was purchased, and the serial number of the unit purchased.

SECTION B - INSPECTION STATION LICENSE
(Authority: Vehicle & Traffic Law Sections 215, 302, 303; Commissioner’s Regulations Part 79)

Application Fee: $25
Two-Year Business Fee: $100

All fees must be enclosed with the application.

If you intend to operate an inspection station, complete Section B on form VS-1. Each inspection station must employ at least one full-time, currently certified inspector.

1. Choose one of the following and check the corresponding box on the application:

   Public Inspection Stations inspect vehicles for the general public. Stations must be equipped to inspect any vehicle in the Group(s) that they are licensed to inspect (inspection groups are explained in #2 of this section). These stations conduct Safety, On Board Diagnostic II (OBD II) and High Enhanced emissions inspections on vehicles for the general public in the NYMA (New York Metropolitan Area, which consists of the five boroughs of New York City and the counties of Rockland, Westchester, Nassau and Suffolk) or Safety, OBD II and Low Enhanced emissions inspections elsewhere in the state. Public stations may conduct diesel emissions inspections if licensed to perform those inspections.

   Dealer Inspection Stations inspect only vehicles owned by the dealer and held for sale or demonstration, or vehicles owned by employees of the firm.

   Fleet Inspection Stations are operated by businesses having more than 25 vehicles registered in their name, and perform inspections only on their own vehicles and vehicles owned by employees of the firm.

VS-1.1 (10/07)
2. Check the appropriate box(es) on the application for the group(s) of vehicles you will inspect (weights shown are maximum gross weights):

**Group 1**
a. All passenger vehicles, suburbs and trucks up to and including 18,000 pounds. Public stations outside the NYMA must have a New York Vehicle Inspection Program (NYVIP) emissions system. Public stations in the NYMA must have both a New York State Transient Emissions Short Test (NYTEST) emissions system and a NYVIP emissions system.
b. Trailers up to and including 18,000 pounds

**Group 2**
a. All motor vehicles over 18,000 pounds MGW
   - All motor vehicles with a MGW over 10,000 pounds, up to and including 18,000 pounds MGW, when requested by the registrant
   - All motor vehicles with a seating capacity of more than fifteen passengers, plus a driver
   - All trailers over 18,000 pounds MGW and those trailers with a MGW over 10,000 pounds, up to and including 18,000 pounds MGW, when requested by the registrant
b. All semi-trailers

**Group 3 - Motorcycles**

**Group D**
High-enhanced emissions testing, using a dynamometer, for all vehicles registered in the NYMA that are not exempt.

**Group I (Fleets Only)**
High-enhanced emissions testing for vehicles in the NYMA that are exempt from testing with a dynamometer.

**Group DL**
Diesel emissions testing, for all vehicles registered in the NYMA that are not exempt. You must have a New York State Department of Environmental Conservation (DEC) approved diesel emissions testing system.

3. Inspection Station applicants will be interviewed before approval to determine whether the following requirements are met:

- if you are applying for a Group 1A (above) public inspection station license outside the NYMA, you must obtain the NYVIP emissions system approved by the New York State DEC. If you are applying for a Group 1A public inspection station license in the NYMA, you must obtain both an approved NYTEST system and an approved NYVIP system.

- if inspections are done for the general public, you must have a registered Repair Shop at the same location.

- the access door and enclosed area in which inspections will be conducted must be large enough to accommodate the class(es) of vehicle(s) that you are applying to inspect. Generally, in a city or village with a population of under 10,000, a minimum enclosed area of 300 square feet is required; in cities or villages of 10,000 or more, a minimum enclosed area of 600 square feet is required.

- inspection stations must employ at least one full-time Certified Inspector, or the owner/operator must be a full-time Certified Inspector.

- on-site safeguards such as locked drawers, a locked cabinet or a safe must be provided for storing security documents.

The following equipment is required and will be examined:

1. 1/4” to 1/2” paper punch
2. tire tread depth gauge
3. tire pressure gauge

Additional equipment for all heavy vehicle inspection stations:

1. measuring devices for brake adjustment
2. brake drum gauge
3. rotor thickness gauge
SECTION C
Motor Vehicle Dealer, Boat Dealer, Transporter, and ATV Dealer Registrations

(Authority: Vehicle & Traffic Law Sections 415, 417, 2257, 2282, 2291; Commissioner’s Regulations Parts 78, 103, 104)

All fees must be enclosed with the application. Also refer to the fee chart and examples in #7 on pages 1 and 2 of these instructions.

<table>
<thead>
<tr>
<th>Application Fees</th>
<th>Two-Year Business Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Motor Vehicle Dealers</td>
<td>$37.50</td>
</tr>
<tr>
<td>Boat Dealers</td>
<td>$10.00</td>
</tr>
<tr>
<td>Transportsers</td>
<td>$37.50</td>
</tr>
<tr>
<td>ATV Dealers</td>
<td>None</td>
</tr>
</tbody>
</table>

Complete Section C on form VS-1 if you are applying for a registration, license or certification for any of the following:

- **New Motor Vehicle Dealer** 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.

- **Qualified Dealer** meeting the requirements of Vehicle & Traffic Law Section 415 (1)(g)(i)(ii)(iii) or (iv) and (20). You must include, with your application, a statement indicating that you can provide proof that you meet the definition of and requirements for a “Qualified Dealer”.

- **Dealer** engaged in retail or wholesale buying, selling or dealing in motor vehicles, motorcycles, limited use motorcycles or trailers of more than 1,000 pounds unladen weight (other than mobile homes).

- **Wholesale Motor Vehicle Dealer** engaged in buying, selling or dealing in motor vehicles, motorcycles or trailers at wholesale only.

- **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.

- **ATV Dealer** engaged in buying, selling or trading ATVs.

- **Transporter** requiring the limited operation of motor vehicles, motorcycles, limited use motorcycles or trailers for the purpose of delivery, repair or improvements. Include a statement with your application that explains, in detail, why you need transporter plates.

**ALL Motor Vehicle Dealers** are required to have in place a surety bond, in the appropriate amount, as follows:

- $50,000 - New Motor Vehicle Dealer (franchised)
- $50,000 - Qualified Dealer
- $25,000 - Used or Wholesale Motor Vehicle Dealer that sold more than 200 vehicles during the last calendar year.
- $10,000 - Used or Wholesale Motor Vehicle Dealer that sold 200 or fewer vehicles during the last calendar year.

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 original form, with the surety company’s seal, must be included with your application.

**All Dealer Applicants:** The owner, a partner, or the corporation president must provide a photocopy of his or her photo driver license or a NYS non-driver photo identification card.

1. Before approval of the application, Motor Vehicle Dealer and Boat Dealer applicants will be interviewed at their place of business, or at a Vehicle Safety Regional Office, to determine whether the following requirements are met. At the interview, the applicant must present or have on site:
   - a valid driver license or non-driver ID card;
   - either the deed, the mortgage or a receipted tax bill, if you own the premises. If you lease or sublease, present the lease agreement. You also may have to provide a copy of the deed, the mortgage or a tax bill from the property owner;
   - a permanent sign (required for boat dealers) or an official dealer sign, as described in Part 78.26(b), (c) and (d) of the Commissioner’s Regulations;
- a structure containing safeguards such as locked drawers, a locked cabinet or a safe for storing security documents;
- bills of sale or invoices and contracts of sale (purchase agreements); and
- space for display purposes (does not apply to boat dealers or to wholesale dealers).

