

# **STATE OF CONNECTICUT DEPARTMENT OF MOTOR VEHICLES**

## **POLICIES AND PROCEDURES MANUAL**



## **DEALER ON-LINE REGISTRATION PROGRAM**

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# Chapter 1 INTRODUCTION

The Dealer On-Line Procedure Manual has been designed to aid your dealership when performing the duties of an On-Line Dealer. This manual will serve as a reference for your dealership. We have tried to make this manual as clear and concise as possible.

## **MISSION STATEMENT**

The mission of the Connecticut Department of Motor Vehicles is to promote and advance public Safety, Security and Satisfaction through the regulation of drivers, their motor vehicles and certain motor vehicle-related businesses.

## **VISION STATEMENT**

Our vision is to always evolve as an organization; to employ new and innovative measures and strategies that improve customer service, enhance the security of credentials, foster staff development and satisfaction, streamline agency procedures, and promote clear and timely communication.

## **BEFORE YOU BEGIN**

The On-Line Dealer program was developed by and is maintained by the Connecticut Automotive Retailers Association (CARA) by agreement with the State of Connecticut Department of Motor Vehicles.

## **WHAT IS AN ONLINE DEALERSHIP?**

An Online dealership is a Licensed CT Dealer who has been approved to process CT registrations and title applications using the Online Registration Program (ORP) System.

The online service remains active as long as the dealership complies with the Online Registration Program (ORP) requirements and continues to have an active dealer license on file with the DMV.

## **WHO CAN BECOME AN ONLINE DEALERSHIP?**

Any active licensed CT dealership that processes more than 7 transactions a month can qualify to apply by contacting the Connecticut Automobile Retailers Association (CARA) at [cara@ctcar.org](mailto:cara@ctcar.org).

## **CAN I CANCEL MY ONLINE ACCESS AT ANYTIME?**

The online dealership can cancel their online access at their own discretion

## **STEPS TO BECOME AN ONLINE DEALERSHIP**

Before a dealer can become an On-Line Dealer Agent the following must be completed and/or on file with the DMV:

1. Letter of Intent (Vendor Form)
2. Registration Issuance Bond (A current \$5,000 Dealer Issuance Bond must be on file with the Compliance Unit)
  - a. The bond will need to be overnighted to DMV Compliance Unit room 305
3. On-Line Dealer Program Requirements (The requirement agreement must be signed by the Dealership Principal)
4. Dealer License
5. Training Certificate (Dealership personnel utilizing the On-Line System must be trained by CARA and Vendor) [cara@ctcar.org](mailto:cara@ctcar.org), Dealertrack
7. A funds account must be established with CARA
8. Letter of Experience (if applicable)

## **INVENTORY AND SUPPLIES**

All On-Line dealers will be given an inventory of plates.  
If you process Boats, you will also be given Boat stickers.

## **DEALER AS AN ON-LINE REGISTRATION SYSTEM (OLRS) AGENT**

### **TRANSACTIONS**

The Dealer OLRs has been designed to support the following transactions for vehicles and trailers:

1. **NEW ISSUES:** Customer is requesting a new registration and marker plate.
2. **VEHICLE TRANSFERS:** Customer has a current registration and is requesting their marker transferred to a new vehicle.
3. **VOID:** Dealership will have the ability to void a permanent registration that was processed On-Line, within the allotted time.
4. **TITLE INQUIRIES:** Dealerships will be provided title information on previously titled Connecticut vehicles.
5. **RENEWALS:** Registration renewals can be processed for customers that do not have special requirements (IRP, special insurance requirements, etc.) and for commercial vehicles up to 73,000 GVWR
6. **INTRANSIT:** These temporary registrations can be issued for vehicles that are to be registered out of state.
7. **BOATS:** See chapter 7

## VOID TIME SCHEDULE

Listed below are the schedules which **MUST** be followed when registering a vehicle On-Line and performing a Void.

\*All instances where the date of issue and the date of transaction are the same

<b>Process On-Line</b> (Date of transaction)	<b>Void Time Frame</b>
Monday	Tuesday until 6:00PM
Tuesday	Wednesday until 6:00PM
Wednesday	Thursday until 6:00PM
Thursday	Friday until 6:00PM
Friday	Monday until 6:00PM
Saturday	Monday until 6:00PM
Sunday	Monday until 6:00PM

**IMPORTANT-NOTE:** Any transaction not VOIDED will become a **permanent registration record**. The paperwork for a transaction which has not been VOIDED during the given time period must be submitted within ten (10) days of issuance.

**\*A void for a NEW issue registration requires the plates be returned to DMV. The plates will no longer be returned to your inventory.**

**The following functions may also be performed while processing a Registration Transfer:**

- a. Conjunction change (no fee)
- b. Swapping primary owner with secondary owner (no fee)
- c. Swapping primary owner with secondary owner and dropping the primary owner (\$20.00)
- d. Dropping the secondary owner (\$20.00)
- e. Combination (up to 12,500 GVWR)/Commercial (up to 73,000 lbs. GVWR) transfer with increase in weight (fee charged is dependent on GVWR)

**Commercial – Regular:** Registration must be commercial if vehicle has permanent signage. Can be registered combination if signage is removable, if GVWR is over 7500lbs., the vehicle is not allowed on the Merritt Parkway or Wilbur Cross Parkway. **NOTE: GVWR of 12,500 or more will need a Commercial plate.**

**THE FOLLOWING PLATE/VEHICLE USAGE TYPES MAY BE PROCESSED IN THE ON-LINE SYSTEM:**

- a. Standard/Passenger registration:      Vehicle Type: Passenger  
Usage: Regular  
  
Vehicle Type: Truck (under 8500 lbs.) Usage:  
Regular
  
- b. Combination registration:      Vehicle Type: Passenger  
Usage: Combination  
  
Vehicle Type: Truck (under 12,500 lbs.)  
Usage: Combination
  
- c. Commercial registration:      Vehicle Type: Passenger  
Usage: Commercial  
  
Vehicle Type: Truck (under 73,000 lbs.)  
Usage: Commercial
  
- d. Motorcycle registration:      Vehicle Type: Motorcycle  
Usage: Regular
  
- e. Camper registration:      Vehicle Type: Motorhome  
Usage: Regular
  
- f. Camp Trailer registration:      Vehicle Type: Trailer (personal use only)  
Usage: Regular
  
- g. Commercial Trailer registration:      Vehicle Type: Trailer  
Usage: Commercial  
  
Vehicle Type: Trailer  
Usage: Semi Trailer



**OWNERSHIP DOCUMENTS:** (i.e., Certificate of Origin and Titles). All registrations processed On-Line must have all supporting ownership documents:

- a. **Certificate of Origin:** Any Certificate of Origin that is "USED" may **NOT** be registered On-Line
- b. **Title (Connecticut or Out of State):** Any flood and reconstructed, Branded Title vehicles as well as a Kit Car or Out of Country Vehicle **MAY NOT be processed On-Line**. A release of lien must be on the title document or on letterhead attached to the title certificate.
- c. **Application for Duplicate Title (H6B):** Must be used in conjunction with a **Title Inquiry Report** printed from the On-Line System and a **Q-1 Assignment of Ownership**.
- d. **Assignment and Authorization for Payoff by Licensed Dealer (H-12):** This form must have an **H117**, Power of Attorney Odometer Disclosure Form attached.

**REMEMBER: Any certificate of origin processed online must be lean. Any vehicle which has a certificate of origin branded by the manufacturer.**

#### **IF YOU HAVE ANY OF THE BELOW SCENARIOS**

- 1) Plate Transfer with Multiple Customer Records** - If the dealer is processing a plate transfer and the system returns multiple customer records with the same DL# or customer information – the dealer will call DMV to look-up the registration and let the dealer know which customer # is associated with the plate they are transferring. Call the DMV Customer Contact Center at (860) 263-5708
- 2) Non-Driver ID, Learner's Permit or Adult Learner's Permit** - If the dealer has a customer registering a vehicle with a Non-Driver ID or Permit that is not in the new system, the dealer will have to fax Records Update at 860-326-0522. An examiner will need to add this customer to the new system and give the new customer # to the dealer.
- 3) Out of State Driver's License** – When a customer has dual residency, to add a customer with an OOS DL, dealer will need to fax a copy of the OOS DL and a completed H13 with the customers CT address and signature to Records Update at fax# 860-326-0522. A customer record will be created in the new system and the new customer # will be given to the dealer.
- 4) Any change or missing information on a Customer Record** – This Includes: Name, DOB, Address, and Identification Type (i.e.; DL, US DOT#, FEIN, Non-Op ID, etc.) . Call the DMV Customer Contact Center at (860) 263-5708
- 5) To 'Add Ownership' back to vehicle when a dealer VOID's a transaction** that was completed with an MCO or OOS Title as the ownership document. . Call the DMV Customer Contact Center at (860) 263-5708

**Customer Contact Center will ask the dealer for the following information:**

1. Contact Name and Call back phone #
2. Was this an MCO or OOS Title transaction? **\*\*If this is an OOS Title Transaction you will also be asked for the OOS Titling State and Title #.**
3. VIN #
4. Customer/Owner Name on the transaction
5. Current Odometer Reading

**6) To add a US DOT #, as Identification Type, to a customer record** - If a dealer is registering a commercial vehicle over 18,001lbs and system does not return DOT #. Customer Contact Center staff will ask the dealer for the US DOT # and enter into CIVLS. Call the DMV Customer Contact Center at (860) 263-5708

**7) To fix the LW and GVWR on a vehicle** - To correct LW and GVWR to actual weights (dealer to email/fax completed and signed H13 with correct weights) If a vehicle in CIVLS was originally entered and weights were 'pre-populated' with wrong weight (and not corrected during that transaction) the dealer will not be able to change the weight. This will be an issue if the dealer is trying to register a Pickup with a passenger plate and the GVWR in CIVLS is set at 10000lbs (when the actual GVWR is 7200lbs) the dealer will receive a hard stop stating "The GVWR must be less than 8500lbs for this type and usage" Call the DMV Customer Contact Center at (860) 263-5708

**8) To add a SI (Security Interest) / LH (Lien Holder) to the system**, if SI is not listed on the approved "Confirmed List of SI's" given to the dealers. Call the DMV Customer Contact Center at (860) 263-5710

## **TRANSACTIONS WHICH CANNOT BE PROCESSED THROUGH THE ON-LINE DEALER PROGRAM:**

- The registrant desires a plate class/usage other than the approved for this program.
- Class Transfer: From one class of registration to another (i.e., passenger to combination), must be processed at a Department of Motor Vehicle Branch with credit for existing plate equity.
- Passenger registrations in which the registrant is requesting a one year registration renewal.
- Seasonal commercial registrations (less than one (1) year)
- Doing any TITLE ONLY transaction
- Combination Registrations for vehicles being registered to a non-profit organization (i.e. church, school, daycare, driving schools, etc.)
- Vehicles which will display a "carrying school children" sign
- Parental Consent for A Minor-under 18 (2D) to register any motor vehicle, with or without a parent as co-owner. Special Insurance Certificate, form #R1325-C, must be submitted for a Minor registering a motorcycle, combination or commercial vehicle.
- Types of registrations which cannot be done On-Line
  - A. Municipal: any NO FEE registrations
  - B. Legislative; any SUPPLEMENTAL registrations
  - C. MD, Farm and other specialized plates that require different fees or specialized applications.
  - D. Vehicles with less than 17 characters in the identification number for more information please contact: DMV Customer Contact Center (860) 263-5708

## NEW FEDERAL ODOMETER DISCLOSURE RULES

Due to a federal rule change by NHTSA late last year, beginning January 1, 2021 odometer disclosures will be required for every sale or transfer for the first 20 years of a vehicle's life, as opposed to the first 10 years as it is today. This change will only apply to Model Year 2011 and newer vehicles.

Put another way, under current law, any vehicle more than 10 years old is exempt from reporting mileage upon sale or transfer. The new federal rule increases the exemption from 10 years to 20 years for vehicles with a 2011 or newer model year. So, beginning January 1, 2021, when a vehicle with a model year 2011 or newer is sold or transferred, the actual odometer mileage must be included on the odometer disclosure statement for 20 years before it becomes exempt.

This does not change anything for vehicles that are currently exempt. Model Year 2010 and older vehicles will continue to be exempt from federal odometer disclosure requirements. The following chart can be used for reference:

Model Year 2010 and Older	Vehicles are exempt and will remain exempt from odometer disclosure
Model Year 2011	Vehicles not exempt until 2031
Model Year 2012	Vehicles not exempt until 2032
Model Year 2013	Vehicles not exempt until 2033
Model Year 2014	Vehicles not exempt until 2034
Model Year 2015	Vehicles not exempt until 2035
Model Year 2016	Vehicles not exempt until 2036
Model Year 2017	Vehicles not exempt until 2037
Model Year 2018	Vehicles not exempt until 2038
Model Year 2019	Vehicles not exempt until 2039
Model Year 2020	Vehicles not exempt until 2040

NAAA has been informed that a handful of states may not be ready to implement this change on January 1. Titles from nonconforming states may be problematic if transferred without the proper odometer disclosure to a conforming state. Conforming state regulatory agencies will have to determine whether they will continue on with the inaccurate exempt odometer indicator on the title, conduct research and provide affidavits to show the actual mileage, or mark the vehicle Total Mileage Unknown (TMU) or Not Actual Mileage (NAM), possibly affecting the value of the vehicle.

At this time, NAAA has only been made aware of one state – Texas – that has already made the decision to mark any incorrectly exempted title from a non-conforming state as "Not Actual Mileage". This will only affect 2011 model year vehicles, as all states are expected to be in compliance within the next 6 to 12 months.

## Chapter 2 INVENTORY

On-Line dealerships will be required to order, maintain, and assign all inventories through the On-Line system. All inventories shall be sequentially assigned to each transaction processed through the On-Line System.

The following procedures will outline how inventory will be handled (i.e., security, ordering, confirming, and reporting problems).

### SECURITY OF INVENTORY

All DMV registration materials must be kept in a locked secured area at your licensed location. The Department will recognize a locked safe, or a locked file cabinet within a secured locked room that is accessible only by authorized administrative staff during office hours and is locked after hours.

**IMPORTANT:** When inventory is received at your dealership, inventory must be **physically** checked against the enclosed packing slip. If the inventory does not balance, you **must** contact the DMV Marker Room immediately at (860) 263-5433.

**NOTE:** Plate inventory assigned to your dealership can ONLY be utilized by your dealership and cannot be swapped between dealerships.

**IMPORTANT:** The DMV does not allow the On-Line system to process a transaction on multiple terminals. Once a transaction is started on a terminal it must be completed on the same terminal.

### ORDERING INVENTORY:

Dealerships will be responsible for ordering the following inventory electronically through the On-Line System:

**Marker Plates:** Marker plates are ordered at any time. See below for minimum order increments, for each plate type:

**Standard, Combination** - to be ordered in increments of fifty- (50)

**Commercial** to be ordered in increments of twenty-five- (25)

**Camper, Camp Trailer and Motorcycle** - to be ordered in increments of ten (10)

**Long Island Sound**- no more than ten plates (10)

**IMPORTANT:** It is very important that your supply of plates does not run dangerously low. All plate requests will be routed through the CIVLS system and will take up to 5 business days to fill.

**NOTE: Orders that are not placed electronically through the On-Line System will not be filled.**

The DMV will be responsible for checking requests for inventory Monday thru Friday at 9:00AM and 1:00PM (excluding holidays). All orders will be shipped, UNLESS an email is received by the marker room stating that the dealership would like to pick up the order. If your dealership would like to pick up the plate order, the dealer will need to contact the marker room via phone.

In addition, the person who is picking up the inventory must:

1. Have a copy of the Inventory Request
2. Provide a CT operator license for identification.
3. Sign acceptance of inventory form.
4. Be able to check the inventory prior to acceptance (physical count of items).

Inventory must be picked up at:

**Department of Motor Vehicles  
Marker Room-Room 118  
60 State Street  
Wethersfield, CT 06161-5049  
Phone: (860) 263-5433  
Fax: (860) 263-5535**

**Hours of pick-up:** Monday-Friday 9:00am-2:00pm (excluding holidays)

**IMPORTANT: Please allow two (2) business days, Monday thru Friday, for orders to be processed before picking up an inventory order and five (5) business days, Monday thru Friday, for all orders being shipped. Due to high volume of inventory issued, always call before sending your runner, who is picking up the inventory, to insure the readiness of your order.**

**THE DMV WILL NOT PROCESS ORDERS ON THE SAME DAY**

## **CONFIRMATION OF INVENTORY:**

Each inventory order will be accompanied by a packing slip which will reflect exactly what inventory has been shipped to or picked up by your dealership. You must physically check the inventory before your dealership attempts to process transactions using the new inventory.

