

## NEW RESIDENT INFORMATION

### AUTO REGISTRATION

Probably the first concern of new residents is their automobiles. If you are coming from another state and your vehicle(s) is model year 2000 or newer models, we need to convert your out of state title to a NH Title. Without the original title we cannot register the vehicle. Please bring your current title to the Clerk's office. If you have a lienholder, bring your lienholder information and your current registration to the Clerk's office, along with proof of residency, and we will complete a title application. The fee is \$25.00 to the State and \$2.00 to the Town. Once the title is transferred to NH you will receive a letter in the mail granting permission to register. Bring that letter to the Clerk's office to complete your registration and receive your medal plates. If your insurance has been cancelled or your out-of-state registration is expired you can get a 60-day hardship registration. Bring your lienholder information and current registration to the Clerk's office to complete the local portion of your registration. You **MUST** complete the State portion in Concord or any substation (Keene).

**As of January 1, 2015 motor vehicles year 2000 and newer require titles.** Any vehicle that 1999 or older, the registrant must present to the clerk either a previously issued New Hampshire certificate of registration or copy thereof (temporary registrations do not meet the requirements), a valid title or copy of (NH or out of state) or a vehicle identification verification form completed by an authorized agent named on the form (these forms may be obtained at the Town Clerks Office) and a bill of sale. Vehicles 2000 and newer require a title that is properly assigned.

Most passenger vehicles can be completed at the town level. Heavier vehicles, 26,000 lbs. and over, have to be completed at a state DMV office. Additional documents needed are proof of residency, a piece of mail with your street address (post marked within the last 30 days) or a rental agreement are acceptable. We cannot accept PO Boxes as proof of residency.

After you have established your residency and registered your car, it is time to transfer your out of state license to a NH license at the nearest DMV. Keene does licensing Monday - Friday. Milford does licensing on Weds. & Thurs., the fee for a standard license is \$50.00, and both are open 8:15am to 4:15pm. When transferring your license from out-of-state you will need proof of residency; your NH vehicle registration is acceptable proof. In addition you will need your birth certificate and one of the following: Passport, Baptismal Certificate, Marriage Certificate, Social Security Card or Military I.D.

If you are coming from another town in NH, you will still need proof of residency and your old registration before we can renew or transfer your registration. Right to Privacy Law prevents any person who is not on a registration to receive information, transfer or renew that registration. They must have prior registration or written permission from the owner of vehicle to perform that transaction. **Payments may be made by cash or check only.**

### DOG AND CAT LICENSING

The next item most people ask about is, "What do I do about my dog?" All dogs from the time they get their first rabies shot as puppies, must be licensed. Fees are: \$10.00 not

altered, \$7.50 altered & \$7.50 puppies under 7months old, \$2.00 for first dog owned by a senior citizen (65+) and \$20.00 Group license (5+ dogs). Please present documentation from your veterinarian showing rabies inoculation with rabies tag number and the expiration. Also, if the animal was neutered or spayed, bring that form. Without these papers we cannot license the dog. If during the move you lost these documents, we will accept a fax from the veterinarians' office directly to my office. The fax number is 603-585-7744. Though cats must have a current rabies shot, we do not license them. Every year the dog license must be renewed by **APRIL 30th**. Please check your rabies expiration in March to make sure it is current, we cannot renew the license if shot has expired. **RABIES CLINIC TO BE HELD WILL BE POSTED AT THE TOWN HALL AND ON THE WEB SITE AS INFORMATION IS AVAILABLE.**

### **VITAL RECORDS**

Vital records include Marriage, Divorce, Birth and Death records. Anyone wishing to get a copy of a record, and this includes genealogy searches, must pay a \$15.00 search fee for each record whether it is found at this office or not. Birth records after 1900 are not open to public. You must prove you are a direct relation. Marriage & Death records are not open to public after 1936 without the same proof. Marriage License filing fee is \$45.00. You must provide original documents of birth from your city or town where born and if widowed or divorced, those documents which have been filed and have a docket date and signature of the filing clerk. Also you must provide a picture ID such as a driver's license. Since a marriage filing takes about 30 minutes, we ask couples **not show up less than half hour to closing**. See hours above. **Payments may be made by cash or check only.**