A facility selling motor vehicles and/or boats must have a permanently-bound Book of Registry, with consecutively numbered pages, in which the following information is entered:
- the date and stock number of each vehicle or boat acquired, name and address of seller, and last registration number, if applicable. Boat dealers must also provide the location of the boat if it is being held somewhere other than on the dealer’s premises;
- a complete description of each vehicle or boat;
- the odometer reading for each motor vehicle;
- the name and address of the purchaser, the date of sale, and the number of the Certificate of Sale (MV-50) or the number of the boat dealer’s bill of sale;
- a record of the loan of Motor Vehicle Dealer plate or Boat Dealer demonstration number; and
- the date of the vehicle inspection and inspection sticker serial number, the odometer reading on the date of sale, and the number of liens, if any. Boat dealers must also specify the number of liens, if applicable.

2. You must be able to produce proof of ownership for every motor vehicle, boat or ATV held for resale under the business name. You must have both a letter of consignment and proof of ownership for every motor vehicle or boat on consignment.

BEFORE YOUR MOTOR VEHICLE OR BOAT DEALER APPLICATION IS APPROVED, YOU MUST ENTER IN THE BOOK OF REGISTRY ANY VEHICLES OR BOATS HELD FOR SALE OR ON CONSIGNMENT.

SECTION D
(Authority: Vehicle & Traffic Law Section 415-a; Commissioner’s Regulations Part 81)

DISMANTLER AND SALVAGE POOL REGISTRATIONS

Application Fee: **None**  
Two-Year Business Fee: **$100**  

*All fees must be enclosed with the application.*

Complete Section D on form VS-1 if you are applying for registration for any of the following:

A **Vehicle Dismantler** purchases, dismantles and sells motor vehicles and trailers for parts and/or scrap.

A **Salvage Pool** acts on behalf of a vehicle owner or insurance company in the sale of junk and salvage vehicles or major components.

1. The following are required of Dismantler and Salvage Pool applicants, and must be approved by a DMV inspector:
   - a sign, as described in Part 81.4(b) of the Commissioner’s Regulations, at the main entrance of the premises;
   - a structure on the site containing safeguards such as locked drawers, a locked cabinet or a safe, for storing security documents;
   - either the deed, the mortgage or a receipted tax bill, if you own the premises. If you lease, present the lease agreement and a photocopy of the deed, the mortgage or a tax bill from the property owner (enclose copies of these documents with your application);
   - a Certificate of Occupancy or a letter of authorization to display and sell, or arrange transfer of, motor vehicles; and
   - enclosed with your application, a copy of a your local license OR a letter from your local authority stating that your business may operate at this location and that no local license is required. If you are sending a letter, the letter must be on the authority’s letterhead and must contain the following: full name and address of the business; type of business; a statement that your business may operate at that location and that no local license or permit is required; the written signature, printed name and title of the official preparing the letter (that is, Town Supervisor, City Manager, etc.); and the date. The letter must specify **Vehicle Dismantler** OR **Salvage Pool**.
2. In addition to the above requirements, Dismantler and Salvage Pool applicants in the City of New York must present the following documents at the interview, and a copy of each document must be included with the application:

- Fire Department permit and New York City Department of Consumer Affairs license with ALL of the following classifications: Secondhand dealer, general; Secondhand dealer, auto: Junk shop; Junk cart motor permit.

3. The following records will be examined and must be approved before a registration can be issued:

- Dismantler applicants must have two permanently-bound record books, with consecutively numbered pages. One record book will contain information regarding **junk and salvage vehicles and major component parts of these vehicles**. The other book will contain information on **major component parts (engines, transmissions, etc.) NOT acquired as part of a junk and salvage vehicle**. Both books will contain the following:
  - the date that each vehicle or major component part was acquired, and from whom;
  - your stock number for each vehicle or major component part;
  - the vehicle identification number (VIN), and a description of the vehicle or a description of the major component part;
  - the control number from each Salvage Certificate (form MV-907A), which serves as proof of ownership; and
  - the name of the person or facility to whom the vehicle or part was sold, and their registration or certification number, if applicable.

- Salvage Pool applicants must have one permanently-bound record book, with consecutively numbered pages, in which the following information is entered:
  - the date that each vehicle was acquired, and from whom;
  - your stock number for each vehicle and to whom it was sold, including the buyer’s registration or certification number, if applicable; and
  - the vehicle identification number and a description of the vehicle.

Dismantler applicants holding motor vehicles or major component parts for resale under their business name must produce proof of ownership for them. **EVERY VEHICLE OR MAJOR COMPONENT PART HELD FOR SALE MUST BE ENTERED IN THE BOOK OF REGISTRY BEFORE YOUR APPLICATION CAN BE APPROVED.** Vehicles, and major component parts of 1973 or later vehicles, for which proof of ownership has not been obtained and/or the source of acquisition has not been determined, must be disposed of before your application can be approved.

Vehicle dismantlers must have equipment to recover air conditioning refrigerant. This equipment must conform to New York State Department of Environmental Conservation standards. Until these standards are developed, equipment conforming to Underwriter Laboratories standard UL 1963, or other appropriate standard, will be accepted. For a list of acceptable equipment, log on to the national EPA web site at: [www.epa.gov/ozone/title6/609/technicians/appequip.html](http://www.epa.gov/ozone/title6/609/technicians/appequip.html). With your application for dismantler, enclose either a manufacturer’s certificate or an invoice as proof of purchase of this equipment. The document must also contain the name and address of the dismantler and the manufacturer, the date that the equipment was purchased and the serial number of the unit purchased.

BEFORE YOUR APPLICATION CAN BE APPROVED, YOU MUST ENTER IN THE BOOK OF REGISTRY ANY VEHICLES OR MAJOR COMPONENT PARTS HELD FOR SALE, ANY OFFER OF SALE OR ANY SOLICITATION OF BIDS.

**ITINERANT VEHICLE COLLECTOR REGISTRATION**

<table>
<thead>
<tr>
<th>Application Fee:</th>
<th>None</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two-Year Business Fee:</td>
<td>$100</td>
</tr>
</tbody>
</table>

*All fees must be enclosed with the application.*

An **Itinerant Vehicle Collector** purchases non-operable vehicles/components and sells them to dismantlers or scrap processors. Before your application can be approved, you must have a permanently-bound record book, with consecutively numbered pages, in which the following information is entered:

- the vehicle identification number (VIN), and a description of the vehicle or major component part; and
- the date when the vehicle or part was sold and to whom, including the buyer’s registration or certification number.
MOBILE CAR CRUSHER REGISTRATION

Application Fee: _None_  
Two-Year Registration Fee: $100  

All fees must be enclosed with the application.

A Mobile Car Crusher operates a transportable device used for crushing motor vehicles for scrap. Applicants must have a permanently-bound record book, with consecutively numbered pages, in which the following information is entered:

- the vehicle identification numbers and descriptions of vehicles being crushed; and
- the name of the seller of each vehicle, and the date that each vehicle is crushed.

SECTION E

(Authority: Vehicle & Traffic Law Sections 415-a, 2257-b; Commissioner’s Regulations Part 81)

Complete Section E on form VS-1 if you are requesting certification for either of the following:

YACHT BROKER CERTIFICATION

Application Fee: _None_  
Two-Year Business Fee: _None_

A Yacht Broker acts as an agent for either the buyer or the seller of a boat. Applicants must have a permanently-bound book, with consecutively numbered pages, in which the following information is entered:

- the hull identification number (HIN) and registration number of the vessel, if applicable;
- a description of each boat purchased or sold; and
- the date of each transaction, the name of the seller and the name of the purchaser.

JUNK AND SALVAGE CERTIFIED BUSINESSES

Application Fee: _None_  
Two-Year Business Fee: _None_

The following businesses require certification:

A Scrap Processor purchases motor vehicles or parts for processing into metallic and non-metallic scrap. Applicants must have a permanently-bound book, with consecutively numbered pages, in which the following information is entered:

- the name, address and identification number of each seller; and
- the date, description and number of vehicles or parts, or the weight of a mixed load.