**When confirming inventory, you must confirm that the marker plates are in sequential order** (there should not be any missing plates in the sequence, unless a plate or series of plates have been deemed offensive and were not manufactured). When inventory is shipped by the DMV it will be checked to ensure all inventory is in sequential order.

### **The following procedures should be followed when initially confirming inventory:**

1. Locate the packing slip.
2. Confirm that the packing slip issued contains the inventory that belongs to your dealership.
3. Physically check the inventory by matching it against the packing slip.  
**NOTE: physically confirm inventory within 24-hours of receipt.**
- 4.

**If there is inventory missing, immediately contact the DMV marker room at (860) 263-5433**

### **The following procedures must be followed when final confirmation of inventory is done through the On-Line System:**

1. Sign onto the On-Line System
2. Confirm that all inventory listed on the packing slip and physically present matches what is listed in the system.
3. If any discrepancies are found, contact the DMV Marker Room at (860) 263-5433  
**IMMEDIATELY.**

**NOTE:** Once the inventory is accepted it becomes the dealership's responsibility. Inventory found missing after it is accepted **will** result in administrative action involving a fine by the DMV.

## **REPORTING PROBLEMS WITH INVENTORY:**

Although inventory is confirmed, prior to shipping by DMV, there may be an instance when inventory is damaged or may be missing from a series. Plate inventory that is found to be defective or missing must be electronically removed from the inventory and assigned a 'Reason'. Once the 'Reason' is assigned to the plate, the defective physical plate(s) must be returned to the DMV Marker Room, 60 State Street, Room 118, Wethersfield, CT 06161 with a copy of the 'Used Inventory Report'. The 'Used Inventory Report' will verify that the plate(s) have been removed from your plate inventory. Failure to return defective plates to the DMV Marker Room will result in an audit.

If any license plates are discovered missing from your inventory, the DMV Marker Room staff is to be **immediately** contacted at (860) 263-5433. **DO NOT** contact your vendor for instructions. The DMV Marker Room staff will instruct you on how to proceed. An internal audit will be conducted.

## **RECONCILIATION OF INVENTORY:**

Dealerships are required to reconcile their plate inventory on a monthly basis. The monthly reconciliation reports are to be kept on site and must be presented when physical plate audits are performed.

Dealerships will be required to submit their plate reconciliation report on a yearly basis on December 31<sup>st</sup> with the report due to DMV, Fiscal Services by the 15<sup>th</sup> day of January.

Preferred method of submission is by e-mail [DMV.PLATES@CT.GOV](mailto:DMV.PLATES@CT.GOV) but reports may also be mailed to DMV, Fiscal Services, 60 State Street, Wethersfield, CT 06161.

When reconciling plate inventory, the following procedures are to be followed:

1. Print the plate inventory report at the end of business on the last day of each month.
2. Physically confirm that the plates located at your Dealership match the plates printed on the report paying close attention to:
  - a. Plate Type
  - b. Plate Quantity
  - c. Plate Series Numbers
3. Print the Manager or Supervisor's name on the report. The Manager or Supervisor must sign and date the report.

Should you discover a discrepancy with your plate inventory you are to contact The Department of Motor Vehicles Marker Room staff to report the discrepancy (860-263-5433).



## **RETURNING UNUSED INVENTORY**

If your dealership will no longer be using license plates, any remaining plates must be returned to:

**Department of Motor Vehicles  
60 State Street  
Wethersfield, CT 06161-5049  
Attention: Marker Room 118**

**Contact the Marker Room staff prior to returning the plates to set up a day/time to drop off the plates.**

The Marker Room will verify that all plates are accounted for against your Plate Inventory Report. Once all plates are verified as received, the dealer will receive a signed copy of the Plate Inventory Report. This report must be kept by the dealership for a period of two years.

## Chapter 3 REGISTERING ON-LINE

### Registering a Vehicle On-Line:

When a vehicle is registered on the On-Line System it is **permanently registered and entered into the DMV records.**

**IMPORTANT:** There are two important fields in this area: **date of issue and date of transaction.** Your dealership will be responsible for completing this information on all On-Line transactions.

**Date of issue:** The date on which the actual registration is issued to the vehicle.

**Date of transaction:** The date the actual registration was processed On-Line.

### IMMEDIATE PROCESSING:

**Definition:** Immediate Processing is having the ability to issue a permanent registration (New and Transfers), immediately at your dealership, while the customer is present.

#### The procedure for immediate processing is as follows:

1. After ensuring that all necessary documents for transfer of ownership are present, enter owner and vehicle information into the On-Line registration system.
2. Review the Registration and Titling Information with the customer.
3. If there are any changes after review of the Registration and Titling Information, make the changes before permanently processing the registration On-Line.
4. Process the permanent registration. The OLRs system will sequentially **issue** permanent registration and marker plate from your dealership inventory.
5. The customer should be given the following paperwork:
  - a. The Registration Credential
  - b. Permanent hard marker plate which was assigned by the system (NEW ISSUES ONLY)
6. Scan all documents within the transaction, **with the EXCEPTION of** Driver's License or ID Cards these **DO NOT** get scanned.
7. The On-Line Processing Unit should be sent the following documents:
  - a. A copy of the registration certificate and the Imaging Cover Sheet
  - b. All supporting documents (i.e., Title/CO, insurance documents, odometer statements, copy of Driver's License or ID, etc.)
  - c. Transaction Detail Report, 1 report printed and submitted for each day's work.
  - d. A completed and signed H-13B registration application.

## PRE-PROCESSING:

**Definition:** Pre-processing allows your dealership to process a permanent registration (New and Transfer). By utilizing the pre-processing option, your dealership may place each "deal" in a "HOLD/SAVE" file or "PENDING" (depending on your vendor) until the customer arrives to take delivery of the vehicle.

1. After ensuring that all the necessary documents for Transfer of ownership are present, enter owner and vehicle information into the On-Line registration system.
2. Place the registration into the "HOLD" file. The registration transaction will remain there until the customer arrives to take delivery of the vehicle.
3. When customer arrives to take delivery of the vehicle review the Registration and Titling Information with the customer.
4. **No Changes Needed:** You may now process the permanent registration On-Line.  
**Changes Needed:** Before processing a permanent registration, make the necessary changes to the On-Line registration system.
5. Print the permanent registration credential.
6. The following documents should be given to the customer:
  - a. The registration credential.
  - b. The permanent hard marker plate assigned by the system (New Issue only)
7. Scan all documents within the transaction, **with the EXCEPTION of** Driver's License or ID Cards these **DO NOT** get scanned.
8. The following documents should be sent to the On-Line Processing Unit:
  - a. A copy of the registration credential
  - b. All other supporting documents (i.e., Title/CO, insurance documents, odometer statements, copy of Driver's License or ID etc.)
  - c. Transaction Detail Report, 1 report printed and submitted for each day's work.
  - d. A completed and signed H-13 registration application

## **TRANSFER INFORMATION:**

### **VEHICLE TRANSFERS:**

**Vehicle Transfer:** A vehicle transfer will be processed if the owner information remains the same. The previous valid registration **must** be obtained from the customer and submitted as a supporting document.

**A VALID INSURANCE CERTIFICATE MUST BE SUBMITTED FOR ALL VEHICLE TRANSFERS.**

**All vehicles, except commercial registrations (1-year registration), will be issued a 3-year registration from the date of issue.**

### **RECORD TRANSFERS:**

**Record Transfer:** A record transfer may be processed On-Line when processing a vehicle transfer on a previous registration. A twenty dollar (\$20.00) fee will be charged for a record transfer. A record transfer fee will only be charged once per registration processed, regardless of how many changes are made to the registration.

**IMPORTANT:** A complete change of ownership **may not** be processed On-Line, such as a transfer **between** immediate family members.

**UPDATE REGISTRATION:** The dealer or company has the ability to replace plates that have been lost or stolen through the dealer track system. The following documents will need to be scanned and submitted with your daily transaction detail reports. There will be a fee of 25.00 for each transaction processed.

The dealer will need to scan the following

1. Completed H13B
2. Form E159 will need to be filled out – reported lost or stolen

Submit each transaction in order listed on your daily transaction detail report.

# In-Transit Registration

## **Fee and Expiration:**

\$21 and will expire 30 days from the Date of Issuance.

## **Special Restrictions:**

In-Transit Registration is issued for a vehicle purchased in Connecticut for the sole purpose of driving the vehicle to another state to be registered and exclusively used. Not restricted to type of vehicle, but not to exceed Gross Vehicle Weight Rating of 26,000 lbs. **The In-Transit Registration is limited to one per customer, per vehicle.**

## **Special Requirements:**

Photocopies of all ownership documents must be submitted with a copy of the temporary registration permit credential, properly assigned Certificate of Origin or Title, supplemental assignment of ownership/bill of sale, if applicable, and all other supporting documents. A photocopy of the out-of-state driver's license, front and back, must be submitted making sure the address on the driver's license and application for registration agree. Dealership will process the In-Transit Transaction On-Line as normal. The temporary **In-Transit plate and temporary registration permit credential will print** on local printer when transaction has been completed.

## **Property Tax Delinquencies and Suspensions:**

All applicants must be clear of any Connecticut Property Tax Delinquencies, Suspensions and/or Insurance Compliance issues.

## **Sales Tax:**

No Connecticut Sales Tax will be collected. The Sales Tax will be collected by the customer's home state at the time of Registration and Title.

## **Insurance Requirements:**

A current Insurance Card is required. The Insurance Card must be in the name of the registered owner (exception: lease company: may be issued in the name of lessee). If a Connecticut Insurance Card is not submitted an out- of-state declaration page will be accepted as long as it meets the Connecticut limits (\$25,000 injury per-person; \$50,000 injury per accident; and \$25,000 in property damage) and the Insurance Company is licensed in the State of Connecticut.

## Commercial Insurance Requirements

If you are a motor carrier and conduct commercial business with motor vehicles meeting any of the following criteria, **you are required to report insurance coverage to DMV once a year:**

1. A vehicle that operates in **intrastate** commerce (within Connecticut only) with a gross weight or gross vehicle weight rating (GVWR) or gross truck/trailer weight or gross combination weight rating of **18,001 pounds or more;**
2. A vehicle that operates in **interstate** commerce with a gross vehicle weight, or GVWR or gross truck/trailer combination weight of **10,001 pounds or more;**
3. A vehicle designed to transport more than 15 passengers, including the driver;
4. A vehicle used in the transportation of hazardous materials in a quantity requiring **HAZMAT** "placarding" under the Hazardous Materials Transportation Act.
5. If the first four choices do not apply to you, you must complete and submit a **Compliance Affidavit form** to DMV for new registration transactions or renewals.

If any of above applies to any of your vehicles, Section 14-163d of the *Connecticut General Statutes* requires that you must file an **Acord 25 Certificate Of Liability Insurance** with DMV once a year that you maintain the following minimum levels of insurance coverage:

- Freight vehicles of 10,001 pounds or more GVWR, non-hazardous: \$750,000
- Freight vehicles of 10,001 pounds or more GVWR, hazardous: \$1,000,000 or \$5,000,000 (higher liability required for certain types of hazardous material, see **Federal Motor Carrier Safety Administration**).
- Any vehicle with a seating capacity of more than 8 passengers: \$1,500,000
- Any vehicle with a seating capacity of 16 passengers or more: \$5,000,000

## **BATCHING AND SUBMISSION POLICY:**

### **Submission Policy:**

**All OLRs transactions must be submitted to the On-Line Processing Unit within ten (10) Department of Motor Vehicle business days by statutory requirement 14-15d**

**Department of Motor Vehicles business days are Monday through Friday.**

It is recommended that the OLRs documents be mailed via overnight (FED EX, UPS, etc.) to ensure a tracking system. IF DOCUMENTS ARE NOT RECEIVED WITHIN THE 10 (10) DMV BUSINESS DAY SUBMISSION POLICY, THE DEALERSHIP COULD BE **RESPONSIBLE FOR DUPLICATING ALL OF THE DOCUMENTS.**

Any dealership that has not submitted documentation within Ten (10) DMV business days is considered to be in violation of the Online Registration Procedures.

All OLRs documents must be submitted to:

**Department of Motor Vehicles CORE  
Customer Operations Room 305  
60 State Street  
Wethersfield, CT 06161**

## **BATCHING PAPERWORK:**

**All On-Line transactions must be batched in order as follows:**

- Copy of Registration Certificate on top
- H-13 application
- Certificate of Origin or Title document
- All other supporting documents should be placed after Certificate of Origin or Title

Transactions must be submitted in order of issuance on Transaction Detail Report.

**NOTE: Staples are not acceptable on any documentation. Please use paper clips.**

**TRANSACTION DETAIL REPORT:** When processing the report on the OLRs System enter the **same date for the start/beginning date and finish/end date.**

**\*DO NOT RUN MULTIPLE DAYS TRANSACTIONS ON A REPORT\***

1. A Transaction Detail Report is printed daily.
2. All work processed daily must be shown on this report. You must verify that all transactions listed on the Transaction Detail Report are being submitted.
3. **UNDER NO CIRCUMSTANCE SHOULD A PARTIAL DAYS WORK BE SUBMITTED.**

This report should be processed after all VOIDS are made.

## **DOCUMENTS SUBMITTED:**

The following checklist will help you to verify that the Department of Motor Vehicles requirements and procedures have been met.

### **MOST IMPORTANT: ASSIGNMENT OF OWNERSHIP MUST MATCH REGISTRATION IF ONE (1) OWNER ON ASSIGNMENT OF OWNERSHIP, ONE (1) OWNER ON REGISTRATION, IF TWO (2) OWNERS ON ASSIGNMENT OF OWNERSHIP, TWO (2) OWNERS ON REGISTRATION:**

1. Proof of Ownership
  - a. Manufacturer Certificate/Statement of Origin
  - b. "CLEAN" Connecticut Title, Out of State Title or Application for Duplicate Certificate of Title (H6-B) along with approved On-Line title inquiry report
  - c. Supplemental Assignment of Ownership (Q-1) – (when applicable)
  - d. Authorization of Payoff (H-12) – (when applicable)
  - e. CT Secure Power of Attorney for Vehicle Mileage Disclosure & Certification – (H117) – (when applicable)
  - f. Affidavit of Repossession (H-30) (when applicable)
  - g. Lien release (if applicable)
2. Owner's previous registration on a vehicle/record transfer
3. Inspection or Emissions report (if applicable)
4. Power of Attorney for lease vehicle, authorizing the dealer to sign for the registrant
5. Change of address should be done online prior to the transaction at [Change of address \(ct.gov\)](http://Change of address (ct.gov)) Customer will need to present finalized receipt.
6. Current Connecticut Insurance Certificate in Registrant(s) Name, must state "ISSUED PURSUANT TO CONNECTICUT LAW".
7. Federal Odometer Disclosure: Do not include tenths on odometer readings. For vehicles 2011 and newer or below 26,000 pounds
8. Proof of identification:
  - Valid CT or Out of State Driver's License
  - Valid CT or Out of State Non-Driver Identification Card
  - US Military Registration **cannot** be registered On-Line, must be walked into a branch to process

## **POWER OF ATTORNEY (C.G.S.A. § 1-350d)**

Connecticut Statute requires that every POA be witnessed by two (2) witnesses. You will need to resubmit a compliant POA to have the transaction processed.

Moving forward all POA's without 2 witnesses will be rejected by DMV. This is for all POA's executed in CT.

Below is the statute governing Connecticut POAs if you need to provide it to any of your finance sources, lease companies or manufacturers. C.G.S.A. § 1-350d § 1-350d.

Execution of power of attorney Effective: October 1, 2016

A power of attorney must be dated and signed by the principal or in the principal's conscious presence by another individual directed by the principal to sign the principal's name on the power of attorney and witnessed by two witnesses. A signature on a power of attorney is presumed to be



genuine if the principal acknowledges the signature before a notary public, a commissioner of the Superior Court or other individual authorized by law to take acknowledgments. Please use the standardized Special Power of Attorney form or similar format that has two (2) signatures

## **BUSINESS/COMPANY NAMES:**

Registrations processed to a business **must be either a combination or commercial plate**. If it's a "car" and they want passenger plates they must submit a letter from an officer of the business stating that this vehicle will be driven by an officer of the company, and it will be for personal use only.

