

How to Register a Vehicle – Remote Approval Procedures

Due to the evolving COVID-19 situation, the CT Department of Transportation (DOT) is currently operating remotely, in other words, **please do not come to the DOT Office**. All DOT business will be conducted by email only until further notice.

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To Renew a Registration

- You can renew by mail by following the instructions on your renewal notice. **(No approval needed by the DOT).**
- Or you may go to the CT DMV website and renew online If the registration renewal invitation form has a PIN number : <https://portal.ct.gov/DMV/Offices/DMV-Mobile-App---DO-NOT-EDIT/Wethersfield-Office> **(if no PIN you must mail registration)**

To Register a New vehicle or Transfer a Plate

EMAIL to the DOT the following documents:

- Copy of Driver's License for Principal of Company or Power of Attorney (POA).
- H-13
- Title, Registration, or Bill of Sale
- Certificate of Insurance and Insurance Card
- Power of Attorney if you are not the owner of the business
- Vehicle Inspection **(email one of us at DOT if you need one)**
- A card with your name, phone#, email, mailing address, and transaction request.
- VIN verification if the vehicle to be registered is from out of state.
- A copy of your Secretary of State filing. You can print this from their website: <https://www.concord-sots.ct.gov/CONCORD/online?sn=PublicInquiry&eid=9740>

We will review your documents and if everything is in order:

- We will mail you a "Green Card" if the vehicle is a livery.
- We will forward the email documentation to the DMV who will review the paperwork and contact you to make an appointment. **(DMV Wethersfield is closed to the public until further notice, but open to staff only to process requests. Please check the DMV webpage for updates).**
- Registrants will come to DMV, leave paperwork in drop off box, DMV will take the work, transaction is processed, and DMV will call you for the credit card payment.
- Once finalized DMV will walk to door and hand off registration/plates to you.

If you have any questions, please email any of our DOT team and we will be happy to help. Thank you for your patience! Felipe, Valerie, and Linda

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