A Scrap Collector collects and disposes of miscellaneous scrap and vehicular scrap to dismantlers or scrap processors. Applicants must have a permanently-bound book, with consecutively numbered pages, in which the date of each transaction and the name and address of each seller and purchaser of vehicular scrap is entered.

A Repair Shop that disposes of major component parts to Scrap Collectors, Scrap Processors or Dismantlers. Applicants must maintain a record of all vehicles or major components coming into their possession for the purpose of rebuilding, plus a record of each major component used in connection with rebuilding, plus receipts for vehicular scrap disposal transactions, including the date, and purchaser certification number for each transaction.

Junk and Salvage businesses based out-of-state that do business in New York State require certification and are subject to the same record-keeping requirements as junk and salvage businesses located in this state. Records are subject to examination and inspection by NYS DMV and by law enforcement personnel.

The following out-of-state businesses, doing business in New York State, must be certified:

Dismantlers, Itinerant Vehicle Collectors, Mobile Car Crushers, Salvage Pools, Yacht Brokers, Scrap Processors, Scrap Collectors, and Repair Shops disposing of major component parts to junk and salvage businesses in New York State.
OFFICIAL BUSINESS CERTIFICATE

THIS CERTIFICATE EXPIRES 03/31/07

FACILITY IDENTIFICATION NO. 1234567

MIKE MOTORIST
ATVs R US
22 ANYSTREET
ANYTOWN NY 12345

Validation Date and Number: 04/07/05 05432

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

This document does not certify that this business complies with zoning and other local laws POST IN A CONSPICUOUS PLACE
### VEHICLE REGISTRATION/TITLE APPLICATION

**New York State Department of Motor Vehicles**

This form is also available on DMV’s web site - www.nysdmv.com

#### INSTRUCTIONS

**COMPLETE BOXES 1, 2, 3, and 7:** COMPLETE BOXES 3 AND 5 ONLY IF NECESSARY.

1. **WHAT DO YOU WANT TO DO?** (See Form MV-82.1, Registering a Vehicle in New York State, for more information.)
   - [ ] REGISTER this vehicle for the first time
   - [ ] RENEW plate #
   - [ ] CHANGE registration for Plate Number
   - [ ] REPLACE lost registration items
   - [ ] TITLE ONLY for a 1973 or newer vehicle
   - [ ] LEASE BUY-OUT Plate Number

2. **CLIENT ID NO.** (From Driver License of first registrant listed below)

   **NAME CHANGE?**
   - [ ] YES (see box 5)
   - [ ] NO

   **ADDRESS CHANGE?**
   - [ ] YES
   - [ ] NO

3. **OWNER CLIENT ID NO.** (From Driver License)

4. **VEHICLE IDENTIFICATION NUMBER**

   **VEHICLE DESCRIPTION**

   **Body Type For Cars**
   - [ ] 2-Door
   - [ ] 4-Door
   - [ ] Convertible
   - [ ] Station Wagon
   - [ ] Suburban
   - [ ] Other

   **Body Type For Other Vehicles**
   - [ ] Pick-up
   - [ ] Van
   - [ ] Motorcycle
   - [ ] Tow Trailer
   - [ ] Other

   **Color**
   - [ ]_Blank_

   **Unladen Weight**
   - [ ]_Blank_

   **Type of Power (Fuel)**
   - [ ] Gas
   - [ ] Diesel
   - [ ] Electric
   - [ ] Flex
   - [ ] CNG
   - [ ] Propane
   - [ ] None

   **Cylinders**
   - [ ] Max. Gross Weight
   - [ ] Seating Cap.
   - [ ] Odometer Reading in Miles

   Vehicle’s ODOMETER has room for how many numbers (5, 6 or 7 - do not include tenths) ___

   **For commercial vehicles**
   - [ ] Axles
   - [ ] Distance

---

**NEW YORK DEALER ONLY**

- [ ] Yes
- [ ] No

**DATE**

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

**DATE OF BIRTH**

**OWNER’S DAY PHONE NO.** (Optional)

**ADDRESS WHERE YOU GET YOUR MAIL**

**ADDRESS WHERE YOU LIVE** (IF DIFFERENT FROM MAILING ADDRESS, DO NOT GIVE P.O. BOX.)

**AUTHORIZED**

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**ATTACHMENT D**

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**MV-82 (7/17)**

**PAGE 1 OF 2**
ATTACHMENT D

CHANGES - To change information on a current registration and/or title, be sure to enter the new information on page 1 of this form. (See Form MV-82.1, Registering a Vehicle in New York State, for more information.)

NAME CHANGE: Print former name exactly as it appears on the current registration or title.

CHANGES: Describe any vehicle changes and the reasons for the changes.

ADDITIONAL VEHICLE INFORMATION

1. I certify that, to the best of my knowledge, this vehicle has been or has not 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 for legal operation on the road or highways, is more than 75% of the retail value of the vehicle at the time of loss. (Checking the "has been" box means the vehicle must have an anti-theft examination before being registered, and that the title issued will have the statement "Rebuilt Salvage" on it.)

2. Is this vehicle registered for your own personal use? ☐ Yes ☐ No
   If "Yes", go to question 3 below. If "No", check any of the following boxes that apply:
   ☐ It is a passenger vehicle to be used for hire with a driver and operated in:
      ☐ New York City ☐ A jurisdiction other than NYC, that regulates taxis ☐ A jurisdiction that does not regulate taxis
   ☐ It is a passenger vehicle that is rented without a driver.
   ☐ It requires a commercial operating authority permit:
      ☐ NYS DOT Permit No. ☐ I.C.C. Permit No. ☐ US DOT Permit No. 
   ☐ It is government-owned.
   ☐ It is used as a ☐ ambulance ☐ ambulette ☐ hearse/invalid coach Check this box if: ☐ payment is received to carry passengers
   ☐ It is used exclusively as a hearse Check this box if: ☐ payment is received to carry passengers
   ☐ It is a commercial tow truck with a GVWR of at least 8,600 lbs.
   ☐ It is used only as a farm vehicle (Form MV-260F, Part 1, must be attached)
   ☐ It is only used as an agricultural truck.

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 of 5,500 pounds or less, used exclusively for non-commercial purposes, with no advertising anywhere on it, and you want? ☐ Passenger Plates ☐ Commercial Plates

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, 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.

Print Name Here: ____________________________  Sign Here: ____________________________
Print Additional Name Here: ____________________________  Additional Signature: ____________________________
(Print Name in Full - if registering for a corporation, print your full name and title)
(Print Name in Full - if registering for a corporation, print your full name and title)
(Print Name in Full)  (Sign Here)
(Print Name in Full)  (Sign Here) - Additional signature required for a partnership or if registering this vehicle in more than one name)

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

CREDIT CARD AUTHORIZATION IF CARDHOLDER IS NOT THE APPLICANT:
My signature authorizes ____________________________ to use my credit card for payment of any fees in connection with this application.  Sign Here: ____________________________
(Cardholder-Sign Name in Full)

To Be Completed by a Registered New York State Dealer Only – List any additional Lienholders

<table>
<thead>
<tr>
<th>Lien Filing Code</th>
<th>Lienholder Name</th>
<th>Mailing Address (Number and Street)</th>
<th>(City)</th>
<th>(State)</th>
<th>(Zip Code)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assigned by DMV</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assigned by DMV</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NY 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)
### Registering/Titling a Vehicle in New York State

**New York State Department of Motor Vehicles**

**REGISTERING/TITLING A VEHICLE IN NEW YORK STATE**

See the blue pages of your local telephone directory, or visit DMV’s web site, for DMV phone numbers.

www.nysdmv.com

Read the section below for the action you want. Each section identifies what paperwork is needed for each action.

Forms with an asterisk (*) are available at any Motor Vehicles office and at DMV’s web site.