If the registration is in the name of a corporation, incorporated business, or LLC a Power of Attorney is required, unless the person signing is the officer of the company or manager/member of the LLC. The person's title must be printed after the signature, (i.e. John Doe, Vice President) Proof of insurance in the name of the business must be presented at the time of registration and will serve as verification of business name.

## **PROPERTY TAX AND COMPLIANCE ISSUES:**

**All transactions will be affected by:**

- A. Registration Suspension
- B. Registration Privilege Suspension
- C. Insurance Compliance
- D. Delinquent Property Tax

**REGISTRATION SUSPENSIONS, REGISTRATION PRIVILEGE SUSPENSIONS and INSURANCE COMPLIANCE CASES CANNOT BE PROCESSED ON-LINE UNTIL THEY ARE RESOLVED/CLEARED.**

**DELINQUENT PROPERTY TAX - The CIVLS Web Portal will allow the Collectors to process real time put-ons and take-offs for Delinquent Tax Reporting in addition to nightly batch processing**

- **Real Time Put-ons / Take-offs**
  - **CIVLS will provide Tax Collectors access to a "Portal" to do real time put-ons and take-offs (CIVLS term: Add/Remove Exceptions) so that the customer can clear their tax issues 'real time' and the dealer can continue processing their registration on-line**

The following transactions will be affected by a Property Tax Delinquency Search:

1. New Issue (all classes)
2. Record Transfers
3. Registration Renewals
4. Vehicle Transfers

**Under no circumstance shall the customer be issued the permanent registration document when property tax and compliance issues are owed.**

## **COURTESY DELIVERY:**

Courtesy deliveries for an out-of-state entity may be processed On-Line. This feature is only allowed to be used for "sister" (same owner) stores in other states for Connecticut Customers.

REMINDER: This process does not authorize dealerships to process casual sales from out of state dealerships or Connecticut customers.

The selling dealers' name, address and license number must be provided to the On-Line dealer before processing. The processing dealer will enter the information into the dealer track system. When processing the courtesy delivery, it will be necessary for the processor to choose the correct selling dealer's name.

When performing a courtesy delivery, the consumer must take possession of the vehicle at the Courtesy Delivery site ... they cannot take delivery at the originating dealer site. This is not a function for registration only - it is a function for delivery.

## **LIFE ESTATES AND LIVING TRUSTS**

### **SUMMARY :**

Under Connecticut law, a person can sell or otherwise transfer ownership of his or her home to a relative but retain a life estate, thus allowing the person to remain living in the property until death. A person can also create a living trust, transfer the home's ownership to the trust, but remain living in the home, and designate a relative as the beneficiary to take ownership upon the person's death. Both options avoid the probate process.

### **LIFE ESTATES :**

A life estate is an interest in real property with a duration measured by the life of a person or group of people. When that person or people die, the life estate is extinguished, and the property automatically goes to the person or people who have a remainder interest in the property.

Thus, a person can transfer ownership of his or her home to a relative while still retaining a life estate for himself or herself. The law sometimes refers to a person who holds a life estate as the "life tenant," and the person who takes the property upon the life tenant's death as the "remainderman." The life tenant can choose to live in the home until his or her death or rent it to someone else, but generally cannot sell it without the remainderman's consent

A person wishing to sell or give his or her home to a relative, while still retaining the right to live there until death, would typically accomplish the transfer through a deed. When the life

tenant dies, full ownership of the property passes to the remainderman; the property does not go through probate (20 Conn. Prac., Conn. Elder Law § 2:23 (2012)).

The life tenant is responsible for property ownership costs during the life tenancy. Anyone who holds a life estate and commits waste upon the property (i.e., damages the property or fails to keep it in good repair) is liable for damages unless he or she was explicitly authorized by the document that created the life estate to do the acts complained of (CGS § [52-563](#)). For more information on legal remedies when the owner of a life estate does not keep the property in good repair, see OLR Report [2003-R-0647](#)

## **LIVING TRUSTS :**

A living or "inter vivos" trust is one created while the person who drafted it (the settlor or grantor) is still alive. Living trusts are typically revocable (meaning the settlor is free to change or cancel the trust before his or her death). In a living trust, the settlor may appoint himself or herself as the first trustee (the person managing the trust's assets). Thus, the settlor can remain in control of the trust assets as long as he or she is alive and competent.

A settlor can use a living trust as a mechanism to transfer his or her home to relatives, while still living there until death. To do so, he or she must transfer the home into the trust and name the relatives as the beneficiaries. The trust, rather than the settlor, becomes the home's owner. At the expiration of a specified period or upon the settlor's death, the trust's assets (including the home) transfer as outlined in the trust, without going through the probate process.

There are no specific requirements in Connecticut law for the form of a trust agreement (20 Conn. Prac., Conn. Elder Law § 2:11 (2012)). One form of trust involving the transfer of a home is the Qualified Personal Residence Trust, which can offer tax advantages in some circumstances (20 Conn. Prac., Conn. Elder Law § 2:18 (2012)).

## **REGISTERING A VEHICLE IN THE NAME OF A TRUST**

Vehicles may be registered in the name of a trust. For the most part, the same requirements apply as with vehicles registered in an individual's name. The following is a list of additional documents and requirements for vehicles registered in the name of a trust.

- A copy of the trust document or letter from an attorney stating the name of a trust and the trustees. These documents will be filed with the title documents at the Department of Motor Vehicles.
- The Connecticut Insurance Identification Card must be in the name of the trust as it appears on the [Application for Registration and Title](#) (form H-13B).
- The name on the [Application for Registration and Title](#) (form H-13B) must match the name on the title.
- Sales tax, based on the purchase price of the vehicle or the book value, whichever is higher, is charged on these transactions. **The sales tax is 6.35 percent for vehicles purchased at \$50,000 or less. In addition, the sales tax is 7.75 percent for vehicles over \$50,000.** A transfer of a vehicle to/from a trust will be exempt from Connecticut

sales tax providing there are no liens on the vehicle and no consideration is involved in the transfer. A [Motor Vehicle and Vessel Gift Declaration](#) form (AU-463) will be required.

## **TRANSFER OF OWNERSHIP IN THE NAME OF AN ESTATE**

If the vehicle is titled in the State of Connecticut, the Executor or Administrator of the estate must assign the Certificate of Title to the purchaser.

If the vehicle is registered in Connecticut but does not require a Certificate of Title, a Supplemental Assignment of Ownership (form Q-1) completed by the Administrator or Executor of the estate to the purchaser will be required as well as a copy of the most recent registration certificate.

An **original certified** document of the probate document naming the Administrator or Executor of the estate will be required at the time the vehicle is being registered. Following is a list of acceptable probate court documents for this purpose:

- PC-160 Decree
- PC-212B Petitioner's Probate Certificate (This document must state that transfer of ownership is allowed.)
- PC-260 Decree Granting Administration of Probate Will
- PC-264 or PC-264S Decree/Transfer of Personal Property Without Probate Proceedings
- PC-450 Fiduciary's Probate Certificate

In the event there are two executors, only one executor is required to assign ownership.

In those cases where the estate of the decedent falls within certain monetary limits, the court may authorize the transfer of the decedent's vehicle by issuing a Transfer of Personal Property without Probate Proceedings (form PC-264 or PC-264S).

In addition to the above, please see [registration requirements](#) to complete ownership transfer of the vehicle.

## **VOID FUNCTION:**

If an On-Line Registration Certificate is issued and the **customer does NOT take delivery** of the vehicle, the dealership will have the ability to void the registration certificate.

**Under no circumstance is this function to be used if the vehicle has been plated and has left the dealership lot.** (Per Connecticut General Statute 14-12). Any vehicle which has left the lot with permanent hard marker plates must have the registration transaction completed.

The void transaction will:

- A. Delete the original transaction
- B. Registration fees will be refunded into the dealerships account
- C. Marker plates for NEW issues, must be returned to DMV

Depending on the date of issue, the voided transaction will be allowed on the same day until 6:00PM or the next business day until 6:00PM. The voids will be counted and logged on the Transaction Detail Report. The void period is calculated from the issuance date.

If a VOID is not processed, the registration will be accepted as a permanent record by the DMV files. As a reminder there are NO WITHDRAWALS or REFUNDS on the On-Line System, once the VOID window has expired. Depending on which option (Immediate or Preprocessing) your dealership utilizes, will depend on when your dealership may VOID a transaction. Please pay close attention to the VOID schedule.

The following procedures must be followed when processing a VOID:

1. Submit the original registration certificate with VOID written on it with that day's work to the On-Line Processing Unit within the ten (10) day period.

**NOTE:** The dealership will be held accountable for all voids. Failure to submit a voided On-Line registration certificate is a violation and will be dealt with administratively in accordance with the Online Registration Program procedures



## **SYSTEM OFF-LINE:**

### **PROCEDURES TO FOLLOW IF SYSTEM IS OFF-LINE**

Please contact your vendor. If the vendor does not have a solution, all work will have to be walked into a DMV office.

## **REPRINTS:**

If a transaction has been accepted by the OLR system and a document was not printed, (printer malfunctions), it is the dealerships responsibility to process a **REPRINT**.

**Do not go back into the system and re-register the vehicle.**

A reprint on dealer track may be processed until 6:00PM the next business day

Reprinted registrations can also be done online at [Get a copy of your vehicle registration | CT.gov](#). There is no fee to reprint your vehicle registration. There is a \$20.00 fee to reprint your vessel registration.

**Please note:** You cannot do reprint registration or vessel of a previous transferred or cancelled vehicle. Once the plate has been transferred, the reprint will be new registration.

Step 1: Gather what you'll need

- Your first and last name exactly as it appears on your driver's license or non-driver ID card
- Your driver's license or non-driver ID card number
- Your date of birth
- Your street address on your driver's license or non-driver ID card
- Your license plate number or your CT vessel registration number
- Your social security number (not required for owners with an out-of-state driver's license or Connecticut drive only license)
- A credit or debit card

Step 2: Download/Receive your reprinted registration(s)

Reprinted vehicle registrations will be available to download and can be printed at your convenience. Reprinted vessel registrations will be mailed to your preferred shipping address.

Please note: Your reprinted vehicle registration(s) will be [accessible](#) for 30 days for no additional fee.

## Chapter 4 TITLE INFORMATION

### MISCELLANEOUS INFORMATION REGARDING TITLE PROCEDURES:

The Certificate of Origin or Title must be signed over properly. All subsequent assignments must accompany the Title and registration certificate. Title documents must show a chain of ownership.

An Out of State Title must be accompanied by a VIN verification/emissions report (original).

Be sure your employees verify that the VIN number matches on both the Certificate of Origin/Title and the vehicle to avoid registering the incorrect vehicle or sending the incorrect documents into the DMV.

### LIENHOLDER:

The Lien Holder listed on the reverse side of the Certificate of Origin or Title must be the same Lien Holder entered into the OLRs.

A Lien Release will be required, if the Certificate of Origin has the incorrect information, from the Lien Holder listed on the certificate.

### DEALER ONLINE REGISTRATION PROGRAM WITHDRAWALS

**WITHDRAWALS** - SPECIAL ON-LINE PROCESS FOR VEHICLES THAT HAVE BEEN REGISTERED ON-LINE AND DELIVERY HAS NOT BEEN TAKEN

***(VOID WINDOW HAS EXPIRED AND VEHICLE HAS NOT LEFT LOT) WITHIN 30 DAYS FROM THE DATE OF PROCESSING.***

1. The registration record will be processed.
2. **IF A CT TITLE HAS ALREADY BEEN RELEASED:**  
If the CT title has already been released, the dealer will need to retrieve the title and return it to DMV, with lien release if applicable, along with a new completed withdrawal form via email, within 48 hours. The dealer will have to get a duplicate title/MCO once the withdrawal/void has been completed, and then process the registration for the correct vehicle online. Under no circumstance is the dealer to process another registration for the customer, until the withdrawal process is complete.
3. Contact the customer contact center and put a request in for withdrawal, **BE SURE TO PROVIDE YOUR CONTACT EMAIL. (860) 263-5708**

\*Please allow 7 to 10 days for processing. Incorrect or incomplete information can delay this process and may require completion of a new H-71 Withdrawal Statement of Withdrawal/Void for a Connecticut Motor Vehicle Title (form H-71) will be emailed to you.

4. Complete the H71 form according to the email instructions that will be provided to you.
5. Please indicate if the transaction was a TRANSFER or NEW registration. Supply the plate number of the void/withdrawal. Indicate which vendor you currently process with on the



online system. If this is a vendor 'void failed error', submit your email from your vendor with your case number.

6. Please scan all documents (FRONT and BACK of ownership document) or submit them in the return email, with the H-71 form.
7. **If the work was submitted**, please provide a **FED EX /UPS PRE PAID** slip for DMV to return original documents back to the dealer, once the void/withdrawal has been processed. (If the work has already been sent to DMV, the DMV examiner will 'flag' the transaction to be withdrawn. Once the work is located, the withdrawal/void can be processed, and the original documents returned to the dealer- (this can delay the process)
- 8. UNDER NO CIRCUMSTANCE SHALL THE VEHICLE BE RE-REGISTERED/ NOR CORRECTED FOR THE CUSTOMER WHILE THE WITHDRAWAL IS PENDING.**
9. WHEN THE DEALER RECEIVES ORIGINAL DOCUMENTS BACK FROM THE DMV (if applicable) the dealer is to process the correct registration, in the online system, within 48 hours.
10. ANY FEES PAID **WILL NOT** BE REFUNDED.

## **TITLE SUSPENSE CASE LETTERS**

Dealer response to a Department of Motor Vehicles Title Division Suspense case/Correspondence Letter for documents is due within 14 calendar days.

Any OLRS dealership that fails to provide the requested materials within 14 the days will be in violation of the Online Registration Program (ORP) Procedures and will be subjected to a dealer audit.

## **TITLE INQUIRY REPORTS:**

The On-Line Registration System will also provide your dealership with access to Connecticut titled vehicle information. By providing the vehicle identification number and the first four characters of the titled owners' last name your dealership can access the DMV title files. This inquiry will produce a report which will list the following information in regard to the vehicle: title number, year, make, odometer, titling date, number of owners, name of owners, number of lien holders, name and address of lien holder and whether the vehicle has any type of LEGEND attached to it.

### **The title inquiry reports may be utilized in the following manner:**

- To obtain information regarding a vehicle which is being traded-in to your dealership (i.e., to determine if vehicle is salvaged, obtain lien holder information, etc.)
- Used in conjunction with an Application for Duplicate Title (H6-B) to transfer ownership of the vehicle On-Line along with completed Q1 with all required signatures.

## **UTILIZING THE TITLE INQUIRY REPORT WITH APPLICATION FOR DUPLICATE TITLE (H-6B):**

The Title Inquiry Report may be used in conjunction with the Application for Duplicate Title (H- 6B) when a vehicle is being traded into your dealership and the titled owner does not have the Title. If the inquiry retrieves a title record on the Connecticut Department of Motor Vehicle files your dealership may utilize the printed copy of this Title Inquiry Report and a completed Application for Duplicate Title (H-6B), and a Q1 completed in full of all required signatures, to process an ownership transfer in the absence of Title. This report can only be used for On-Line transactions. If you need to receive a Duplicate Title manually, do not use this report.

### **When a vehicle is being taken in for a Trade-In, the following procedures must be followed:**

1. Inquire by the full VIN and the first four letters of the last name.  
**NOTE:** When a Title Inquiry Report is utilized and a Lien Holder appears, it will be necessary to submit a Lien Release from the Lien Holder listed.
2. Print the Title Inquiry Report, note any legends that may be listed (i.e., lien holder, salvaged, etc.).
3. Have Titled owner complete an Application for Duplicate Title (H-6-B). In section-1 the Application for Duplicate Title (H-6B) must be marked for "Ownership Transfer", Title Number, Vehicle ID Number, Make, Year, Owner(s), and Lienholder (if any). Section-2 transfer ownership to your dealership and section-3 must be notarized.
4. Attach the Title Inquiry Report to a completed Application for Duplicate Title (H-6B). When

the Title Inquiry Report and completed Application for Duplicate Title (H-6B) are completed, your dealership may now sell and register the vehicle On-Line. (If applicable the CT Secure Power of Attorney for Vehicle Mileage Disclosure, H-117 and Authorization for Pay-Off, H-12, must accompany the documents.)

