

# CUSTOMER DROP OFF FORM

A-500 NEW 6-2020

STATE OF CONNECTICUT  
DEPARTMENT OF MOTOR VEHICLES  
60 STATE STREET, WETHERSFIELD, CT 06161  
ct.gov/dmv



## INSTRUCTIONS:

- (1) Please print using a black or blue pen.
- (2) Submit this **completed** form and submit it with **all** other registration documents at time of registration.

NAME OF CONTACT PERSON	DAYTIME PHONE NUMBER	E-MAIL ADDRESS	DATE OF DROP OFF
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Please complete BOTH the daytime phone number and e-mail address so that we can contact you to complete this transaction.

## INDICATE TYPE OF TRANSACTION:

☐ VEHICLE OR TRAILER (Refer to Sections 1 and 3)

☐ BOAT/VESSEL (Refer to Sections 2 and 3)

For a **VEHICLE** or **TRAILER** transaction, complete and refer to **Section #1**.

For a **VESSEL (Boat)** Transaction, refer to **Section #2**.

See **Section #3** for acceptable forms of payment.

Section # 1  (Vehicle or Trailer)	WOULD YOU LIKE NEW PLATES ON THIS VEHICLE/TRAILER OR ARE YOU TRANSFERRING EXISTING PLATES? (Check one box)	**For a Transfer, you must submit a copy of your current registration with the new registration paperwork.
	<input type="checkbox"/> New Plates <input type="checkbox"/> Transferring Plate - **Plate to be transferred is _____	
	TYPE OF REGISTRATION PLATE REQUESTED (Select One): <input type="checkbox"/> Passenger <input type="checkbox"/> Combination <input type="checkbox"/> Commercial <input type="checkbox"/> Temporary <input type="checkbox"/> Other (Indicate type) _____	
<b>**You MUST submit the following documentation to DMV for this vehicle/trailer transaction to be completed. Additionally, we can NOT process a transaction with a Compliance Issue (Owes Taxes, Insurance Compliance, etc.)</b>		
<ol style="list-style-type: none"><li>1. A completed <b>H-13B</b> registration form. (For a truck or trailer, remember to complete Section 8 of the form)</li><li>2. An original <b>Certificate of Title</b>, properly signed over to the new owner(s).</li><li>3. A copy of the <b>Connecticut Insurance Card</b>. (The card <b>MUST</b> be valid and at least one name on the card <b>MUST</b> be on the new registration).</li><li>4. A copy of a <b>Driver's License</b> or <b>State Issued ID Card</b>.</li><li>5. Proof of an <b>Emissions Test</b> (If vehicle is from outside of Connecticut)</li><li>6. A <b>Bill of Sale</b>.</li><li>7.* * If transferring an existing plate, you must include a <b>copy of your Current Registration Certificate</b> which indicates the plate to be transferred.</li></ol>		

Section # 2  (Vessel/ Boat)	<b>**You MUST submit the following documentation to DMV for this boat/vessel transaction to be completed:</b>
	<ol style="list-style-type: none"><li>1. A completed <b>B-148 Vessel</b> registration form.</li><li>2. A <b>Title, Certificate of Origin (MCO)</b>, or <b>Previously Documented Paperwork</b> from the U.S. Coast Guard or Foreign entity.</li><li>3. If the vessel is coming from another state that does NOT title vessels and a title was not issued, you must have a <b>Current Out-Of-State Registration</b> and a <b>Print Out</b> from the state declaring that they do NOT title vessels.</li><li>4. A <b>Bill of Sale</b> which includes: Description of the Vessel, Previous Number and State, Seller's Name and Address, Purchaser's Name and Address, Date of Sale, and Amount Paid.</li><li>5. <b>Proof of Payment of Sales and Use Tax</b>.</li><li>6. <b>Certificate of Decal</b></li><li>7. A copy of a <b>Driver's License</b> or <b>State Issued ID Card</b>.</li></ol>

Section # 3  Payment	ACCEPTABLE FORMS OF PAYMENT ARE: <b>Please Note that CASH is NOT accepted</b>
	<ul style="list-style-type: none"><li>- <b>Credit Card</b> (VISA, Discover, Mastercard, and American Express). We will call you to get the card number over the phone.</li><li>- <b>Check</b> - Customers can pay by check - Checks are to be made payable to "DMV".</li></ul>

**\*\*Please refer to the Connecticut DMV website (ct.gov/dmv) for more details about registration information.**