<table>
<thead>
<tr>
<th>TO REGISTER</th>
<th>a vehicle for the first time in NYS, you must bring the following documents to a DMV office:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>a completed Vehicle Registration/Title Application (MV-82*).</td>
</tr>
<tr>
<td>2.</td>
<td>proof of ownership (see page 3).</td>
</tr>
<tr>
<td>3.</td>
<td>a NYS insurance card in the registrant's name (see page 4).</td>
</tr>
<tr>
<td>4.</td>
<td>proof of inspection (see page 4).</td>
</tr>
<tr>
<td>5.</td>
<td>proof of sales tax clearance or appropriate sales tax forms (see page 4).</td>
</tr>
<tr>
<td>6.</td>
<td>proof of identity - a current photo NYS Driver License, Learner Permit or Non-Driver ID Card, or refer to DMV form ID-82* (Proofs of Identity for Registration and Title).</td>
</tr>
<tr>
<td>7.</td>
<td>if registering for a corporation, proof of incorporation (see page 4).</td>
</tr>
<tr>
<td>8.</td>
<td>if registering for a partnership, proof of partnership (see page 4).</td>
</tr>
<tr>
<td>9.</td>
<td>if the vehicle is being registered and/or titled in two names, signatures and proof of identity is required for both parties.</td>
</tr>
<tr>
<td>10.</td>
<td>if the registrant is not the owner of the vehicle, the owner must complete and sign the “IF YOU ARE NOT THE OWNER” section of the MV-82, or complete a Registration Authorization form (MV-95*), and must provide proof of the owner's name, date of birth (see #6 above) and proof of ownership for the vehicle (for Proof of Ownership, see page 3).</td>
</tr>
<tr>
<td>11.</td>
<td>an Odometer Disclosure Statement for all vehicles 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*.</td>
</tr>
<tr>
<td>12.</td>
<td>a Damage Disclosure Statement for all vehicles 8 years old or newer if the proof of ownership is from NYS. 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*.</td>
</tr>
<tr>
<td>13.</td>
<td>a bill of sale (see Proof of Sales Tax Clearance on page 4).</td>
</tr>
<tr>
<td>14.</td>
<td>the appropriate fee. Payment can be made by cash, check, money order or credit card (Visa, MasterCard, American Express or Discover).</td>
</tr>
<tr>
<td>15.</td>
<td>if an individual, partnership or corporation grants power of attorney to an individual to buy, sell or register vehicles owned by an individual, partnership or corporation, an original Power of Attorney must be presented. (see page 4, Power of Attorney).</td>
</tr>
</tbody>
</table>

**DO NOT MAIL APPLICATIONS FOR REGISTRATION TO THE TITLE BUREAU**

<table>
<thead>
<tr>
<th>TO REPLACE</th>
<th>lost, destroyed or damaged registration items, provide:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>a completed Vehicle Registration/Title Application (MV-82*).</td>
</tr>
<tr>
<td>2.</td>
<td>if one plate is lost, the remaining plate.</td>
</tr>
<tr>
<td>3.</td>
<td>if the registration or plates are lost due to a crime, or if there is no remaining plate, a Report of Lost, Stolen or Confiscated Motor Vehicles Items (MV-78B), or a letter, must be obtained from a police agency. Items will be replaced free of charge if a police report shows they were lost due to a crime.</td>
</tr>
<tr>
<td>4.</td>
<td>proof of identity (see #6 of “To Register” above).</td>
</tr>
<tr>
<td>5.</td>
<td>the appropriate fee (see #14 of “To Register” above).</td>
</tr>
<tr>
<td>6.</td>
<td>if replacing plates, a NYS insurance card in the registrant’s name (see Proof of Insurance coverage on page 4).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TO CHANGE</th>
<th>information on a registration and/or a title, provide:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>a completed Vehicle Registration/Title Application (MV-82*).</td>
</tr>
<tr>
<td>2.</td>
<td>for 1973 or newer vehicles, the Certificate of Title (MV-999).</td>
</tr>
<tr>
<td>3.</td>
<td>proof of registrant's (or owner's) identity (see #6 of “To Register” above).</td>
</tr>
<tr>
<td>4.</td>
<td>the appropriate fee (see #14 of “To Register” above).</td>
</tr>
<tr>
<td>5.</td>
<td>for a change in name, partnership, vehicle year, vehicle identification number, or registration class, also provide: a. proof of inspection, if required (see page 4). b. proof of the change to be made.</td>
</tr>
</tbody>
</table>
**TO RENEW**  a vehicle registration, provide:

1. a completed Registration Renewal Reminder (*MV-3*).
   
   If it is not available, or if the information on the Reminder is wrong, provide a completed Vehicle Registration/Title Application (*MV-82*), along with proof of identity (see #6 of “To Register” on page 1).

2. a NYS insurance card (see page 4) if:
   
a. the vehicle has been off the road and the plates have been surrendered (the effective date of insurance must be after the date of surrender); or

b. the insurance has been cancelled (the effective date of insurance must be after the date of cancellation)

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

3. proof of inspection, if required (see page 4).

4. the appropriate fee (see #14 of “To Register” on page 1).

---

**TO TRANSFER PLATES**  to a different vehicle, provide:

1. a completed Vehicle Registration/Title Application (*MV-82*).

2. proof of ownership (see Acceptable Proofs on page 3).

3. a NYS insurance card in the registrant's name for the vehicle being registered (see page 4).

4. proof of inspection (see page 4).

5. sales tax clearance* (available at any Motor Vehicles office - see page 4).

6. proof of identity (see #6 of “To Register” on page 1).

7. if the registrant is not the owner of the vehicle, the owner must complete and sign the “IF YOU ARE NOT THE OWNER” section of the Vehicle Registration/Title Application (*MV-82*), or complete a Registration Authorization (*MV-95*), and must provide proof of the owner’s name, date of birth and proof of ownership of the vehicle (see # 6 of “To Register” on Page 1).

8. the appropriate fee (see #14 of “To Register” on page 1).

---

**TO OBTAIN A TITLE ONLY**  (for situations when a 1973 or newer vehicle is **not** being registered, but a title is needed). Also includes 1995 and newer manufactured homes that are at least 8 ft. wide or 40 ft. long when being transported, or at least 320 square feet when erected on a site. Please provide:

1. a completed Application for Title (*MV-82TON*), or if an *MV-82TON* is not available, a Vehicle Registration/Title Application (*MV-82*).

2. proof of ownership (see Acceptable Proofs on page 3).

3. proof of owner's identity (see #6 of “To Register” on page 1).

4. if titling for a corporation, proof of incorporation (see page 4).

5. if titling for a partnership, proof of partnership (see page 4).

6. sales tax clearance; receipt (*FS-6T*) (available at 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 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. a Damage Disclosure Statement for all vehicles 8 years old or newer if the proof of ownership is from NYS. 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 for the appropriate fee payable to "Commissioner of Motor Vehicles".

   - $50 for a “Title Only” for vehicles.
   - $125 for a “Title Only” for a manufactured home.

Most Title Only applications can be processed in any DMV office, or you can mail items 1-9 to the address below. If mailing the Title Only application, send photocopies of the proof of identity/partnership/corporation.

NYS Department of Motor Vehicles
Title Bureau
6 Empire State Plaza
Albany NY 12228-0322

**DO NOT USE THIS ADDRESS TO MAIL REGISTRATION APPLICATIONS**

NOTE: The following Title Only applications **must** be mailed to the above address:

- Garageman Liens
- Salvage Certificate
- Manufactured Homes
- Boats
- Bonded Vehicles
- Application by dealers or manufacturers for vehicles returned by the purchaser because it does not conform to its warranty (Lemon Law).
ACCEPTABLE PROOFS

To be acceptable, all documents you present for proof of name and proof of insurance must have the same name on them as the name used on the registration application. See page 4 of this form for other acceptable proofs.