**The following procedure must be followed when the vehicle is sold:**

1. Complete Supplemental Assignment of Ownership (Q-1) from dealership (seller) to the new buyer.
2. This vehicle may be registered On-Line, **except** in the cases when the title has been branded with a legend such as FLOOD, GLIDER KIT, etc.-any such branded title cannot be processed on this program.
3. The following documents must be submitted to the On-Line Processing Unit:
  - a. Copy of Registration Credential
  - b. On-Line Title Inquiry Report
  - c. Application for Duplicate Title (H-6B)
  - d. Supplemental Assignment of Ownership (Q-1)
  - e. All other supporting documents, including lien releases

**MISCELLANEOUS INFORMATION ON THE TITLE INQUIRY REPORT:**

Unfortunately, not all the Department of Motor Vehicle title files are complete at this time. Most of the older title files, which are numbered under twenty million, may not have all the necessary information to register the vehicle On-Line. Especially, in the case of a second owner, conjunctions (and/or) will **NOT** appear, which will make it difficult to determine who is authorized to sign the title documents. In these cases, you should contact the Department of Motor Vehicles at 1-800-842-8222 or (860)263-5700. Please be sure to have the VIN number or the title number, you obtained from the Title Inquiry Report, ready for the operator. The operator will authorize whether or not the Application for Duplicate Title (H6-B) and title inquiry report can be utilized. If authorized, please be sure to record the operators' name and time the call was placed on the Application for Duplicate Title (H6-B) in the upper right-hand corner.

Titles, which are numbered less than twenty million, will not list lien holders and you must contact the DMV to obtain the proper lien holder.

If a title inquiry comes back a "NO HIT" and the vehicle owner states it is a Connecticut titled vehicle, you should contact the Department of Motor Vehicles at 1-800-842-8222 or (860)263- 5700.

## **OBTAINING A DUPLICATE TITLE OVER THE COUNTER BY A CONNECTICUT LICENSED DEALER:**

All licensed dealers are authorized to obtain a duplicate title over the counter at your local branch office. Listed below are the correct procedures to follow:

1. Only an automated (must indicate a title number of 20 million or above) title system record duplicate title can be issued over the counter to a Connecticut licensed dealer.
2. Only the owner, lien holder, or Connecticut licensed dealer identified in Section Two of the application will be permitted to pick up the duplicate title.
3. The Connecticut Dealer must present the following when applying for a duplicate title over the counter:
  - a. Application for Duplicate Title (H-6B)
  - b. An invoice indicating that the dealership either took the vehicle in trade or purchased it from the titled owner
  - c. Dealer Supplemental ID Card
  - d. Lien release (if applicable, if there is a lien on the vehicle a release of lien must accompany the application for the duplicate)
  - e. \$25.00 Fee

**NOTE:** The Application for Duplicate Title (H-6B) must be completed in detail. This includes the odometer disclosure section of the H-6B form as well as all applicable signatures and printed names. The reason the duplicate title is being applied for must also be indicated (ownership transfer, lost, stolen, mutilated, destroyed).

4. Duplicate titles that are branded SALVAGED or FLOOD will only be given to the titled owner.

## **AUTHORIZATION FOR PAYOFF (H-12):**

If your dealership takes a vehicle in trade and it is a **Connecticut** titled vehicle and you are unable to obtain the title from the lien holder, an Authorization for Pay-Off (H-12) may be used in lieu of the title. Section 5 of the Authorization for Pay-off must be completed and a release of lien must be submitted with the transaction.

## **CT Secure Power of Attorney for Vehicle Mileage Disclosure & Certification (H-117):**

The CT Secure Power of Attorney for Vehicle Mileage Disclosure & Certification (H-117) is utilized to meet the Federal Requirements for odometer disclosure when the title is in the possession of a lien holder.

## TITLE LEGENDS:

**Legends:** Are used when a title is branded based on previous title history. Below are the different types of legends and their definition, which may appear on a title inquiry.

### LIST OF LEGENDS THAT CANNOT BE PROESSED ON-LINE:

- **TITLE ONLY:** Issued for the purposes of recording liens on existing title
- **THIS VEHICLE MAY BE SUBJECT TO UNDISCLOSED LIEN:** This legend is recorded when the vehicle was either last registered in a state that does not title that model year vehicle or a state in which the title is not the exclusive means of recording a lien on a motor vehicle.
- **INSPECTION REQUIRED TO REGISTER:** Vehicle was titled without going through a required inspection. Applicant must have prior approval from the Title Section.
- **BOND POSTED UNDER SECTION 14-176 C.G.S.:** Customer did not have necessary documents for proof of ownership and a surety bond was required to protect the State of Connecticut against any ownership claims.
- **GLIDER KIT:** The vehicle was constructed from kit.
- **TRUE MILEAGE UNKNOWN:** Mileage was not submitted at time title was applied for. This may also indicate some discrepancy in the odometer reading.
- **FLOOD:** Vehicle has sustained flood damage and has been declared a loss by an insurance company
- **ODOMETER EXCEEDS MECHANICAL LIMITS:** The odometer reading reflects the amount of mileage in excess of its mechanical limits. (The odometer started at zero again).
- **WARNING ODOMETER DISCREPANCY:** The odometer does not reflect the actual mileage.
- **MANUFACTURERS BUYBACK:** Vehicle was returned to manufacturer by previous owner.

### TITLE LEGENDS THAT CAN BE PROCESSED ON-LINE:

- **THIS IS A DUPLICATE TITLE AND MAY BE SUBJECT TO THE RIGHTS OF A PERSON UNDER THE ORIGINAL CERTIFICATE:** The customer has lost the original title and has been issued a duplicate title.
- **REBUILT:** This vehicle has gone through a salvage inspection after the vehicle has been declared a total loss and the title has been stamped salvage by an insurance company.
- **REBUILT SALVAGE (AS OF 8/11/2015 Wording change)**  
This vehicle has gone through a salvage inspection after the vehicle has been declared a total loss and the title has been stamped salvage by an insurance company.

# Chapter 5 LEASING

## LEASE VEHICLE INFORMATION:

### REQUIREMENTS TO REGISTER A LEASE VEHICLE

#### 1. FINANCIAL RESPONSIBILITY CERTIFICATE INSURANCE:

Registrations may be processed On-Line for a Leasing Company which has a Blanket Insurance Policy on file at the Department of Motor Vehicles. The On-Line System will automatically check whether a leasing company has an active lease license and insurance. Failure to register lease vehicles properly is a violation of the Dealer On-Line program.

#### 2. INSURANCE REQUIREMENTS:

When processing a transaction for a long-term lease, the system will automatically check if the Lessor has a valid Blanket policy on file with the DMV. If the transaction is for a daily rental vehicle, the rental company may provide the blanket insurance policy number, which is on file with the Department of Motor Vehicles.

### VEHICLE TRANSFERS ON LEASE COMPANIES

When transferring a registration for a vehicle On-Line to a lease company it is imperative that the lease company name and address match the DMV lease files EXACTLY. At times a previous lease registration which is going to be transferred may not match the DMV files EXACTLY, which will cause the system to deny the registration. If you are unsure of the correct lease company, lease license # or customer # please contact the DMV Customer Contact Center unit at (860) 263-5708.

# Chapter 6 INSPECTION AND EMISSIONS

## VEHICLE INSPECTION:

### PERFORMING THE VIN VERIFICATION (BY DEALER)

On-Line Dealers may perform VIN Verifications, on their own inventory once their dealership is approved as an On-Line Dealer.

**To become a Certified Testing Inspector (CTI)**, you must meet all of the requirements, attend the full day training session from 8 AM – 5 PM, and pass all of the performance-based tasks and the final classroom exam.

If you have any questions, please call the Test Center Hotline at (888) 828-8394.

**VIN Verifications may only be performed on the following types of vehicles:** (Branded titles **cannot** have VIN verified by dealer)

**Twenty-five years and older vehicles**

**Out of state vehicles**

#### Procedure:

- The dealer technician must locate two (2) clearly visible VIN numbers and indicate on the K-190 where the locations are.
- Dealer must indicate whether manufacturer vehicle identification number on the vehicle corresponds to a manufacturer Certificate of Origin or Certificate of Title.
- Dealer must indicate the Manufacturer or Title State and Title or Certificate number.
- The technician responsible for verifying the VIN must also sign the K-190.

**IMPORTANT:** The VIN Verification is an essential part of the anti-theft provision of State Statute. The responsibility of verification is not to be taken lightly. It is essential that personnel who perform this function be made aware of their responsibilities in providing accurate information to the state. Only the **individual actually performing** the VIN Verification is **authorized to sign** the K-190.

## OUT OF STATE VEHICLE REQUIREMENTS:

**IMPORTANT-PLEASE NOTE: A VIN Verification for all Out of State vehicles must be performed prior to sale of a vehicle and issuance of On-Line registration.**

An Out of State vehicle may be registered on the On-Line System when the following criteria are met:

1. Vehicle has a "CLEAN" title, along with any supplemental assignments of ownership, upon which all liens have been satisfied.
2. One of the following VIN verification forms for Out of State vehicles must accompany the registration:
  - a. K-190
3. Emissions report

## **VEHICLES TO BE SAFETY INSPECTED/VIN VERIFIED AT DMV DESIGNATED BRANCH OFFICES:**

1. All salvage/rebuilt/reconstructed vehicles
2. All vehicles with abandoned vehicle paperwork
3. All commercial vehicles over 18,000lbs. GVWR
4. All composite, modified antique, and street rod vehicles
5. Wreckers will be inspected by the Commercial Vehicle Safety Division
6. Vehicles with VIN problems
7. All vehicle requiring an assigned VIN
8. All taxi, livery, service bus and other specialty type vehicle inspection
9. Any 5<sup>th</sup> wheel style camper, camp trailer or commercial trailer over 18,000lbs GVWR by Commercial Vehicle Safety Division.
10. Courtesy vehicle inspections
11. Grey market vehicles

## **CONTACTS FOR INSPECTION: (not including Federal Annual Inspections)**

**Commercial Vehicle Safety Division:** Commercial vehicle and trailer inspections over 18,000 lbs. GVWR will be conducted by appointment through the Commercial Vehicle Safety Division. Information regarding the process may be obtained by calling (860) 263-5446. All commercial vehicles and trailers over 18,000 lbs. GVWR will be inspected to North American Standards

## **The Federal Annual Inspection**

Required for Commercial vehicles over 10,000 lbs. GVWR used in INTERSTATE commerce or over 18,000 lbs. GVWR used in INTRASTATE commerce. Commercial trailers over 10,000 lbs. GVWR. Any vehicle transporting hazardous materials requiring placarding.

A Federal Annual Inspection Report along with Inspector Qualification form (form required unless inspection performed by the Original Equipment Manufacturer) will be required at the time of registration.

- Report needs to be within the last 12 months of the date of the registration.
- The applicant (registrant) must be in control of the vehicle at the time of the Federal Annual Inspection (unless inspection performed by the OEM).
- The Federal Annual Inspection Report must be completed by a licensed dealer/repairer must include the dealer/repairer's business name and identifying license number.
- Federal Annual Inspection Report completed by one of the following:
  - A dealer or repairer licensed in the State of Connecticut, or
  - An Original Equipment Manufacturer (OEM), or
  - A person or motor carrier who has completed and submitted an Inspector Qualification form stating the inspector is qualified to perform the inspection. (The Inspector Qualification form needs to be dated on or prior to the date of the inspection -- photocopies are acceptable).



# Federal Annual Inspection Requirements

**Required under section 14-163c** of the Connecticut General Statutes, owners of the vehicles listed below are required to undergo annual **inspections in accordance with 49 CFR §§396.17, and are required to maintain records of those inspections that conform to 49 CFR §396.21.**

1. All commercial vehicles over 10,000 pounds Gross Vehicle Weight Rating (GVWR) used in interstate commerce or over 18,000 lbs. GVWR used in intrastate commerce.
2. Commercial trailers over 10,000 lbs. GVWR;
3. Vehicles that are designed or used to transport more than eight (8) passengers, including the driver, for compensation.
4. Vehicles that are designed or used to transport more than 15 passengers, including the driver, not for compensation; and
5. Any vehicle transporting hazardous materials requiring placarding.

The Motor Transport Association of Connecticut and the Connecticut Department of Motor Vehicles agree that it is the responsibility of motor carriers to comply with state and federal law regarding annual inspections once they place into service any vehicle described above. The federal regulation cited below describes the annual inspection report's required contents, and how it is to be used and maintained.

## **§396.21 Periodic inspection recordkeeping requirements.**

(a) The qualified inspector performing the inspection shall prepare a report that:

- (1) Identifies the individual performing the inspection;
- (2) Identifies the motor carrier operating the vehicle or intermodal equipment provider intending to interchange the vehicle to a motor carrier;
- (3) Identifies the date of the inspection;
- (4) Identifies the vehicle inspected;
- (5) Identifies the vehicle components inspected and describes the results of the inspection, including the identification of those components not meeting the minimum standards set forth in appendix G to this subchapter; and
- (6) Certifies the accuracy and completeness of the inspection as complying with all the requirements of this section.

(b)(1) The original or a copy of the inspection report shall be retained by the motor carrier, intermodal equipment provider, or other entity that is responsible for the inspection for a period of fourteen months from the date of the inspection report. The original or a copy of the inspection report must be retained where the vehicle is either housed or maintained.

(2) The original or a copy of the inspection report must be available for inspection upon demand of an authorized Federal, State or local official.

(3) *Exception.* If the motor carrier operating the commercial motor vehicles did not perform the commercial motor vehicle's last annual inspection, or if an intermodal equipment provider did not itself perform the annual inspection on equipment intended for interchange to a motor carrier, the motor carrier or intermodal equipment provider is responsible for obtaining the original or a copy of the last annual inspection report upon demand of an authorized Federal, State, or local official.

## **Wrecker Inspections:**

Inspections conducted by Commercial Vehicle Safety Division (860)263-5446, from 8am-3pm in Wethersfield.

**Emissions Inspection:**

All dealerships on the On-Line program must ensure that vehicles sold from their inventory and registered in the State of Connecticut have valid emissions in accordance with 14-164c(n) of the Connecticut General Statutes.

An emissions vehicle inspection report (VIR) may also be used as a Vin Verification as long as the report is signed at the bottom on both designated lines.

**Emissions Exemption:**

The (4) year model exemption will begin with the current calendar year. The fee for this exemption is \$40.00.

Example: On January 1, 2023, the following model year vehicles will be exempt:

2023  
2022  
2021  
2020

**The exemption applies to the following types of vehicles:**

- Any qualified NEW vehicle (manufacturer’s certificate of origin) applying for registration and title in Connecticut will receive an emissions exemption according to the vehicles model year and date of registration. The \$40.00 exemption fee is included in the Connecticut registration fees.
- Any qualified USED vehicle with an OUT–OF–STATE Title applying for registration in Connecticut will receive a four (4) year emissions exemption. The (4) year model exemption will begin with the current calendar (model) year and utilize the date of registration to establish the month/day of the emissions expiration. A fee of \$40.00 is payable to the State of Connecticut upon registration.

# CHAPTER 7 MARINE VESSEL

## Definitions

**VESSEL:** Any description of watercraft other than a seaplane on water used or capable of being used as a means of transportation on water, exclusive of such watercraft primarily used for purposes of transporting commercial cargo

**BOAT:** for purposed of this manual, a term used interchangeably with "vessel", but less preferred

**MOTORBOAT:** Any watercraft with propulsion machinery whether or not such machinery is the principal source of propulsion

**LIVERY VESSEL:** a vessel rented without a captain; If it is rented with a captain, it is not a livery vessel

**MARINE DEALER:** A marine dealer is a person, firm or corporation in the business of manufacturing and / or selling new and / or used vessels. A marine dealer has an established place of business for sale, trade and display of such vessels. The DEEP issues dealer numbers to demonstrate or test vessels. These numbers will end with DL (CT1234DL). Never transfer a DL #. Owner (dealer) will fill out an APPLICATION FOR MARINE DEALER CERTIFICATE OF NUMBER available from the DEEP website.

**BROKER:** Brokers do not own the vessel; therefore, do not collect sales tax

**AIRBOAT:** a vessel that is typically flat-bottomed and propelled by an aircraft-type propeller that is powered by an engine.

**AUXILIARY SAIL:** a vessel with sail as its primary method of propulsion and mechanical propulsion as its secondary method.

**CABIN MOTORBOAT:** a vessel propelled by propulsion machinery and providing enclosed spaces inside its structure.

**CERTIFICATE OF DOCUMENTATION (COD):** certificate showing the documentation of the Vessel in the name of the Owner under the laws and flag of the United States with qualification for coastwise trading; Documentation provides conclusive evidence of nationality for international purposes, provides for unhindered commerce between the states, and admits vessels to certain restricted trades, such as coastwise trade and the fisheries

**HOUSEBOAT:** a motorized vessel that is usually non-planing and designed primarily for multi-purpose accommodation spaces with low freeboard and little or no foredeck or cockpit.

