

## Frequently Asked Questions related to Motor Vehicle

### **1. Where is Town Hall?**

Town Hall is located at:  
13 Templeton Tpk.  
Fitzwilliam, NH 03447

Town Hall is next to the Library. The Town Clerk's office is on the first floor, in the second door to your left.

### **2. Where do I process the State portion?**

Residents may complete most registrations at either Town Hall, the Department of Safety, Division of Motor Vehicle Hazen Drive, Concord; at any substation or Municipal Agent office. Hazen Drive is off Loudon Road. A \$3.00 charge, per vehicle, is incurred for the transactions completed by a Municipal Agent. This fee does not have to be paid if you go to a State of NH DMV office or substation. *You will not be able to process the State portion of the registration until you have paid the Town portion of the registration at the Town Clerk.*

### **3. How can I renew my vehicle?**

Registrations can be processed by mail, online, or in person at the Clerk's Office.

### **4. What do I need to bring to the Town to register a vehicle I just purchased?**

For vehicles with a model year of 2000 or newer you will need ONE of the following:

- A. An original Certificate of Origin signed over on the back to the new owner,
- B. An original Certificate of Title signed over on the back to the new owner.
- C. A light blue copy of the Certificate of Title Application (CTA), Town Clerk's copy, provided by the dealer.

For vehicles with a model year of 1999 or older you will need a bill of sale from the seller to the buyer, signed by the seller, AND one of the following documents:

- A. A prior owner's previously issued NH registration (out-of-state registration is not acceptable).
- B. A valid title from any state.
- C. A State of NH verification of VIN form (Form 19A) completed by the appropriate agency - NH law enforcement officer, NH State Inspection station, or NH dealer. This form verifies the vehicle identification for the vehicle and is available at Town Hall.

### **5. How do I renew my registration?**

You may renew in person, online or by mail. To renew by mail please contact the Clerk's office for the appropriate amounts. You may sign up for renewal notifications by email and the month prior to your renewal time an email will be sent outlining all renewals and the fees.

### **6. How do I renew my registration if moving from another city/town in New Hampshire?**

If you are moving in from another NH city or town, please bring in the registration that is expiring.

\*You must have a Photo ID: A valid Driver's License, passport, or Military ID.

\*You will also need one of the following: Signed lease agreement, utility bill, bank account, payroll check, or signed letter from the person you are living with.

### **7. How do I register my vehicle if moving from another State?**

If you are moving in from another state, please provide us with your original title (for vehicles whose model years are 2000 or newer). If your title is held by a lien holder you will need your current registration, name and address of lien holder, and the current mileage on the vehicle.

For vehicles with a model year of 1999 or older you will need the out of state registration, and ONE of the following documents:

A. A valid title from any state.

B. A State of NH verification of VIN form (Form 19A) completed by the appropriate agency - NH law enforcement officer, NH State Inspection station, or NH dealer. This form verifies the vehicle identification for the vehicle and is available at Town Hall.

\*You must have a Photo ID: A valid Driver's License, passport, or Military ID

\*You will also need two of the following: Signed lease agreement, utility bill, bank account, payroll check, or signed letter from the person you are living with.

### **8. How do I register my vehicle if my business is new to the Town of Fitzwilliam?**

If you are a new business moving into the Town of Fitzwilliam, the business must be registered with the Secretary of State's Office prior to registering a vehicle in the State of NH.

\*You must have a valid Driver's License

\*You will also need one of the following:

Signed lease agreement, letterhead with company name and address, or business card with company name and address.

### **9. When do I renew my registration?**

Registrations are renewed usually during one's birth month. The month prior to the expiration date of the registration the town may email you a notice with the amount due, if you have provided the Town with an email address. You may renew vehicles up to four (4) months early.

For companies, the registration date is based upon the company name. For example, companies whose name begins with "A" or "B" expire in the month of January. For vehicles leased, the month is based upon the first letter of the lease company's name.

### **10. What do I need to bring to the State?**

If you choose to go to the State DMV you will need the following: For renewals: the owner and state registration copies, which are given to you by the Clerk's Office when you pay for your renewal. For other situations: the Clerk's Office will put together everything you will need.

### **11. Are the same fees collected throughout the State?**

Yes, the permit fees are the same, but there may be other fees that differ.

### **12. What is the difference between a new, renewal, or transfer registration?**

A new registration is registering the vehicle for the first time under your name in the State of New Hampshire. If the vehicle was registered in NH, then registered in another state; and then you return to NH – then a new registration is processed.

A renewal registration is when a NH registration has been issued to you and is about to expire, as it is your birth month. You need to renew it for the upcoming year. All New Hampshire registrations are renewed for 12 months.