PROOF OF OWNERSHIP

1. If the vehicle is purchased from a dealer in New York State:
   - **New** a. a Retail Certificate of Sale (MV-50) and
     b. a Manufacturer's Certificate of Origin (MCO)
   - **Used** a. a Retail Certificate of Sale (MV-50) and
     b. either a title (for a 1973 or newer vehicle) or a transferable registration (for a 1972 or older vehicle).

2. If the vehicle is purchased from a dealer outside New York State:
   - **New** a. an MCO. If there is no room on the MCO for a transfer, the MCO plus a bill of sale for each transfer after the last one shown on the MCO, must be presented, any applicable reassignments and
     b. the original bill of sale.
   - **Used** a. an original out-of-state title or transferable registration, any applicable reassignments and
     b. the original bill of sale.

3. If the vehicle was purchased from a private owner:
   - **In New York State:**
     a. 1973 or newer vehicle - original title showing transfer, or
     b. 1972 or older vehicle - original transferable registration showing transfer, and
     c. the original bill of sale.
   - **Outside New York State:**
     a. the original out-of-state title or transferable registration showing transfer, and
     b. the original bill of sale.

4. If the ownership is a New York State title or transferable registration and there is no change in ownership and:
   a. the registrant is not the owner
     - an original New York State title or transferable registration and the MV-95 (Registration Authorization) or the “IF YOU ARE NOT THE OWNER” section on the MV-82 signed by the owner
   b. the owner is a New York State Leasing Company
     - a copy of the New York State Title and the MV-95 (Registration Authorization) or the “IF YOU ARE NOT THE OWNER” section on the MV-82 signed by the owner

5. If a vehicle is being brought into New York State without a change in ownership:
   a. an original out-of-state title or, if the vehicle was not required to be titled in the state where it was last registered, a transferable registration or certified copy of the registration from the out-of-state Motor Vehicles authority.
   b. if the title is held by an out-of-state lienholder:**
     - a copy of the title in the owner’s name, certified by the lienholder or the out-of-state motor vehicle agency, or a Memorandum of Title**(non-negotiable) and
     - the lienholder’s statement identifying the owner and the vehicle’s year, make and VIN. The statement must be on the lienholder’s letterhead and must state that the lienholder holds the original title and is aware that the title copy will be used to register the vehicle in NYS. The letter must be unconditional (that is, the lienholder cannot ask that we notify him/her once the vehicle is registered, etc.)
   c. if the title is held by an out-of-state leasing company:**
     - a copy of the out-of-state title (in the leasing company's name) and
     - a letter from the owner stating that the owner is aware that the copy of the title will be used to register the vehicle in NYS and
     - the MV-95 (Registration Authorization) or the “IF YOU ARE NOT THE OWNER” section on the MV-82 signed by the owner

* This form may be obtained from any Motor Vehicles office or from DMV’s web site. DTF sales tax forms are also available from the state Tax Department.

**A New York State title will not be issued in this case.

6. If none of the above apply, vehicles from another source (for example, public auction, transfer of a deceased person’s property, foreign countries, etc.) require special handling. Contact a Motor Vehicles office for information.
ATTACHMENT E

ACCEPTABLE PROOFS (continued) - To be acceptable, all documents you present for proof of name and proof of insurance must have the same name on them as the name used on the registration application.

PROOF OF INSURANCE COVERAGE
1. A New York State Insurance Identification Card (must contain a bar code) - it must be issued by a New York State authorized insurance company in the registrant’s name, and must show that the policy is in effect on the day the vehicle is registered or
2. FH-1 Insurance Certificate for a For-Hire Vehicle or
3. A Federal Department of Transportation permit, or a NYS DOT permit.

PROOF OF INSPECTION
1. All USED vehicles bought or obtained from any source other than a NYS dealer must be reinspected after sale or transfer. DMV will issue a temporary certificate for the vehicle, giving you ten days to have it inspected, if it is being registered by you for the first time, AND IF IT DOES NOT HAVE TO BE INSPECTED BEFORE IT IS REGISTERED (see #5 below). This will let you register the vehicle before it is reinspected.
2. Vehicles purchased from a registered New York dealer must be inspected at the time of sale. The retail certificate of sale (MV-50) will include the inspection date, facility number and inspection certificate number.
3. Vehicles that have to be inspected prior to registration:
   a. Junk/Salvage vehicles, a current valid inspection stamp on the MV-899 or a NYS licensed inspection state billhead or letterhead containing complete vehicle information and name of registrant.
   b. any vehicle carrying passengers which must be inspected by NYS DOT or by a NYS Heavy Vehicle inspection station, must pass inspection before being registered. Required proof of DOT inspection is a vehicle inspection report (MC300) issued by NYS DOT.
   c. for NYS Heavy Vehicles, an inspection station billhead or letterhead containing complete vehicle information and name and address of registrant, is required.
      For more information, refer to Inspection Requirements for Carriers Transporting Passengers, MV-82.1P.

PROOF OF SALES TAX CLEARANCE
1. If the vehicle is bought from a New York dealer, provide a Retail Certificate of Sale (MV-50). If the vehicle is bought from an out-of-state dealer, provide the original bill of sale indicating that NYS sales tax was collected, and complete form DTF-803*.
2. The original bill of sale and the front of form DTF-802* if the vehicle was purchased in a casual sale, the vehicle is a gift, or if the vehicle is obtained from a spouse, parent, child, stepparent or stepchild. In addition, the back of form DTF-802* must also be completed and signed by the seller/donor, if the vehicle was purchased at less than fair market value or the vehicle is a gift from someone other than a spouse, parent, child, stepparent, or stepchild.
3. If an exemption from sales tax is claimed, complete Form DTF-803.*
4. If sales tax was paid to another state and credit is allowed, complete Form DTF-804* and pay the remainder, if any, of the tax due to New York State. If no credit is allowed, complete Form DTF-802.
5. If the vehicle is leased, a copy of the lease agreement is required. Additional tax may be due at the time of registration.
*DTF sales tax forms may be obtained from any Motor Vehicles office, from the state Tax Department or from DMV's web site.

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

PROOF OF PARTNERSHIP
1. Provide a Certificate of Partnership (filed with the County Clerk).
2. For DBAs: a copy of the DBA filing receipt issued by the County Clerk.
NOTE: If there are more than two (2) partners, you must also provide a Statement of Partnership or Joint Ownership (MV-83T*).

POWER OF ATTORNEY
If an individual, partnership or corporation grants power of attorney to an individual to buy, sell or register vehicles owned by an individual, partnership or corporation, an original Power of Attorney must be presented. The power of attorney must be notarized. The power of attorney should contain:
- The name, address and signature of the person designated to act as the power of attorney.
- The name, address and signature of the person granting the power of attorney.
- The name and address of the corporation or partnership, if applicable.
The person designated uses the initials P.A. after his/her signature.
NOTE: The same Power of Attorney cannot be used for the buyer and seller when transferring ownership.
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 a 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: [ ] Amendment [ ] Duplicate [ ] Reason

2. Present Facility Number [ ] Present Facility Name [ ] Facility Phone Number ( )

3. Business(es) requesting amendment/duplicate certificate(s) — check all that apply: [ ] Repair Shop [ ] Dealer [ ] Dismantler [ ] Itn. Veh. Collector [ ] Salvage Pool [ ] Transporter

4. Business name change to:

5. Business address change:

   New Address
   Number and Street County
   City State Zip Code

   Old Address
   Number and Street County
   City State 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 for the groups you want to inspect):

      GROUP VEHICLE GROUPS
          (Weights shown are maximum gross weights)
          [ ] 1a All motor vehicles including trucks 18,000 pounds and under and motor vehicles with a seating capacity of 15 passengers or less, plus a driver.
          [ ] 1b Trailers 18,000 pounds and under.
          [ ] 2a Vehicles over 18,000 pounds, all tractors, and motor vehicles with a seating capacity of 15 or more passengers, plus a driver.
          [ ] 2b Trailers over 18,000 pounds and all semi-trailers.
          [ ] 3 Motorcycles
          [ ] D Emissions testing for all non-exempt vehicles registered in the New York Metropolitan Area (using dynamometer).
          [ ] I Emissions testing for all non-exempt vehicles registered in the New York Metropolitan Area conducting idle test only (no dynamometer used). Fleet stations only.

   c) Provide the manufacturer’s name and the model number of the testing equipment if you will be doing emissions testing-Enhanced Emissions and/or Diesel Emissions. This information is required to process your request.