**HULL IDENTIFICATION NUMBER (HIN):** an identifying number required by 33 CFR 181.23-29.

**INBOARD (IB):** in the context of an engine, means an engine mounted inside the confines of a vessel which powers a drive shaft that turns a water jet impeller or that runs through the bottom of the hull and is attached to a propeller at the other end.

**INFLATABLE BOAT:** a vessel that uses air-filled flexible fabric for buoyancy.

**OPEN MOTORBOAT:** a vessel equipped with propulsion machinery and having an open load carrying area that does not have a continuous deck to protect it from the entry of water.

**OUTBOARD (OB):** in the context of an engine, means an engine with propeller or water jet integrally attached, which is usually mounted at the stern of a vessel.

**OVERALL LENGTH OF A VESSEL:** the horizontal distance between the foremost part of the stem and the aftermost part of the stern, excluding bowsprits, bumpkins, rudders, outboard motor brackets and similar fittings or attachments, as reported on the manufacturer's certificate of origin or builder's certificate for the subject vessel; or absent such certificate of origin or builder's certificate, as reported on a current or expired certificate of number or certificate of documentation for the subject vessel issued by a governmental agency; or absent such certificate of origin, certificate of number, builder's certificate or certificate of documentation, as measured by the owner.

**PADDLECRRAFT:** a vessel powered only by its occupants, using a single or double-bladed paddle as a lever without the aid of a fulcrum provided by oarlocks, thole pins, crutches, or similar arrangements.

**POD DRIVE:** an engine mounted in front of the transom of a vessel and attached through the bottom of the hull

to a steerable propulsion unit.

**PONTOON:** a vessel with a broad, flat deck that is affixed on top of closed cylinders which are used for buoyancy, the basic design of which is usually implemented with two rows of floats as a catamaran or with three rows of floats as a trimaran.

**ROWBOAT:** an open vessel manually propelled by oars.

**SAIL ONLY:** a vessel propelled only by sails.

**STERNDRIVE:** an engine, powering a propeller through a series of shafts and gears, mounted in front of the transom of a vessel and attached through the transom to a drive unit that is similar to the lower unit of an outboard; and may also be known as an inboard-outdrive or an inboard-outboard

**TITLE:** a title is a legal document the state government issues to demonstrate who owns the vehicle. A title includes official information about the vessel and the owner

**To request vessel decals (expiration decals):**

**Fax request to the Marker Room (860)263-5575.**

**We need a 48-hour notice. Mail delivery can take 7-10 days for delivery.**

## **Vessel transactions that can be processed online**

1. New ownership (issue a CT boat number) With or Without a title (titles issued on vessels 2017 and newer)
2. Transfer of ownership (transfer CT boat number) With or without a title (2017 and newer will be titled)
3. Remainder (transfer of equity credit from previous vessel, no ownership change (must be canceled first)
4. Renewals (all no fee transactions or special requirements need to be processed at DMV)

## **Vessel transactions that can NOT be processed online**

1. Duplicate registration – refer the customer to the DMV website [Duplicate Registration](#)
2. Cancel vessel registration – refer customer to the DMV website [Cancel Registration](#)
3. Temporary Registrations for a Homemade Boat (must go to DMV)
4. Changing usage of a vessel
5. Registering a Documented Vessel
6. Changing Registration type to or from a Documented Vessel
7. New and Renewal Registrations that have special requirements or no fees
8. The following usages: Charter Fishing, Commercial Passenger Carrying, Commercial Fishing, and Other Commercial Operation

## **Vessels to be Numbered**

Every vessel upon the waters of this state shall be numbered, except as otherwise provided in Sec. 15-142 and 143 of the Connecticut General Statutes. Documented vessels will not display a number. No person shall launch, moor or operate and no owner shall permit the launching, mooring or operating of any such vessel unless the owner holds a valid, effective certificate of number awarded by this state or another state or by the United States, and unless the identification number is displayed on each side of such vessel at the bow.

All vessel numbers have the following format – 2 alphabetic characters followed by a space or hyphen, 1-4 numbers followed by a space or hyphen followed by 1-2 alphabetic characters (e.g. CT1234A or CT1234AA)

Marine dealer vessels have DL in the suffix (CT 1234 DL). These are issued by DEEP **only**.

Livery vessels (vessels rented without a captain) have BL in the suffix (CT 1234 BL).

**BL & DL #s are not transferred.**

**If registering a vessel that was previously used as a livery vessel, that will no longer be used as a livery vessel, please reach out to DMV @ [dmvmod@ct.gov](mailto:dmvmod@ct.gov) to change usage before beginning transaction.**

**If registering a vessel that was not previously used as a livery vessel, but no will be, please complete the transaction then notify DMV to correct usage.**

A vessel with a CT number will retain that number when sold or transferred to another owner. The transferee must apply for a new certificate of registration using the same CT # held by the previous owner. A vessel with an out of state # sold to a CT resident will be issued a new CT # unless the vessel had a previous CT #.

If you believe a vessel was previously registered in CT, please contact the Contact Center to determine the correct # - 860-263-5708 Boating dealers' online number or 860-263-5718 general boating questions.

**Vessel numbers and registration decals must be displayed on each side of the bow of the vessel. The numbers must be at least three (3) inches high, of block form, painted on or attached to each side of the bow** and so positioned as to be visible and legible at least 100 feet away. Registration decals must be placed in line with and two (2) inches to the right of the assigned vessel # or out of state decal.

## **Vessels Required to Display Certificate of Decal**

**These will only be issued through the DMV**

Each vessel with respect to which the owner holds a valid certificate of number issued by the United States Coast Guard, and each vessel with respect to which the owner holds a valid certificate awarded by another state, which vessel issued is in CT waters more than sixty (60) days in any calendar year shall be required to display a CT registration decal. No person shall permit the launching, mooring or operation of such a vessel unless the owner holds a valid, effective registration awarded by this state and the registration decal is displayed as directed by the Commissioner of Energy & Environmental Protection.

## **Vessels exempt from numbering requirements**

Below are listed classes of vessels exempt from the requirement that they are to be numbered by the State of Connecticut.

1. Vessels owned in countries other than the US, temporarily using the waters of this state;
2. Vessels owned by the US, a state or political subdivision of a state, which are used in the performance of government functions;
3. Vessels used exclusively as lifeboats for ships;
4. Vessels exempted by the Commissioner of DEEP;
5. Vessels less than 19 ½ feet in length, which is not a motorboat and, any vessel propelled solely by oar, paddle or sail;
6. Motorboats, which have a valid Certificate of Documentation, issued by the US Coast Guard \*\*
7. Motorboats, which have a valid Foreign Certificate of Documentation \*\*
8. Vessels holding an effective certificate of number in another state \*\*

\*\* Decal is required on these vessels if used in CT waters for more than 60 accumulative days in a calendar year. Vessel would not be titled or receive a CT #, we would collect the registration fee and issue a certificate of decal (validation sticker) using their current number – OOS or US.

## Vessels to be Titled

As of 1/1/2016, vessels model year 2017 and newer without a documented number will be titled. If a person with a 2017 or newer vessel has their boat documented with the USCG, then decides to give that up and go back to a CT# for registration, that person is required to apply for a title.

Vessels that were previously (but not currently) documented either US or foreign are eligible to be titled regardless of year (but are not required to be titled).

Should a title be issued on a vessel and (at a later date) an owner wants to have a US# (or foreign documented #) issued, the title must be surrendered before such registration may be issued.

## Aquatic Invasive Species Fee \$5.

Aquatic Invasive Species Fee will also be added to Registration renewals and new CT vessel registrations, for all usages.


**Aquatic Invasive Species (AIS) Stamp**

**What is the AIS Stamp?**  
A \$5 fee, as indicated on Connecticut vessel registration renewals, to fund invasive species grant projects. The registration validation decal will serve as your AIS stamp.

**What does this fee go towards?**  
Collected funds will go into the Connecticut Lakes, Rivers, and Ponds Preservation account. These funds will be used for grants involving the restoration and rehabilitation of lakes, ponds and rivers, treatment to control AIS and cyanobacteria, and education and outreach programs to promote AIS awareness in Connecticut lakes, rivers and ponds.

**What other ways can I contribute?**  
-Follow the Clean, Drain, Dry method (see reverse) whenever you are boating  
-Become an Invasive Investigator- a volunteer program designed to educate boaters at boat launches about the Clean, Drain, Dry

Visit [www.ct.gov/deep/boating](http://www.ct.gov/deep/boating) for more information



**STOP AQUATIC  
HITCHHIKERS!**  
Be A Good Steward.  
Clean. Drain. Dry.  
[StopAquaticHitchhikers.org](http://StopAquaticHitchhikers.org)


**Help prevent the spread of Aquatic Invasive Species!**

AIS is an issue throughout the United States. Using the Clean, Drain, Dry method will help prevent the spread of AIS in Connecticut waters and neighboring states and the AIS Stamp fee on your boat registration will help treat and protect our lakes, ponds, and rivers for future generations to enjoy.

**Before leaving the launch:**  
**Clean:** remove any visible mud, plants, fish or animals before transporting equipment.  
**Drain:** eliminate water from equipment, such as a live well, before transporting.  
**At home or prior to your next launch:**  
**Dry:** anything that comes into contact with water (i.e. boats, trailers, anchors, propellers, fishing equipment, clothing, etc) for a minimum of 1 week during hot/dry weather and 4 weeks during cool/wet weather.  
**If your boating plans do not allow you to dry properly, consider using one of these washing techniques:**  
-Wash with hot water (preferably high pressure).  
-Dip equipment into 100% vinegar for 20 minutes prior to rinsing.  
-Use a 1% salt solution and leave on for 24 hours prior to rinsing.  
-Wash with bleach solution (1 oz. per gallon) or soap and hot water (Lysol, boat soap, etc.) for 10 minutes prior to rinsing.

Always remember to:

- Dispose any unused bait in the trash.
- Never release fish or animals into a body of water unless they came out of that body of water.
- Plants should be never be released back into the water.



## Registration Fees

Length (feet)	Fiberglass, metal, etc. Hull	Wood Hull 15-24 Years Old	Wood Hull 25 years old or Older		Length (feet)	Fiberglass, metal, etc. Hull	Wood Hull 15-24 Years Old	Wood Hull 25 years old or Older
less than 12	\$7.50	\$3.75	\$1.88					
12	\$11.25	\$5.63	\$2.82		41	\$292.50	\$146.25	\$73.13
13	\$15.00	\$7.50	\$3.75		42	\$315.00	\$157.50	\$78.75
14	\$18.75	\$9.38	\$4.69		43	\$322.50	\$161.25	\$80.63
15	\$22.50	\$11.25	\$5.63		44	\$330.00	\$165.00	\$82.50
16	\$30.00	\$15.00	\$7.50		45	\$337.50	\$168.75	\$84.38
17	\$37.50	\$18.75	\$9.38		46	\$345.00	\$172.50	\$86.25
18	\$45.00	\$22.50	\$11.25		47	\$352.50	\$176.25	\$88.13
19	\$52.50	\$26.25	\$13.13		48	\$360.00	\$180.00	\$90.00
20	\$60.00	\$30.00	\$15.00		49	\$367.50	\$183.75	\$91.88
21	\$67.50	\$33.75	\$16.88		50	\$375.00	\$187.50	\$93.75
22	\$75.00	\$37.50	\$18.75		51	\$382.50	\$191.25	\$95.60
23	\$82.50	\$41.25	\$20.63		52	\$390.00	\$195.00	\$97.50
24	\$90.00	\$45.00	\$22.50		53	\$397.50	\$198.75	\$99.38
25	\$97.50	\$48.75	\$24.38		54	\$405.00	\$202.50	\$101.25
26	\$105.00	\$52.50	\$26.25		55	\$412.50	\$206.25	\$103.13
27	\$112.50	\$56.25	\$28.13		56	\$420.00	\$210.00	\$105.00
28	\$120.00	\$60.00	\$30.00		57	\$427.50	\$213.75	\$106.88
29	\$127.50	\$63.75	\$31.88		58	\$435.00	\$217.50	\$108.75
30	\$135.00	\$67.50	\$33.75		59	\$442.50	\$221.25	\$110.63
31	\$142.50	\$71.25	\$35.63		60	\$450.00	\$225.00	\$112.50
32	\$150.00	\$75.00	\$37.50		61	\$457.50	\$228.75	\$114.38
33	\$157.50	\$78.75	\$39.38		62	\$465.00	\$232.50	\$116.25
34	\$165.00	\$82.50	\$41.25		63	\$472.50	\$236.25	\$118.13
35	\$172.50	\$86.25	\$43.13		64	\$480.00	\$240.00	\$120.00
36	\$180.00	\$90.00	\$45.00		65 & over	\$525.00	\$262.50	\$131.25
37	\$202.50	\$101.25	\$50.63					
38	\$225.00	\$112.50	\$56.25					
39	\$247.50	\$123.75	\$61.88					
40	\$270.00	\$135.00	\$67.50					



## Exceptions to Fees:

1. Wooden Boats - Hull construction of wood:
  - a. 15-24 years old--fees obtained from column 2 (see chart)
  - b. 25 years and older--fees obtained from column 3 (see chart)
2. Length less than 15 feet powered by motor less than 15 HP - \$7.50
3. Canoe - \$7.50
4. Pontoon (not houseboat) \$40.00
5. \* Commercial Fishing - Fee not to exceed \$25.00 if boat is used principally for purpose of Commercial Fishing, if 50% of the owner's adjusted gross income in the preceding tax year was obtained from Commercial Fishing. Commercial Fishing Affidavit (B-229) and a copy of approved valid OR256 or R654 (Or Farmers Tax Exemption Permit) is needed for original issue. OR256 or R654 (Or Farmers Tax Exemption Permit) obtained from and approved by the Department of Revenue Services. A Commercial Fishing Affidavit (B-229) is needed for all renewals.
6. \* Non-profit organization - \$7.50 regardless of length, year or material
  - a. A new application requires a Cert-119 obtained from DRS and a Letter of Determination from the Federal Government. A renewal requires an Exemption # if the organization was established prior to 1996, otherwise Letter of Determination is required.
7. \* Flotilla – no fee. No more than 2 vessels owned by any flotilla of the Coast Guard Auxiliary or Non-Profit Corporation acting on behalf of such Flotilla.
8. \* Educational – no fee. Any vessel built by students in an educational institution and used for educational or research purposes (must be registered in the name of the educational institution).
9. \* Operational Exemption Re: US Coast Guard Auxiliary
  - a. If vessel is used in not less than three separate operational activities of the USCGA, the owner shall not be allowed an exemption of the applicable vessel registration fee up to \$180. The owner shall be required to pay the amount in excess of \$180. To qualify for this exemption, the application for registration must be accompanied by a statement, certified by an officer of the USCG, that in the preceding year such vessel was used in not less than three separate operational activities of the USCGA.
  - b. This may only be processed by the Marine Vessel Unit in Wethersfield.

## Other Fees

1. \* Change type from Certificate of Number to Certificate of Decal (CT # to US #) - \$3
2. \* Change type from Certificate of Decal to Certificate of Number (US # to CT #) - \$3
3. Duplicate Registration - \$20

**\*These may only be processed by the DMV**

## **State Agencies**

State agencies do not pay registration fees when registering a vessel.

## **Municipalities**

Towns are not required to register as long as the name of the town appears on the sides of the vessel. If a town wishes to register a vessel, full fee is due (they are not exempt from paying the registration fee).

## **Expiration Date**

Expiration date on all vessels is April 30. Vessels registered after January 1 will expire April 30 of the following calendar year.

## **Vessel Registration**

A vessel registration consists of a Certificate of Number or Certificate of Decal and the registration certificate that must be carried on the vessel at all times when underway. A set of registration decals must be displayed on either side of the bow to the right of the vessel # or OOS decal.

## **Lost / Stolen stickers**

Customers having lost or stolen stickers should proceed to their local DMV branch office with their current registration to obtain replacement stickers. You may also provide replacement decals for customers. Verify current registration before issuing replacement decals.