A transfer registration is when you have taken a vehicle, in your name, (vehicle A) off the road, and you are registering a new vehicle, in your name, (vehicle B). A transfer allows you to apply the unused portion of the permit fees from Vehicle A to Vehicle B's registration fee due.

In doing a transfer, the first owner listed on the registration (vehicle A) **must** be the same as the owner of the new vehicle. See "Can I transfer my spouse's car to my name?"

If you are transferring NH plates from a vehicle registered in your name but being taken off the road, you need to bring in the current registration to the vehicle you are transferring the plates from. If you no longer have the registration to the vehicle you are transferring the plates from, there will be a \$18.00 charge for a certified copy of the registration.

### **13. What is the State fee?**

State motor vehicle registration fees are calculated per Revised Statute Annotated RSA 261:141. For more information on these fees, please contact the State of NH Department of Motor Vehicles at 603-227-4030.

### **14. What is the Town fee?**

The town permit fee is based on RSA 261:153. The fee is based upon:

1. The vehicle's model year, the original factory list price of the vehicle, and the expiration date. For a new registration, the model year determines what millage (tax) rate (18, 15, 12, 9, 6, or 3 dollars per \$1,000 of value of the original list price) is used to compute the Town permit fee. For example, a 2015 model year is charged \$18 per thousand; a 2014 model year is charged \$15 per thousand, etc.
2. The number of months for which a new vehicle will be registered is determined by either the vehicle owner's month of birth or an assigned month if the owner is a business or lease company.
3. Generally, a new vehicle cannot be registered for less than five months or more than sixteen months.

### **15. Is the permit fee the only fee?**

No. In addition to the Permit Fee, there are several fees authorized by State Statute with the approval of the Board of Selectmen. Those fees are:

**Town Clerk (TC):** Each registrant is charged two dollars for every vehicle registration RSA 261:152. This fee covers administrative costs of preparing an auto registration permit.

**Title Application (TA):** This fee covers the general administrative cost of "preparation, examination, record-keeping and filing" of a title application. The fee is \$2.00 and is charged upon the initial registration of a vehicle requiring a title. This fee is authorized by State law RSA 261:261-4. Application for Certificate.

**Municipal Agent (MA):** This fee covers the administrative costs of completing a registration for the State Motor Vehicles. A "Municipal Agent" is a municipality that has been authorized by the Department of Safety to perform certain functions on its behalf. The fee is \$3.00 and is charged on all registrations which are completed at Town Hall and stamped with the Department of Safety seal, thus eliminating an additional stop at the State DMV office. The authority to charge this fee is stated in RSA 261:74-d. Additional Fees Charged by Agents.

### **16. My company changed its name. Do I need to re-register?**

A new company name is treated as a new owner. You may not apply registration fees from the previous registration to the registration under the new name.

### **17. When will my registration expire?**

Expiration dates are the last day of the owner's birth month (unlike one's license which expires on one's birthday). A new registration cannot be less than 5 months nor greater than 16 months. RSA 261:141IV.

For companies, the registration date is based upon the company name. For example, companies whose name begins with "A" or "B" expire in the month of January. For vehicles leased, the month is based upon the first letter of the lease company's name.

**18.Can I transfer my spouse's car to my name?**

The plate belongs to the owner. The first name on a registration "owns" the plate. If your spouse's car did not have your name on the old registration and the new car purchased has both names, provided you list your spouse's name first on the registration, then you can transfer. If the new vehicle is in your name only, you cannot transfer.

**19.If I lease a vehicle, what is different with the registration process?**

Please call 585-7214 or email with specific questions.

**20.I am buying a car out of state. How do I register a car I do not have possession of yet?**

The State of New Hampshire may issue 20 Day temporary plates with a signed bill of sale. RSA 261:57 The cost is \$10. This fee cannot be applied to your permanent registration. Temporary registrations can only be obtained through the State of New Hampshire DMV office. For questions you can call the State DMV at 603-227-4030.

**21.I am moving out of Fitzwilliam to another NH city or town. Is my registration valid?**

Yes, please contact the State of New Hampshire within 10 days of moving with your new address.

**22.How do I change my mailing address?**

Please contact the State of New Hampshire at 603-227-4030, or by filling out the online form located at State of NH - DMV. Mail the completed form to State of NH DMV, 23 Hazen Drive, Concord, NH 03305. All address changes with the State of NH must be in writing.

**23.What forms of payment do you accept?**

Cash and checks are accepted in the office. No credit or debit cards are accepted at this time.

**24.Do I need to sign my registration?**

The owner of a registered vehicle must sign the bottom of the registration. State of New Hampshire RSA 641:3

***The above information is not intended to be complete or specific to all individual circumstances. It is intended to help citizens better understand their relationship with town government and the services it provides.***

**Please feel free to contact the Clerk's office for more information or clarification on any of the above questions.**