      Manufacturer’s Name

      Model Number

   d) Please provide the name(s) and certificate number(s), including expiration date, of your Certified Inspector(s). Use additional sheet(s) if necessary. This information is required to process your request.

      Name Certificate Number Expiration Date

      ____________________________ ____________________________ ____________________________
      ____________________________ ____________________________ ____________________________
      ____________________________ ____________________________ ____________________________
      ____________________________ ____________________________ ____________________________
      ____________________________ ____________________________ ____________________________
### ATTACHMENT G

#### 7. Deletions to Owners, Partners, Corporate Officers and/or Stockholders holding more than 10% of stock. Use additional sheet(s) if necessary.

<table>
<thead>
<tr>
<th>Name (First, M, Last)</th>
<th>Date of Birth</th>
<th>Title</th>
<th>% of Stock or Ownership</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please Sign Name in Full</td>
<td>Driver License Identification Number</td>
<td>Social Security Number</td>
<td></td>
</tr>
<tr>
<td>Residence Address</td>
<td>Apt. No.</td>
<td>Residence Phone</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name (First, M, Last)</th>
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</tbody>
</table>

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<tbody>
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<td></td>
</tr>
<tr>
<td>Residence Address</td>
<td>Apt. No.</td>
<td>Residence Phone</td>
<td></td>
</tr>
</tbody>
</table>

#### 8. Additions to Owners, Partners, Corporate Officers and/or Stockholders holding more than 10% of stock. Use additional sheet(s) if necessary.

<table>
<thead>
<tr>
<th>Name (First, M, Last)</th>
<th>Date of Birth</th>
<th>Title</th>
<th>% of Stock or Ownership</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please Sign Name in Full</td>
<td>Driver License Identification Number</td>
<td>Social Security Number</td>
<td></td>
</tr>
<tr>
<td>Residence Address</td>
<td>Apt. No.</td>
<td>Residence Phone</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name (First, M, Last)</th>
<th>Date of Birth</th>
<th>Title</th>
<th>% of Stock or Ownership</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please Sign Name in Full</td>
<td>Driver License Identification Number</td>
<td>Social Security Number</td>
<td></td>
</tr>
<tr>
<td>Residence Address</td>
<td>Apt. No.</td>
<td>Residence Phone</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name (First, M, Last)</th>
<th>Date of Birth</th>
<th>Title</th>
<th>% of Stock or Ownership</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please Sign Name in Full</td>
<td>Driver License Identification Number</td>
<td>Social Security Number</td>
<td></td>
</tr>
<tr>
<td>Residence Address</td>
<td>Apt. No.</td>
<td>Residence Phone</td>
<td></td>
</tr>
</tbody>
</table>

#### 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?  □ Yes  □ 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?  □ Yes  □ 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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of Birth</th>
<th>Court</th>
<th>Nature of Offense</th>
</tr>
</thead>
</table>

#### 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?  □ Yes  □ No  If “YES”, give the following information:

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of Birth</th>
<th>Correction Date</th>
<th>Penalty</th>
</tr>
</thead>
</table>

---

### 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 (Print Full Name)  
Signature (Full Name)  
Partner’s Signature (Full Name)  

MV-263G (10/07)
New York State Department of Motor Vehicles

STATEMENT OF OWNERSHIP AND/OR PERMISSION TO USE PLACE OF BUSINESS

(Please Print)

YOUR BUSINESS

<table>
<thead>
<tr>
<th>Business Name (DBA)</th>
<th>Phone No. (Include Area Code)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Business Address</th>
<th></th>
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<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

OWNER OF PROPERTY (This section must be filled out)

<table>
<thead>
<tr>
<th>Name of Property Owner</th>
<th>Phone No. (Include Area Code)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Owner Mailing Address</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number of Years or Months Owned?</th>
<th>Is this property zoned for business use?</th>
<th>Do you own your business property?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☐ Yes</td>
<td>☐ Yes</td>
</tr>
<tr>
<td></td>
<td>☐ No</td>
<td>☐ No</td>
</tr>
</tbody>
</table>

PLEASE 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)

<table>
<thead>
<tr>
<th>Print the name the lease is in</th>
<th>Phone No. (Include Area Code)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Business Address</th>
<th>Must have at least six-month lease</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Expiration Date / /</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sub-Leasing Information (If you are sub-leasing, please complete the following section)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Print the name the sub-lease is in</th>
<th>Must have at least six-month lease</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Expiration Date / /</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Full Last Name of Applicant (Please Print)</th>
<th>First</th>
<th>M.I.</th>
<th>Date of Birth (Month/Day/Year)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Residence Street Address (Include Street Number and Name, Rural Delivery, Box and/or Apartment Number)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature of Applicant</th>
<th>(Sign name in Full)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title of Applicant</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
New York State Department of Motor Vehicles

TEMPORARY CERTIFICATE OF REGISTRATION (MV-53)

Beginning No. RV000001  Ending No. RV000050

Facility No. 1234567

Check only one: □ ATV  □ Boat  □ Snowmobile  Registration Number: RV000001

Date Issued (Month/Day/Year) / /  Expiration Date of Temporary Registration (Month/Day/Year) / /  45 days from issuance date, not to exceed expiration date of permanent registration, if transferring a plate.

Year Make Model Color

Vehicle ID Number, Hull ID Number or Snowmobile ID Number

Name of Registrant 1 (Last, First, MI)

Name of Dealer Facility

Name of Dealership

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.
New York State Department of Motor Vehicles

APPLICATION FOR DEALER PLATE ISSUANCE PROGRAM

(Print or Type all information)

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

This program is restricted to dealers who have been registered as retail dealers with the New York State Department of Motor Vehicles for at least one year. Plates and permits issued under this program can be issued only for vehicles and trailers that are sold at retail.

1. Facility Identification Number
2. Contact Person

3. Telephone Numbers
   Business (  )   Emergency (  )   Fax (  )

4. Business Name As It Appears on Your Official Business Certificate

5. Business Address - Street City State Zip Code County

6. 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.)
   - Locked Safe
   - Locked Room
   - Other ________________________________

7. 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 __________________

8. Registration plates/in-transit permits are requested for the following registration classes:
   - Passenger
   - Commercial
   - Motorcycle
   - Trailer
   - ATV
   - In-Transit Permit

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)

(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:

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

MV-463 (10/07)  www.nysdmv.com
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. **Contact Person**
   Provide the name of a person that can be contacted during and outside your business hours.

3. **Telephone/Fax Numbers**
   - Provide a telephone number where you can be reached during business hours.
   - Provide an emergency telephone number where you can be contacted outside your business hours.
   - Provide a fax number, if available.

4. **Business Name**
   Provide the business name as it appears on your official business certificate.

5. **Business Address**
   Provide your business address as it appears on your official business certificate.

6. **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”.