## **Cancellation**

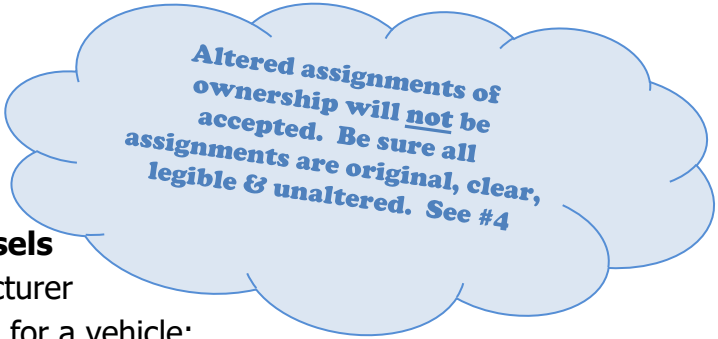
The owner of a vessel shall notify the Commissioner of Motor Vehicles within fifteen (15) days of sale, transfer, theft, loss, destruction or abandonment and provide information as to the fate of the vessel including to whom it was transferred. Such notification shall be in writing, and shall include the Certificate of Number or Certificate of Decal if available, or be processed through the online portal - [Cancel your registration](#).

## **Address Change**

The owner of a registered vessel shall notify the Commissioner of Motor Vehicles of an address change within 48 hours. The Change of Address form (B-58) is available for download at the DMV website [ct.gov/dmv](http://ct.gov/dmv).

When submitting the registration application for a customer, if their address on their driver's license does not match the application, please have them fill in a B-58 or use the online [Address Change tool](#).

# Registration Requirements



Altered assignments of ownership will not be accepted. Be sure all assignments are original, clear, legible & unaltered. See #4

## 1. Acceptable Proof of Ownership for Vessels

- a. Certificate of Origin from the Manufacturer
  - i. Similar to a certificate of origin for a vehicle;
  - ii. Ownership must be assigned as the vessel is to be registered;
- b. Title
  - i. Ownership must be assigned as the vessel is to be registered;
- c. OOS Registration ***AND*** Letter from the state declaring they do not title vessels
  - i. The registration certificate must be in the same name of the registered owner.  
A name cannot be added or dropped without a bill of sale / Q-1V;
- d. CT Registration
- e. Certificate of Documentation
  - i. The documentation and the application must be in the same name;
  - ii. The document must be current;
- f. USCG Deletion Letter (Blue Letter) – when a person “cancels” their documentation they receive this letter
- g. Notice of Assumed Ownership issued by DEEP
- h. B203 Vessel Ownership Affidavit
  - i. If LRO does not have proof of ownership
  - ii. The Vessel Ownership Affidavit (B-203) must contain where the vessel was obtained, a complete description of the vessel and the reason why other documentary proof of ownership cannot be submitted;
  - iii. Contact the Boating Unit with any specific questions

\*\*\*\* These must be accompanied by an assignment of ownership from the Last Registered Owner (LRO). This can be on the back of the MCO or Title or on a Q-1V or similar document.

\*\*\* Assignments must be **original** documents – photocopies are **NOT** acceptable

\*\* **All** owners of a vessel **MUST** sign to transfer ownership – **regardless of conjunction**

## 2. Sales Tax

- a. CT dealers are required to complete the AUTHORIZED DEALER OR RETAILER section including signature and sales tax permit #
- b. The FOR SALES BY DEALER OR RETAILER OF VESSELS section also must to be completed
- c. If you have any specific questions related to sales tax, please contact Department of Revenue Services

## 3. Compliance

- a. All owners listed must have clear property taxes in order to register a vessel
- b. Registration Privilege Suspension **will** hold up a vessel registration
- c. Insurance compliance & parking violations do **not** hold up a vessel registration

#### **4. Voiding / Correcting Assignments**

- a. All assignments must be clear and unaltered
- b. Cross out wrong assignment section with a single line and/or the word VOID
  - i. NOTE: this applies to any assignment that is wrong, misspelled, written over, crossed out, whited out or otherwise changed
- c. A correction letter must be included indicating the error
- d. Provide a clear unaltered assignment
  - i. If there is an open space on the title or MSO, this space may be used
  - ii. Otherwise use a Q-1V

If the vessel is a model year 2017 or newer,  
**you will process for a Title and Registration transaction.**

If the model year is 2016 or older,  
**you will process a Registration Only transaction.**

# Completing the B-148 Application for Vessel Registration and Certificate of Number Decal

When writing the CT # on the application – do not write it here

When assigning a NEW CT# to a vessel – write the # here

When registering a used boat with a title – write the number & state that issued the title here

When registering a used boat with an existing CT # - write the # here

APPLICATION FOR VESSEL REGISTRATION AND CERTIFICATE OF NUMBER DECAL  
B-148 REV. 10-2016

STATE OF CONNECTICUT  
DEPARTMENT OF MOTOR VEHICLES  
60 STATE STREET, WETHERSFIELD, CT

DMV USE ONLY	NEW CT NUMBER ISSUED	PREVIOUS TITLE NUMBER	STATE	CT. NO. ON VESSEL PURCHASED	EXPIRATION DATE APRIL 30,
	CURRENT OUT OF STATE VESSEL NUMBER	STATE	DOCUMENTED VESSEL NUMBER (US or foreign)	STATE WHERE VESSEL IS PRIMARILY USED	

TYPE OF APPLICATION  
 NEW     TRANSFER TO NEW OWNER     CERTIFICATE OF DECAL     RENEWAL     DUPLICATE     INFO. CHANGE     TITLE     REMAINDER

The CT # the boat must be written on the top of the application. As an agent of the DMV, you must complete the top section - **DMV USE ONLY**

- Enter a new number issued in the NEW CT NUMBER ISSUED box
- Enter an existing CT # in the CT NO ON VESSEL PURCHASED box
- If the vessel was registered OOS, enter the CURRENT OUT OF STATE VESSEL NUMBER & STATE
- If the vessel has a title, enter the title # & state issuing the title in the PREVIOUS TITLE NUMBER & STATE boxes
- If the vessel is documented with the Coast Guard, enter the DOCUMENTED VESSEL NUMBER in the box
  - If it is no longer using the US #, this is not needed
- Enter the year of the EXPIRATION DATE
- Enter the STATE WHERE VESSEL IS PRIMARILY USED (usually this will be CT)

## Type of Application

- New Registration – check when assigning a new CT# (vessel never registered in CT)
- Transfer to New Owner – check this when applying for a registration of a vessel with a previous CT#
- Certificate of Decal – check this if assisting a customer to obtain a documented registration
- Renewal, Duplicate, Info Change, Remainder – not used by marine dealers

**Name of Owner**

- Print the name(s) of all owners (Last, First, Middle)
- Full legal name
- This should match their ID

**Owner's CT Operator's Lic. No.**

- Print applicant's license #
- If OOS # indicate state following #

**Owner's Sex**

- Check M(ale) or F(emale) or (X)
- Companies will use (X)

**Address of Owner**

- Print applicant's address (mailing)

**Owner's Date of Birth**

- Print applicant's DOB
- Companies will leave this blank

**Citizenship**

- Check US or Other
- Companies will leave this blank

**Name or Co-Owner, Co-Owner's Date of Birth, Co-Owner's CT Operator's Lic. No.**

- Fill in the same way as the primary owner

***All vessels are required to have a "AND/Common" conjunction as all owners are required to sign all documents to transfer ownership of a vessel. This applies to all vessels.***

**Owner's residence**

- Fill this in if the applicant has a different resident address from above

**Length of Vessel**

- List **total length** of vessel horizontally from the foremost point of the bow to the aft most part of the stern, including swim platforms but excluding bowsprits, bumpkins, rudders, outboard motor brackets and similar fittings & attachments, as reported on the manufacturer's certificate of origin or builder's certificate for the subject vessel; or absent such certificate of origin or builder's certificate, as reported on a current or expired certificate of number or certificate of documentation for the subject vessel issued by a governmental agency; or absent such certificate of origin, certificate of number, builder's certificate or certificate of documentation, as measured by the owner."

**Horsepower**

- Whole numbers only
- For electric motors use 5 hp

**Principle Hull Material**

- Be specific, the updated application has several choices

**Model Year, Make & Model**

- Include the appropriate information from the ownership document

**Fuel Type**

- If **OTHER**, be sure to indicate type – **be specific**

**Hull Identification Number (HIN)**

- Vessels constructed 1973 or later are required to have a HIN. Failure to include the HIN will result in rejection.
- HINs are typically 12-14 digits

**Primary & Secondary Color of Hull**

- |              |          |           |
|--------------|----------|-----------|
| ➤ Amethyst   | ➤ Gold   | ➤ Silver  |
| ➤ Beige      | ➤ Gray   | ➤ Tan     |
| ➤ Black      | ➤ Green  | ➤ Teal    |
| ➤ Blue       | ➤ Maroon | ➤ Unknown |
| ➤ Brown      | ➤ Orange | ➤ White   |
| ➤ Camouflage | ➤ Pink   | ➤ Wood    |
| ➤ Cream      | ➤ Red    | ➤ Yellow  |

**Propulsion**

- Choose the option best suited to the vessel
- If **OTHER**, be sure to indicate type – **be specific**

**Use**

- Pleasure (Regular)
- Commercial Fishing
- Livery
- Other

### Lienholder Financing Vessel Purchase for Current Owner

- If there is a lienholder on the vessel, please list it here
- Be sure to fill in Date of Lien as well

### Signature(s) of Owner(s) or Authorized Agent

- If more than one owner, all signatures are required
- If company, be sure agent lists title

### Seller Information

- Dealer must print name & address
- Authorized representative of the dealer must sign
- Purchase date must be completed

### Name of Last Registered Owner

- Name of last registered owner should be completed (if applicable)

### For Sales by Dealer or Retailer of Vessels

- Section must be completed, showing Purchase Price, Trade in Value (if applicable), Net Price and amount of Sales Tax Collected
- If there was a trade-in, the Year, Make, Model & HIN must be listed in the Trade-In Information section.

### Authorized Dealer or Retailer

- Section must be completed, showing Dealer Name, Authorization # (will remain blank for online dealers), CT sales tax #, and signature of agent of the dealer

I, the undersigned, declare under penalty of false statement, that information on this application is true and complete to the best of my knowledge and belief.									
NAME OF SELLER					ADDRESS OF SELLER (Number and Street) (City or Town) (State) (Zip Code)				
SELLER INFORMATION	SIGNATURE(S) OF SELLER(S) OR AUTHORIZED AGENT				COMPANY NAME (If Agent)			DATE SIGNED	
	X								
	NAME OF LAST REGISTERED OWNER (Not a Dealer) IF DIFFERENT FROM SELLER								
VESSEL IS		PURCHASE DATE		COMPLETE IF SALE IS BY		GROSS SALES PRICE (Show bill of Sale)			
<input type="checkbox"/> NEW <input type="checkbox"/> USED				OTHER THAN DEALER OR RETAILER OF VESSELS					
THE ABOVE VESSEL WAS TRANSFERRED BY:									
<input type="checkbox"/> AN IMMEDIATE FAMILY MEMBER The vessel was registered in this person's name for 60 days or more in the following state:									
<input type="checkbox"/> OTHER (Specify)									
EXEMPT PERMIT NUMBER									
E -									
PURCHASER PAID SALES OR USE TAX		AMOUNT OF TAX (Show Receipt)			WHERE WAS TAX PAID (City, State)				
X									
I, the undersigned, declare under penalty of false statement, that information on this application is true and complete to the best of my knowledge and belief.									

FOR SALES BY DEALER OR RETAILER OF VESSELS		
TOTAL SALES PRICE		
TRADE-IN ALLOWANCE		
NET SALES PRICE		
SALES TAX COLLECTED		
TRADE-IN INFORMATION		
MAKE	MODEL	YEAR
HULL NUMBER		
REG. NO. IN VESSEL WHEN TRADED		

**\*\* Please be sure to fill in all sections completely so that we may efficiently and accurately approve the customer's transaction \*\***



# MSDs (Marine Sanitation Devices)

Approved MSDs: There are three different types of MSDs that can be certified by the U.S. Coast Guard to meet the requirements in *33 CFR Part 159*, each having its own design, certification, and discharge criteria. For more information, see *33 CFR 159.53*.

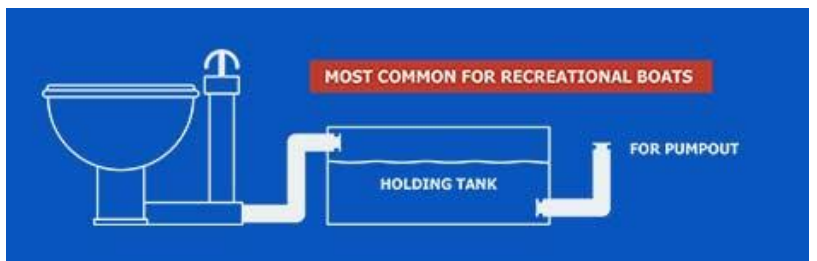
- **Type I** is a flow through discharge device that produces effluent having a fecal coliform bacteria count not greater than 1,000 per 100 milliliters and no visible floating solids. This type of device is typically a physical/chemical based system that relies on maceration and chlorination. Type I MSDs are issued a Certificate of Approval.



- **Type II** is a flow through discharge device that produces effluent having a fecal coliform bacteria count not greater than 200 per 100 milliliters and suspended solids not greater than 150 milligrams per liter. This type of device is typically a biological or aerobic digestion-based system.



- **Type III** is a device that prevents the overboard discharge of treated or untreated sewage or any waste derived from sewage. This type of device is typically a holding tank and may include other types of technology including incineration, recirculation, and composting.



- **Portable Toilet**



# ***VESSEL ATTRIBUTES***

## **BOAT TYPE:**

Airboat  
Auxiliary Sail  
Cabin Motorboat  
Canoe  
Houseboat  
Inflatable

Open Motorboat  
Other  
Paddlecraft  
Personal Watercraft  
Pontoon  
Rowboat

## **HULL MATERIAL:**

Aluminum  
Fiberglass  
Other  
Plastic

Rubber/Vinyl/Canvas  
Steel  
Wood

## **PROPULSION TYPE**

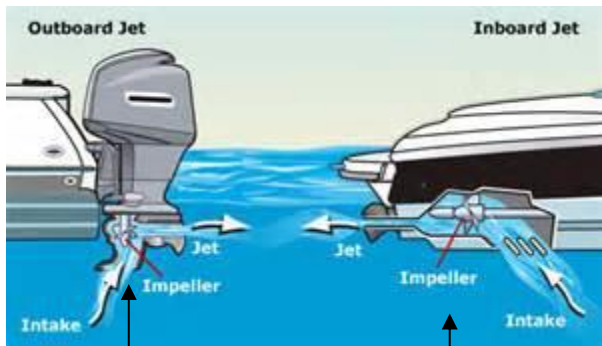
Air Thrust  
In Board  
Inboard/Outboard  
Jet Inboard  
Jet Outboard  
Manual  
None  
Other

Out Board  
Propeller  
Sail  
Sail Only  
Sail with Inboard  
Sail with Outboard  
Water Jet

## **ENGINE TYPE**

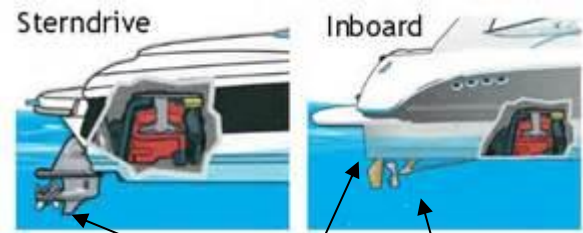
Inboard  
Other  
Outboard  
Pod drive  
Stern Drive

# Boat motor / propulsion examples



Jet Outboard  
(propulsion = Water jet  
engine type = Outboard)

Jet Inboard  
(propulsion = Water jet  
engine type = Inboard)



Stern Drive  
Inboard engine w/  
**Stern Drive** (engine type)

(engine type)

In Board



Inboard engine w/  
**Pod Drive** (engine type)

Pod Drives in use



Propeller  
(propulsion)

Trolling motor



Outboard (engine type)

## Title Issuing States

STATE	VESSELS	STATE	VESSELS
Alabama	N	Missouri	Y
Alaska	N	Montana	Y
Arizona	N	Nebraska	Motorboats
Arkansas	N	Nevada	Y
California	Y	New Hampshire	N
Colorado	N	New Jersey	12 ft +
Connecticut	2017 & newer	New Mexico	10 ft +
Delaware	N	New York	14 ft +, 1987 & newer
District of Columbia	Y	North Carolina	14 ft+, & pwc
Florida	Y	North Dakota	N
Georgia	N	Ohio	Y
Hawaii	N	Oklahoma	Y
Idaho	Y	Oregon	Y
Illinois	Y	Pennsylvania	1997 & newer; 14 ft + if OB; all lengths if IB, including pwc
Indiana	Y	Rhode Island	15 ft +; 2001 & newer
Iowa	17 ft +	South Carolina	Y
Kansas	N	South Dakota	Y
Kentucky	Y	Tennessee	N
Louisiana	N	Texas	Y
Maine	N	Utah	1985 & newer
Maryland	Y	Vermont	15 years & newer
Massachusetts	14 ft +	Virginia	Y
Michigan	20 ft +	Washington	16 ft +
Minnesota	Y	West Virginia	Motorboats
Mississippi	Optional	Wisconsin	16 ft +
		Wyoming	Motorboats

Contact Information & Supplies

860.263.5708 - Boating dealers' online

860.263.5718 - General boating questions  
860.263.5575 (fax) – DMV Marker Room - for expiration decals  
860.563.1054 – Vanguard Direct – forms (unavailable for download) & vessel registration paper  
800.454.0807 – Vanguard fax  
[dmvmod@ct.gov](mailto:dmvmod@ct.gov) – General boating questions

## Chapter 8 ENFORCEMENT

### VIOLATIONS/ENFORCEMENT:

#### POLICY OF VIOLATIONS

#### The major violations on the OLRs System are:

1. Submission of documents over the ten (10) DMV business day statutory requirement (14-15 (d))
  2. Shortage and/or overage of documents and missing registration certificates
  3. Improper Title assignments or documents
  4. Emissions/Inspection reports omitted, or inspection fees not paid
  5. Missing/misuse of DMV Inventory (Marker plates) – Fine assessed
  6. Plating of vehicles prior to registration
  7. Voiding (within 24 hours at dealership) or the Withdrawal of a registration for a vehicle that has left the dealer lot
- 
1. The dealership must remain in good standing with the Department at all times. This includes the dealership's compliance with all applicable laws and Departmental policies, including, but not limited to, all requirements regarding insurance, bonding, complaints, personnel, franchises, submission of original paperwork, etc.
  2. Within ten (10) business days of the date on which each transaction is processed online, the dealership agrees to submit all original paperwork to the Department's **CORE Customer Operations Unit**.
  3. The Department may conduct, as it deems necessary, an audit/investigation of any transactions, material(s) or information relating to the dealership's online registration privileges/practices.
  4. Violations of ORP requirements, Skip List procedures and/or Suspense Case procedures, may result in the loss of online registration privileges.
  5. If the dealership's online registration privileges are suspended and/or revoked, if it seeks to have its privileges restored, upon request, the Department's Compliance Unit will review the dealership's current standing with the Department prior to making a final determination regarding such restoration.

**MONITORING:**

The Department of Motor Vehicles may make unannounced, unscheduled visits for educational and/or monitoring purposes at any location which maintains Department of Motor Vehicles materials or records pertaining to the registrations.

Upon review of the licensed facility the Department of Motor Vehicles may suspend OLRS privileges if procedures are not adhered to as specified.

## Chapter 9 MISCELLANEOUS INFORMATION

**DEPARTMENT OF REVENUE SERVICE  
25 SIGOURNEY STREET  
HARTFORD, CT 06106  
PHONE: 1-800-382-9463 (IN STATE)  
PHONE: 860-541-7544**

### **SALES TAX/CAR DEALERS:**

When a new vehicle (Certificate of Origin only) or used car is sold by a car dealer the car dealer must:

1. Have a sales tax permit issued by Department of Revenue Services
2. Be licensed with the Department Motor Vehicles
3. New Car Dealers must be franchised to sell that car.
4. When sales tax is collected by the dealer; the dealer is responsible for reporting this to the Department of Revenue Services.

### **VEHICLE BEING REGISTERED TO CAR DEALER:**

If a car dealer is registering a vehicle to themselves the 6.35% tax will be collected at DMV based on the average retail value.

### **CHARITABLE & RELIGIOUS ORGANIZATIONS AND CLERGY:**

Please contact the Department of Revenue Services regarding the above subject for the proper procedures.

### **FEDERAL, STATE, LOCAL MUNICIPALITIES & POLITICAL SUBDIVISIONS:**

Connecticut General Statutes provides for an exemption on all purchases of tangible personal property by Federal, State or any Political Subdivision.

There are no additional requirements, other than to confirm the identity of the transferee. This exemption qualifies on name only.

### **MILITARY PERSONNEL- Registrations for military personnel must be processed in a DMV branch office.**

#### **Nonresident Military Personnel which are stationed in Connecticut:**

Connecticut General Statutes provide for a reduced rate of 4.5% sales tax of the gross receipt when purchased as a retail sale of any motor vehicle to any person who is a member of the armed forces of the United States and is on full-time active duty in Connecticut, but whose permanent residence is in another state. All registration and title fees DO apply.

**Sales and Use Tax Reduction for Non-resident Military Personnel** -Members of the United States armed forces on full-time active duty in Connecticut who are **residents of another state** may purchase motor vehicles from a licensed Connecticut dealer at a reduced

sales tax rate of 4.5%. Purchases can also be made jointly with a spouse. Department of Revenue Services (DRS) form CERT-135 must be completed and submitted to the Connecticut dealer with other required documentation as mentioned on the CERT-135 form. If the military member purchases a vehicle from an out-of-state dealer the CERT-135 form and other required documents must be submitted to the DMV at the time of registration.

**NOTE:** The reduction in the sales tax is not applicable to personnel who are called to active duty for a portion of a year, such as National Guardsmen or Reservists.

An exemption is provided for certain Connecticut military personnel. The military personnel must be stationed outside the State of Connecticut when registering the vehicle at DMV.

Two statements are required:

- a) A statement from military personnel's commanding officer, giving present location and the anticipated date of discharge is not for at least six months, and
- b) A statement from the military personnel stating that the vehicle is not intended to be used in Connecticut unless on authorized leave.
- c) Military personal are exempt from New Issue Plate fees, Clean Air Act fees and Safety Plate fees. If transfer, military personnel pay full fees.

\*\*\* A vehicle purchased in Connecticut by a Military Member whose home of record is Connecticut is taxable at a rate of 6.35% of the purchase price.

### **SALES TAX INFORMATION:**

1. Leasing or Rental requires a Connecticut Sales Tax Permit Number issued by Department of Revenue Services.
2. Non-Resident Service Personnel (including Military Academy and Coast Guard Cadets) taxable at 4.5%.
3. Sales tax on Vessels and Boat trailers will be assessed at 2.99%

## **SALES TAX INCREASES**

### **EFFECTIVE JULY 1, 2011:**

The Connecticut State Sales and Use tax increased to 6.35%.

The rental of passenger motor vehicles for 30 days or less is subject to a 9.35% sales tax.

### **EFFECTIVE JULY 1, 2015:**

The sales of motor vehicles with a sale price exceeding fifty thousand dollars (\$50,000) are subject to a sales tax rate of 7.75% ("Luxury Tax").

**\*\*Qualifying sales to Military Personnel will remain taxable at 4.5% regardless of the sales price. \*\***



## **Sales Tax Q & A**

1. If a dealer purchases a vehicle from another dealer, places a dealer plate on the vehicle and applies for a title, are they subject to sales tax?

Yes, if the dealer is titling the vehicle in their name there is tax due, unless they are purchasing the motor vehicle exclusively for leasing purposes. If they are they would present a resale certificate.

2. Dealer invoice fees? Can you give us a list of fees that are taxable and what is not taxable?

- a. Cap Cost Reduction – Not Taxable
- b. Conveyance fees/Document Fee – Taxable
- c. Credit Life Insurance – Not Taxable
- d. Dealer Discount – Not Taxable
- e. Disability Insurance – Not Taxable
- f. Etching – Taxable
- g. Extended warranty contracts – Taxable (even if the vehicle is exempt)
- h. Fabric guard – Taxable
- i. Gap insurance – if optional – Not taxable; if mandatory – Taxable
- j. Luxury Tax (if stated separately) – Not taxable
- k. Manufacturer rebates applied to the sale of the vehicle – Taxable
- l. Paint Sealant – Taxable
- a. Rebates – Taxable
  - i. You will have to verify if the rebate amount is part of the selling price of the vehicle. If the rebate has not been deducted from the vehicle sale price, then you would not tax the rebate separately.
- b. Registration & Title Fees – Not Taxable
- c. Rollovers (rolling over of a loan to a new vehicle) – Not taxable
- d. Rust proofing – Taxable Payoffs – Not taxable
- e. Service warranties – Taxable (if purchased at the time of the motor vehicle)
- f. Trade-ins\* - Not taxable
- g. VIN etching – Taxable

\*Trade-ins are not taxable as long as they are in the same name as the purchaser.

3. How many trade-ins can be used to get a tax reduction when buying a car from a dealer?

There is no limit, but the vehicles must be titled in the name of the purchaser to reduce the taxable value.

4. How do we know if a purchase made out-of-state should be taxed again when registered in CT? (i.e.; new vehicle purchased at dealer in Michigan, tax collected by Michigan dealer, brought to CT for 1<sup>st</sup> time registration) Do we charge sales tax?

Taxes paid on sales made by Rhode Island and Massachusetts dealerships should be accepted. Sales from a New York or New Hampshire should be taxed unless the dealer entered a CT tax registration number on the H-13.

Tax exempt if the owner had the vehicle registered out-of-state for at least 60 days as an out-of-state resident (taxable if purchased using a CT address)

5. Taxes collected by an out of state dealer – who gets credit and who does not?

As a general rule we will allow credit for sales tax paid to a dealer who was required to collect tax for another state.

6. What is the rule of thumb for vehicles won in a raffle?

If the vehicle was signed over from a dealer to a tax-exempt organization that is conducting the raffle (i.e.; Foxwoods, St Mary's Church, etc.) and then to the winner, the transaction is exempt from tax.

If the vehicle was signed over from the dealer to a taxable raffle holder (i.e.; United Technologies, Dicks Sporting Goods, etc.) and then to the winner, tax would be charged on the value of the vehicle unless a receipt showing CT taxes paid can be shown. If so, tax would only be charged on the price of the raffle ticket.

If the vehicle was signed over directly from the dealer to the raffle winner, tax is charged on the purchase invoice price.

**For Further Information:** Call DRS during business hours, Monday through Friday:

- **1-800-382-9463** (Ct. calls outside the Greater Hartford calling area only); **or**
- **860-541-7544**

**Forms and Publications:** Visit the DRS website at **[www.ct.gov/DRS](http://www.ct.gov/DRS)**

### **CHANGE OF NAME BY MARRIAGE/DIVORCE:**

**Whenever a legal change of name occurs, the customer must first go to DMV and change their drivers' license to read their new legal name before a registration and title can be processed On-Line in the new name.**

A change of name by marriage or divorce cannot be processed On-Line. The name and date of birth on the Application for Registration and Certificate of Title must be the same as on the identification presented.

### **APPLICANT ADDRESS:**

A Post Office Box is acceptable as a MAILING address only. The Connecticut resident address and tax town (domicile address), where the vehicle will be garaged for longest period during coming year", **must** be listed. An incorrect tax town will result in the vehicle being taxed in the wrong town. Please be sure to inquire as to where the vehicle is "garaged overnight", this should be the tax town entered On-Line.

**NOTE:** The OLRS will **not** allow modifications to the owner's name, address and related fields on **any** transaction.

**REFUND POLICY:**

Refunds will not be processed for any On-Line Registration System issues.

**REGISTRATION TO A MINOR:**

This type of transaction will need to be walked through to a local DMV office using the form 2D.

**IMPORTANT:** Issuance of a registration to a minor without a Form 2-D will be addressed administratively.

**CONNECTICUT INSURANCE CARD (C.G.S.14-12b):**

Connecticut law requires all registered owners to maintain Liability Insurance for their vehicles. Insurance must be maintained at all times when there is an active registration on a vehicle.

Registrants are required to submit a **NEW Connecticut Insurance Identification Card** upon registration for **both New Issue and Transfer Registrations**.

The following must appear on the Connecticut Insurance Identification Card:

A. Issued Pursuant to Connecticut Law

B. Applicants Name: Husband & Wife: Insurance Card can be in one name only

Leasing company: Leasing Company must have a valid blanket policy on file with DMV

Parent & Child: Insurance Card can be in one name only

**C.** New vehicle being registered, complete vehicle information, **New Issue** or **Transfer Registration**

D. Policy number

**E.** Effective date must be the **same or before** the issue date of the **New Issue** or **Transfer Registration**.

F. Name of Insurance Company

G. Insurance Cards/Civil Union: An insurance card in one name only is acceptable for a person who has been joined in Civil Union. Documentation must be submitted that a Civil Union was performed.

**A Temporary Insurance Card:** Valid for 60 days from the effective date

**A Permanent Insurance Card:** Valid for one (1) year from the effective date.

**CORRECTION AFTER TITLE ISSUANCE**

## For Title Only Transactions –

When a vehicle is registered in the online system it is has PERMANENT registration and title assigned to it. The proper fee and a completed H13 must be sent to Title Unit for any correction.

Corrections **after title issuance** are processed differently than error corrections processed prior to title issuance. After a title has been issued, all errors are required to be processed as ownership transfers. **These transactions are not dealer transactions** (dealer section is not to be completed on the H-13) the dealer is only acting as the agent for these transactions. Example of common errors: Loan agreements not matching the current registration and title, the lease company's name isn't the name the lease company wanted i.e. Nissan Infiniti LT vs. NILT Inc., the customer wanted to add or drop a name on the new vehicle. **These errors cannot be corrected by going back to the original application; once it has been completed and processed a new registration and title have to be applied for.** The documents needed to process these transactions are as follows:

- Application form **H-13** must be completed in full (see below)
  - **Odometer Reading:** must be the current mileage
  - **Seller:** must be the name listed on the current title
  - **Dealer section:** must NOT be completed
  - **New or Used:** must be "used" \*\*
- Outstanding certificate of title properly assigned from seller (the name that appears on the front of the title) to buyer (how the vehicle should be registered and titled.)
- A letter of Lien Release for Lien correction (if applicable)
- A **current** Connecticut Insurance Card in the name of the applicants(s).
- Photocopies of the current applicant's driver license.
- The proper fees for a record transfer, title, and lien fees (if applicable.)
- A power of attorney is needed if the lien holder or dealer is signing paperwork for applicant, accompanied by that person's photo ID.
- A photocopy of the current registration.

Please mail these transactions to: Department of Motor Vehicles  
60 State Street  
Wethersfield, CT 06161  
Attn: Specialized Registry Services

If you have any questions regarding this type of transaction, please contact the DMV Customer Contact Center (860) 263-5708.