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

8. **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 officer of the corporation or the owner.
- Provide the signature of the corporate officer or the owner.
- Print or type the title of the owner.
- Fill-in the date the application is signed.
New York State Department of Motor Vehicles
ORDER FORM FOR REGISTRATION PLATES/IN-TRANSIT PERMITS
www.nysdmv.com

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

---

<table>
<thead>
<tr>
<th>DMV OFFICE USE ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>REGISTRATION PLATES/IN-TRANSIT PERMITS (ITPs) REQUESTED</td>
</tr>
<tr>
<td>Passenger</td>
</tr>
<tr>
<td>No. of Boxes</td>
</tr>
</tbody>
</table>

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 - $125 per box of plates/$250 per package of in-transit permits
Order must be in increments of 25 sets of plates/25 in-transit permits

| A. Total registration plates: |
| boxes ordered | X | $125 | $ |

| B. Total permits: |
| packages ordered | X | $250 | $ |

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.

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”.
Mail order form and check or money order to:

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

Do you have a Dealer Plate Issuance Manual (MV-461)? Yes No

Do you have the All-Terrain Vehicle Dealer Registration Instructions (RV-2)? Yes No

THIS FORM MAY BE PHOTOCOPIED FOR ADDITIONAL ORDERS
DEALER PLATE ISSUANCE PROGRAM

September 15, 2006
FACILITY NUMBER: 1234567

DEALER PLATE ISS PRG
ANYWHERE ST
ANYTOWN 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.

Fill-out the cut-off section below to confirm whether or not you have received all the boxes of plates specified in this letter.

DEALER PLATE ISS PRG
ANYWHERE ST
ANYTOWN 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
**ATTACHMENT M**

New York State Department of Motor Vehicles

**REPORT OF LOST, STOLEN OR CONFISCATED MOTOR VEHICLES ITEMS**

Please read the information on the back of this form.

<table>
<thead>
<tr>
<th>The following item(s) have been reported:</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Lost</td>
<td>[ ] Driver License</td>
<td>[ ] Non-Driver ID</td>
<td>[ ] Learner Permit</td>
</tr>
<tr>
<td>[ ] Confiscated or surrendered to police to comply with S/R order</td>
<td>[ ] License Plate(s)</td>
<td>[ ] Registration/Sticker</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number of Plates Lost, Stolen or Confiscated:</th>
<th>Plate Number/License or Client ID Number</th>
<th>Type of Registration/License Class</th>
<th>Expiration Date</th>
<th>Date Reported to Police</th>
</tr>
</thead>
<tbody>
<tr>
<td>One</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Two</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Licensee/Registrant</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Address of Licensee/Registrant</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Police Agency</th>
<th>Agency/Precinct</th>
<th>Case Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Address</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature of Officer</th>
<th>Rank &amp; Shield or Tax I.D. No.</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**INSTRUCTIONS**

**NOTE TO POLICE AGENCIES:** Complete this form:

1. When any motor vehicle items are reported stolen or destroyed, including a single plate, because a crime has been committed.
2. When two license plates are reported lost, mutilated or destroyed, or one plate, if the vehicle is required to have only one plate (e.g., motorcycles).
3. Issue it to registrants or licensees as a receipt for motor vehicle items which have been confiscated or surrendered in compliance with a suspension or revocation order. Once confiscated or surrendered, plates should never be returned to registrants or licensees. Return all items to DMV as soon as possible.

**INSTRUCTIONS FOR CUSTOMERS:**

- Bring this form to any Motor Vehicles office to apply for replacement items.
- If your vehicle is required to have two plates, it is not necessary to report one lost plate to your local police agency.
- If only one license plate was stolen and you had a two-plate set, turn in the remaining plate to the Motor Vehicles office.
- Bring proof of your identity to the Motor Vehicles office. See ID-44 for acceptable proofs of identity.
- If items were confiscated or surrendered to police in compliance with a suspension or revocation order, bring this receipt with you when applying 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, registration or license plate was stolen or destroyed as a result of a crime, the fee usually charged for replacing them can be waived. If a crime is involved, have this form filled out and signed by the police agency to which you reported the crime, and bring it to a Motor Vehicles office. The fee for replacing a non-driver ID card cannot be waived.
DECLARATION OF EXEMPTION FROM
SNOWMOBILE OR ALL-TERRAIN
VEHICLE REGISTRATION

INSTRUCTIONS: Purchaser must sign the form in triplicate.

- Send the original copy to the Department of Motor Vehicles, Syracuse District Office, 620 Erie Blvd. West, Syracuse NY 13204-2495.
- 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

COPY 3: CUSTOMER
**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: __________________________

**Additional Members of Partnership**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First</th>
<th>M.I.</th>
<th>Date of Birth</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>/ /</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>City or Town</th>
<th>State</th>
<th>Zip Code</th>
<th>Client ID Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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.

Signature: ________________________  Title: ________________________

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

I am registering an historical vehicle in my name.

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

I am registering a snowmobile in my name.

I am registering an ATV in my name.

I am transferring this vehicle, boat, snowmobile or ATV to:

Name of New Owner

Address

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

Year of last registration

Year

Make and Model

Color

Unladen Weight/
Max Gross Weight

Vehicle Identification No. (VIN)

Hull Identification No. (HIN)

Snowmobile Vehicle Identification No. (SVIN)

PLEASE READ AND SIGN THE FOLLOWING CERTIFICATION FOR REGISTRATION STATEMENT

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

It was acquired from _________________________________________________________. The proof of ownership is unavailable because: _____________________________________________________________.

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

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.
**ATTACHMENT P**

**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 231
     - 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.
GENERAL REQUIREMENTS*  To obtain a registration or title, you must provide:

- Proof of date of birth, and...
- 6 points of proof of name

A NYS Photo Driver License, Learner Permit, or Non-Driver ID Card that is current, or not expired for more than 2 years, meets both of these requirements. Other acceptable documents for proof of identity, and their related point value, are listed in the table below and on Page 2.

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

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

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

ACCEPTABLE DOCUMENTS FOR PROOF OF IDENTITY FOR REGISTRATION AND TITLE

<table>
<thead>
<tr>
<th>Document Description</th>
<th>POINT VALUE FOR PROOF OF NAME</th>
<th>ACCEPTABLE AS PROOF OF DATE OF BIRTH?</th>
</tr>
</thead>
<tbody>
<tr>
<td>NYS Photo Driver License/Learner Permit/Non-Driver ID Card. Must be current, or not</td>
<td>6</td>
<td>YES</td>
</tr>
<tr>
<td>expired for more than 2 years</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DMV form MV-45 IF UNDER AGE 21. This is an affidavit by parent or legal guardian,</td>
<td>6</td>
<td>NO</td>
</tr>
<tr>
<td>signed in the presence of a DMV representative. See MV-45 for more information.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>US Passport. Must be current.</td>
<td>4</td>
<td>YES</td>
</tr>
<tr>
<td>US Military Photo ID Card (issued to Active, Reserve, and Retired military personnel</td>
<td>3</td>
<td>YES</td>
</tr>
<tr>
<td>only)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certificate of Citizenship (N-560, N-561 or N-645)</td>
<td>3</td>
<td>YES</td>
</tr>
<tr>
<td>Certificate of Naturalization (N-550, N-570 or N-578)</td>
<td>3</td>
<td>YES</td>
</tr>
<tr>
<td>Employment Authorization Card (I-688B or I-766) with photo</td>
<td>3</td>
<td>YES</td>
</tr>
<tr>
<td>Permanent Resident Card (I-551)</td>
<td>3</td>
<td>YES</td>
</tr>
<tr>
<td>Reentry Permit (I-327)</td>
<td>3</td>
<td>YES</td>
</tr>
<tr>
<td>Refugee Travel Document (I-571)</td>
<td>3</td>
<td>YES</td>
</tr>
<tr>
<td>Foreign Passport with a valid I-551 stamp or with a statement on the Visa. Passport</td>
<td>3</td>
<td>YES</td>
</tr>
<tr>
<td>must be in English, or translated by an embassy.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foreign Passport with a US Visa and current I-94 attached.</td>
<td>3</td>
<td>YES</td>
</tr>
<tr>
<td>Welfare/Medicaid/NY Food Stamp Card WITH Photo</td>
<td>3</td>
<td>NO</td>
</tr>
</tbody>
</table>
### ACCEPTABLE DOCUMENTS FOR PROOF OF IDENTITY FOR REGISTRATION AND TITLE

Expired documents are NOT acceptable, unless specifically noted in the table below.

<table>
<thead>
<tr>
<th>Document</th>
<th>Point Value for Proof of Name</th>
<th>Acceptable as Proof of Date of Birth?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welfare/Medicaid/NY Food Stamp Card WITHOUT Photo</td>
<td>2</td>
<td>NO</td>
</tr>
<tr>
<td>NYS Interim License or computer-generated Learner Permit, without photo</td>
<td>2</td>
<td>NO</td>
</tr>
<tr>
<td>NYS or NYC Pistol Permit</td>
<td>2</td>
<td>NO</td>
</tr>
<tr>
<td>NYS Professional License</td>
<td>2</td>
<td>NO</td>
</tr>
<tr>
<td>NYS Registration Document (Vehicle or Boat only)</td>
<td>2</td>
<td>NO</td>
</tr>
<tr>
<td>NYS Certificate of Title</td>
<td>2</td>
<td>NO</td>
</tr>
<tr>
<td>Photo Driver License issued by another US State, jurisdiction or possession, or Canadian Province or territory, <em>(This license must be current, or not expired for more than 1 year.)</em></td>
<td>2</td>
<td>YES</td>
</tr>
<tr>
<td>St. Regis Mohawk Tribe Photo Identification Card</td>
<td>2</td>
<td>NO</td>
</tr>
<tr>
<td>St. Regis Mohawk Tribe Photo Identification Card with Canadian Birth Certificate</td>
<td>2</td>
<td>YES</td>
</tr>
<tr>
<td>US Military Dependent ID Card</td>
<td>2</td>
<td>YES</td>
</tr>
<tr>
<td>US College ID Card With Photo and Transcript</td>
<td>2</td>
<td>NO</td>
</tr>
<tr>
<td>US High School ID with Report Card</td>
<td>2</td>
<td>NO</td>
</tr>
<tr>
<td>US Marriage or Divorce Record OR Court Issued Name Change Decree</td>
<td>2</td>
<td>NO</td>
</tr>
<tr>
<td>US Social Security Card (must have signature)</td>
<td>2</td>
<td>NO</td>
</tr>
<tr>
<td>Computer-Printed Pay Stub (must have your name)</td>
<td>1</td>
<td>NO</td>
</tr>
<tr>
<td>Employee ID Card</td>
<td>1</td>
<td>NO</td>
</tr>
<tr>
<td>High School Diploma OR GED (General Equivalency Diploma)</td>
<td>1</td>
<td>NO</td>
</tr>
<tr>
<td>Supermarket Check Cashing Card (must have your signature and pre-printed name)</td>
<td>1</td>
<td>NO</td>
</tr>
<tr>
<td>Union Card</td>
<td>1</td>
<td>NO</td>
</tr>
<tr>
<td>US Health Insurance Card/Prescription Card</td>
<td>1</td>
<td>NO</td>
</tr>
<tr>
<td>US Life Insurance Policy (in effect at least 2 years)</td>
<td>1</td>
<td>NO</td>
</tr>
<tr>
<td>Utility Bill (must include your name and address)</td>
<td>1</td>
<td>NO</td>
</tr>
<tr>
<td>Veterans Universal Access Photo ID Card</td>
<td>1</td>
<td>NO</td>
</tr>
<tr>
<td>W-2 Form (must include Social Security number)</td>
<td>1</td>
<td>NO</td>
</tr>
</tbody>
</table>

Only one of the following items, if issued by the same financial institution, can be submitted:
- Bank Statement
- Cancelled Check (with your pre-printed name)
- Cash Card (ATM) (must have your pre-printed name and your signature)
- Active Major US Credit Card

<table>
<thead>
<tr>
<th>Document</th>
<th>Point Value for Proof of Name</th>
<th>Acceptable as Proof of Date of Birth?</th>
</tr>
</thead>
<tbody>
<tr>
<td>US Birth Certificate or US Territory Birth Certificate issued by a Board of Health, Bureau of Vital Statistics, or US State Department. <em>(US Territories are: American Samoa, Guam, Mariana Islands, Marshall Islands, Puerto Rico, Virgin Islands and Wake Island.)</em></td>
<td>0</td>
<td>YES</td>
</tr>
<tr>
<td>Canadian Birth Certificate with a Canadian DMV learner permit or non-driver ID card</td>
<td>0</td>
<td>YES</td>
</tr>
<tr>
<td>Valid Canadian Passport (without INS documentation)</td>
<td>0</td>
<td>YES</td>
</tr>
</tbody>
</table>
If you are under 21 and cannot provide enough proofs from the “Proof of Name” list on form ID-44 or ID-82 (PROOFS OF IDENTITY), your parent or guardian can verify your identity by following these steps:

- You must bring your parent or guardian with you to the Motor Vehicles office when you use this form for proof of name.
- Your parent or guardian must complete the information below in the presence of a Motor Vehicles Representative.
- You must present proof of your date of birth with this form. If you are applying for a license, permit, or non-driver identification card, you must also present a Social Security card.
- Your parent or guardian must be able to prove his/her identity by presenting a valid New York State driver license, learner permit or a non-driver identification card, or by meeting the proof of identity requirements on form ID-44.

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

CERTIFICATION

I, ________________________________, certify as the parent/legal guardian of ________________________________, who resides at ____________________________________________

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

(Address)  

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

Parent/Guardian Sign Here ◆ _____________________________________________________________  
Parent/Guardian Print Name Here: _____________________________________________________________  
Identification No. from Driver License, Learner Permit or Non-Driver ID Card: __________________________  
Print Your Mailing Address: ____________________________________________________________________________________

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

APPLICANT SIGNATURE ◆ _____________________________________________________________

OFFICE USE ONLY

Proofs of Identity Presented by Parent/Guardian:

- [ ] Birth Certificate  - [ ] NYS Photo Document  - [ ] INS Paper  - [ ] Major Credit Card  - [ ] Passport  - [ ] Utility Bill
- [ ] Other: ______________________________________  

Signature of Person Accepting Proof ◆ _____________________________________________________________

Title of Person Accepting Proof: __________________________  Date ____________
NAME OF DEALER

NAME OF DEALER

FACILITY NUMBER

FACILITY NUMBER

TELEPHONE

TELEPHONE

STREET ADDRESS

STREET ADDRESS

CITY

CITY

STATE

STATE

ZIP CODE

ZIP CODE

CONTACT PERSON

CONTACT PERSON

TITLE

TITLE

MAIL OR FAX THIS REQUEST TO:

NYS DEPARTMENT OF MOTOR VEHICLES
PLATE & DOCUMENT DISTRIBUTION
6 ESP, ROOM 424
ALBANY NY 12228-0424
FAX: (518) 473-3490

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>ITEM</th>
<th>DMV OFFICE USE ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>TEMPORARY CERTIFICATE OF REGISTRATION (MV-53)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A completed book must be returned when requesting a replacement book.</td>
<td></td>
</tr>
<tr>
<td>(Must be multiple of 50)</td>
<td>VEHICLE REGISTRATION/TITLE APPLICATION (MV-82)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>REGISTERING/TITLING A VEHICLE IN NEW YORK STATE (MV-82.1) (instruction sheet)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ALL-TERRAIN VEHICLE DEALER REGISTRATION INSTRUCTIONS (RV-2)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>DECLARATION OF EXEMPTION FROM SNOWMOBILE OR ALL-TERRAIN REGISTRATION (RV-6)</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>ORDER FORM (PD-3)</td>
<td>1</td>
</tr>
</tbody>
</table>

www.nysdmv.com