**\*\* In order to keep the vehicle listed as "New" a letter from the dealer, on dealer letterhead, must be submitted within six months from the title issuance date. The letter must state that the lien holder/lease company has requested a new title**

**because it was registered and titled incorrectly\*\***

## TAX TOWN CODES

Address Town	Tax Town Code	Tax Town Name	Address Town	Tax Town Code	Tax Town Name
ABINGTON	112	POMFRET	CENTERVILLE	091	NEW FAIRFIELD
ADDISON	054	GLASTONBURY	CENTRAL VILL	109	PLAINFIELD
ALLINGTOWN	156	WEST HAVEN	CHAFFEE VILLE	078	MANSFIELD
AMESVILLE	122	SALISBURY	CHAPLIN	024	CHAPLIN
AMSTON	067	HEBRON	CHESHIRE	025	CHESHIRE
AMSTON LAKE	067	HEBRON	CHESHIRE HGTS	025	CHESHIRE
ANDOVER	001	ANDOVER	CHESTER	026	CHESTER
ANDOVER CENTER	001	ANDOVER	CHESTERFIELD	086	MONTVILLE
ANDOVER LAKE	001	ANDOVER	CHESTNUT HILL	030	COLUMBIA
ANSONIA	002	ANSONIA	CLARKS FALLS	102	NORTH STONINGTON
ASHFORD	003	ASHFORD	CLARKSVILLE	137	STONINGTON
ATTAWAUGAN	069	KILLINGLY	CLINTON	027	CLINTON
AVON	004	AVON	CLINTONVILLE	101	NORTH HAVEN
BAKERSVILLE	092	NEW HARTFORD	COBALT	042	EAST HAMPTON
BALLOUVILLE	069	KILLINGLY	COLCHESTER	028	COLCHESTER
BALTIC	133	SPRAGUE	COLEBRK CNTR	029	COLEBROOK
BANKSVILLE	057	GREENWICH	COLEBROOK	029	COLEBROOK
BANTAM	074	LITCHFIELD	COLEBROOK RVR	029	COLEBROOK
BARKHAMSTED	005	BARKHAMSTED	COLLINSVILLE	023	CANTON
BEACON FALLS	006	BEACON FALLS	COLUMBIA	030	COLUMBIA
BECKLEY	007	BERLIN	CONANTVILLE	078	MANSFIELD
BELLEHAVEN	057	GREENWICH	CORNWALL	031	CORNWALL
BELL TOWN	135	STAMFORD	CORNWALL BRDG	031	CORNWALL
BERLIN	007	BERLIN	CORNWALL HLW	031	CORNWALL
BETHANY	008	BETHANY	CORNWALL PLN	031	CORNWALL
BETHEL	009	BETHEL	COS COB	057	GREENWICH
BETHLEHEM	010	BETHLEHEM	COVENTRY	032	COVENTRY
BLACK HALL	105	OLD LYME	CRANBURY	103	NORWALK
BLACK POINT	045	EAST LYME	CRESCENT BCH	045	EAST LYME
BLOOMFIELD	011	BLOOMFIELD	CROMWELL	033	CROMWELL
BOLTON	012	BOLTON	CRYSTAL LK	048	ELLINGTON
BOLTON CENTER	012	BOLTON	DANBURY	034	DANBURY
BOLTON LAKE	012	BOLTON	DANIELSON	069	KILLINGLY
BOLTON NOTCH	012	BOLTON	DARIEN	035	DARIEN
BOTSFORD	097	NEWTOWN	DAYVILLE	069	KILLINGLY
BOZRAH	013	BOZRAH	DEEP RIVER	036	DEEP RIVER
BRANCHVILLE	118	RIDGEFIELD	DERBY	037	DERBY
BRANFORD	014	BRANFORD	DEVON	084	MILFORD
BRIDGEPORT	015	BRIDGEPORT	DOBSONVILLE	146	VERNON
BRIDGEWATER	016	BRIDGEWATER	DURHAM	038	DURHAM
BRISTOL	017	BRISTOL	DURHAM CTR	038	DURHAM
BROAD BROOK	017	EAST WINDSOR	E BERLIN	007	BERLIN
BROOKFIELD	018	BROOKFIELD	E BRISTOL	017	BRISTOL
BROOKFIELD CTR	018	BROOKFIELD	E BROOKLYN	019	BROOKLYN
BROOKFIELD JCT	018	BROOKFIELD	E CANAAN	100	NORTH CANAAN
BROOKLYN	019	BROOKLYN	E CHESHIRE	025	CHESHIRE
BROOKLYN CTR	019	BROOKLYN	E COVENTRY	032	COVENTRY
BUCKINGHAM	054	GLASTONBURY	E DERBY	037	DERBY
BUCKLAND	077	MANCHESTER	E DEVON	084	MILFORD
BURLINGTON	020	BURLINGTON	E FARMINGTON	052	FARMINGTON
BURLINGTON CTR	020	BURLINGTON	E GLASTONBURY	054	GLASTONBURY
BURNSIDE	043	EAST HARTFORD	E GRANBY	040	EAST GRANBY
BURRVILLE	143	TORRINGTON	E HADDAM	041	EAST HADDAM
BYRAM	057	GREENWICH	E HAMPTON	042	EAST HAMPTON
CAMPVILLE	066	HARWINGTON	E HARTFORD	043	EAST HARTFORD
CANAAN	021	CANAAN	E HARTLAND	065	HARTLAND
CANNONDALE	161	WILTON	E HAVEN	044	EAST HAVEN
CANTERBURY	022	CANTERBURY	E KENT	068	KENT
CANTON	023	CANTON	E KILLINGLY	069	KILLINGLY
CANTON CENTER	023	CANTON	E LITCHFIELD	074	LITCHFIELD
CENTER GROTON	059	GROTON	E LYME	045	EAST LYME
CENTERBROOK	050	ESSEX	E MERIDEN	080	MERIDEN

Address Town	Tax Town Code	Tax Town Name	Address Town	Tax Town Code	Tax Town Name
E MORRIS	087	MORRIS	GROTON	059	GROTON
E NORWALK	103	NORWALK	GROTON LONG PT	059	GROTON
E PLYMOUTH	111	PLYMOUTH	GUILFORD	060	GUILFORD
E PORTCHESTER	057	GREENWICH	GURLEYVILLE	078	MANSFIELD
E PUTNAM	116	PUTNAM	HADDAM	061	HADDAM
E REDDING	117	REDDING	HADDAM NECK	061	HADDAM
E RIVER	076	MADISON	HADLYME	075	LYME
E SUFFIELD	139	SUFFIELD	HAMBURG	075	LYME
E THOMPSON	141	THOMPSON	HAMDEN	062	HAMDEN
E VILLAGE	085	MONROE	HAMPTON	063	HAMPTON
E WALLINGFORD	148	WALLINGFORD	HANOVERE	133	SPRAGUE
E WEATOGUE	128	SIMSBURY	HARTFORD	064	HARTFORD
E WILLINGTON	160	WILLINGTON	HARTLAND	065	HARTLAND
E WILSON	164	WINDSOR	HARWINTON	066	HARWINTON
E WINDSOR	047	EAST WINDSOR	HAWLEYVIL CTR	097	NEWTON
E WINDSOR HILL	132	SOUTH WINDSOR	HAWLEYVILLE	097	NEWTON
E WOODSTOCK	169	WOODSTOCK	HAYDEN STA	164	WINDSOR
EAGLEVILLE	078	MANSFIELD	HAZARDVILLE	049	ENFIELD
EASTFORD	039	EASTFORD	HEBRON	067	HEBRON
EASTON	046	EASTON	HIGGANUM	061	HADDAM
ELLINGTON	048	ELLINGTON	HIGH RIDGE	135	STAMFORD
ELM HILL	094	NEWINGTON	HIGHLAND PK	077	MANCHESTER
ELMVILLE	069	KILLINGLY	HIGHWOOD	062	HAMDEN
ELMWOOD	155	WEST HARTFORD	HOCKANUM	043	EAST HARTFORD
ENFIELD	049	ENFIELD	HOP RIVER	030	COLUMBIA
ESSEX	050	ESSEX	HOTCHKISS GROVE	014	BRANFORD
FABYAN	141	THOMPSON	HOTCHKISSVILLE	168	WOODBURY
FAIRFIELD	051	FAIRFIELD	HUNTINGTON	126	SHELTON
FAIRHAVEN	093	NEW HAVEN	HUNTINGTON CTR	126	SHELTON
FALLS VILLAGE	021	CANAAN	HYDEVILLE	134	STAFFORD
FARMINGTON	052	FARMINGTON	INDIAN NECK	014	BRANFORD
FITCHVILLE	013	BOZRAH	IVORYTON	050	ESSEX
FLANDERS	045	EAST LYME	IVORYTON HGTS	050	ESSEX
FLOYDVILLE	128	SIMSBURY	JEWETT CITY	058	GRISWOLD
FORESTVILLE	017	BRISTOL	KENSINGTON	007	BERLIN
FOXON	044	EAST HAVEN	KENT	068	KENT
FOXTOWN	041	EAST HADDAM	KILLINGLY	069	KILLINGLY
FRANKLIN	053	FRANKLIN	KILLINGLY CTR	069	KILLINGLY
GALES FERRY	072	LEDYARD	LAKE AMSTON	067	HEBRON
GAYLORDSVILLE	096	NEW MILFORD	LAKE HAYWARD	028	COLCHESTER
GEORGETOWN	161	WILTON	LAKE SIDE	087	MORRIS
GILDERSLEEVE	113	PORTLAND	LAKEVILLE	122	SALISBURY
GILEAD	067	HEBRON	LEBANON	071	LEBANON
GILMAN	013	BOZRAH	LEDYARD	072	LEDYARD
GLASGO	058	GRISWOLD	LEESVILLE	041	EAST HADDAM
GLASTONBURY	054	GLASTONBURY	LETES ISL	060	GUILFORD
GLENBROOK	135	STAMFORD	LIME ROCK	122	SALISBURY
GLENVILLE	057	GREENWICH	LISBON	073	LISBON
GOODYEAR	069	KILLINGLY	LITCHFIELD	074	LITCHFIELD
GOSHEN	055	GOSHEN	LONG HILL	144	TRUMBULL
GOSHEN CENTER	055	GOSHEN	LONG RIDGE	135	STAMFORD
GRANBY	056	GRANBY	LWR PAWCATUCK	137	STONINGTON
GRANITEVILLE	152	WATERFORD	LOWER STEPHANY	085	MONROE
GRASEMERE STA	051	FAIRFIELD	LYME	075	LYME
GREENFIELD HL	051	FAIRFIELD	MADISON	076	MADISON
GREENS FARMS	158	WESTPORT	MANCHESTER	077	MANCHESTER
GREENVILLE	104	NORWICH	MANCHESTER GRN	077	MANCHESTER
GREENWICH	057	GREENWICH	MANSFIELD	078	MANSFIELD
GREYSTONE	111	PLYMOUTH	MANSFIELD 4 CRNR	078	MANSFIELD
GRISWOLD	058	GRISWOLD	MANSFIELD CNTR	078	MANSFIELD
GRISWOLDVILLE	159	WETHERSFIELD	MANSFIELD DPT	078	MANSFIELD
GROSVENORDALE	141	THOMPSON	MANSFIELD HLW	078	MANSFIELD

Address Town	Tax Town Code	Tax Town Name	Address Town	Tax Town Code	Tax Town Name
MAPLE HILL	094	NEWINGTON	N THOMPSON	141	THOMPSON
MARBLEDALE	150	WASHINGTON	N THOMPSONVILL	049	ENFIELD
MARION	131	SOUTHINGTON	N WESTCHESTER	028	COLCHESTER
MARLBOROUGH	079	MARLBOROUGH	N WILLINGTON	160	WILLINGTON
MECHANICSVILLE	141	THOMPSON	N WILTON	161	WILTON
MELROSE	047	EAST WINDSOR	N WINDHAM	163	WINDHAM
MERIDEN	080	MERIDEN	N WINDSORVILLE	047	EAST WINDSOR
MERROW	078	MANSFIELD	N WOODBURY	168	WOODBURY
MIANUS	057	GREENWICH	N WOODSTOCK	169	WOODSTOCK
MIDDLE HADDAM	042	EAST HAMPTON	NAUGATUCK	088	NAUGATUCK
MIDDLEBURY	081	MIDDLEBURY	NEPAUG	092	NEW HARTFORD
MIDDLEFIELD	082	MIDDLEFIELD	NEW BRITAIN	089	NEW BRITAIN
MIDDLETOWN	083	MIDDLETOWN	NEW CANAAN	090	NEW CANAAN
MILBROOK	057	GREENWICH	NEW FAIRFIELD	091	NEW FAIRFIELD
MILFORD	084	MILFORD	NEW HARTFORD	092	NEW HARTFORD
MILLDALE	131	SOUTHINGTON	NEW HARTLAND	065	HARTLAND
MILLSTONE	152	WATERFORD	NEW HAVEN	093	NEW HAVEN
MILLVILLE	088	NAUGATUCK	NEW LONDON	095	NEW LONDON
MILTON	074	LITCHFIELD	NEW MILFORD	096	NEW MILFORD
MOMAUGUIN	044	EAST HAVEN	NEW PRESTON	150	WASHINGTON
MONROE	085	MONROE	NEWFIELD	083	MIDDLETOWN
MONROE CTR	085	MONROE	NEWINGTON	094	NEWINGTON
MOUNT CARMEL	062	HAMDEN	NEWINGTON CTR	094	NEWINGTON
MONTOWESE	101	NORTH HAVE	NEWINGTON JCT	094	NEWINGTON
MONTVILLE	086	MONTVILLE	NEWTOWN	097	NEWTOWN
MOODUS	041	EAST HADDAM	NIANTIC	045	EAST LYME
MOOREVILLE	162	WINCHESTER	NICHOLS	144	TRUMBULL
MOOSUP	109	PLAINFIELD	NO HAVEN	101	NORTH HAVEN
MORRIS	087	MORRIS	NOANK	059	GROTON
MORRIS COVE	093	NEW HAVEN	NORFOLK	098	NORFOLK
MYSTIC	137	STONINGTON	NOROTON	035	DARIEN
N ASHFORD	039	EASTFORD	NOROTON HGTS	035	DARIEN
N BLOOMFIELD	011	BLOOMFIELD	NORTHFIELD	074	LITCHFIELD
N BRANFORD	099	NORTH BRANFORD	NORTHFORD	099	NORTH BRANFORD
N CANAAN	100	NORTH CANAAN	NORTHVILLE	096	NEW MILFORD
N CANTON	023	CANTON	NORWALK	103	NORWALK
N COLCHESTER	028	COLCHESTER	NORWICH	104	NORWICH
N COLEBROOK	029	COLEBROOK	NORWICHTOWN	104	NORWICH
N COLLINSVIL	023	CANTON	OAKDALE	086	MONTVILLE
N CORNWALL	031	CORNWALL	OAKVILLE	153	WATERTOWN
N COVENTRY	032	COVENTRY	OCCUM	104	NORWICH
N CROMWELL	033	CROMWELL	OLD GREENWICH	057	GREENWICH
N FRANKLIN	053	FRANKLIN	OLD LYME	105	OLD LYME
N GRANBY	056	GRANBY	OLD MYSTIC	137	STONINGTON
N GREENWICH	057	GREENWICH	OLD SAYBROOK	106	OLD SAYBROOK
N GROSVNORDLE	141	THOMPSON	ONECO	136	STERLING
N GUILFORD	060	GUILFORD	ORANGE	107	ORANGE
N KENT	068	KENT	ORCUTTVILLE	134	STAFFORD
N LYME	075	LYME	ORONOQUE	138	STRATFORD
N MADISON	076	MADISON	OSWEGATCHIE	152	WATERFORD
N MANCHESTER	077	MANCHESTER	OXFORD	108	OXFORD
N MIANUS	057	GREENWICH	OXFORD CENTER	108	OCFORD
N MOODUS	041	EAST HADDAM	PACHAUG	058	GRISWOLD
N NEWINGTON	094	NEWINGTON	PACKER	022	CANTERBURY
N NORWALK	103	NORWALK	PACKERSVILLE	022	CANTERBURY
N PLAIN	041	EAST HADDAM	PAWCATUCK	137	STONINGTON
N PLYMOUTH	111	PLYMOUTH	PEMBERWICK	057	GREENWICH
N RIDGEFIELD	118	RIDGEFIELD	PEQUABUCK	111	PLYMOUTH
N SOMERS	129	SOMERS	PHOENIXVILLE	039	EASTFORD
N STAMFORD	135	STAMFORD	PINE MEADOW	092	NEW HARTFORD
N STERLING	136	STERLING	PLAINFIELD	109	PLAINFIELD
N STONINGTON	102	N STONINGTON	PLAINVILLE	110	PLAINVILLE



Address Town	Tax Town Code	Tax Town Name	Address Town	Tax Town Code	Tax Town Name
PLANTSVILLE	131	SOUTHINGTON	S WINDSOR	132	SOUTH WINDSOR
PLEASANT VAL	005	BARKHAMSTED	S WOODSTOCK	169	WOODSTOCK
PLYMOUTH	111	PLYMOUTH	SACHEMS HEAD	060	GUILFORD
POMFRET	112	POMFRET	SALEM	121	SALEM
POMFRET CTR	112	POMFRET	SALISBURY	122	SALISBURY
POMFRET LNDG	112	POMFRET	SANDY HILL	081	MIDDLEBURY
POQUETANUCK	114	PRESTON	SANDY HOOK	097	NEWTOWN
POQUONOCK	164	WINDSOR	SAUGATUCK	156	WEST HAVEN
POQUONOCK BDG	059	GROTON	SAYBROOK MANOR	106	OLD SAYBROOK
PORTLAND	113	PORTLAND	SAYBROOK POINT	106	OLD SAYBROOK
PRESTON	114	PRESTON	SCANTIC	047	EAST WINDSOR
PROSPECT	115	PROSPECT	SCITICO	049	ENFIELD
PUTNAM	116	PUTNAM	SCOTLAND	123	SCOTLAND
PUTNAM CTR	116	PUTNAM	SEYMOUR	124	SEYMOUR
PUTNAM HGTS	116	PUTNAM	SHARON	125	SHARON
PUTNEY	138	STRATFORD	SHARON VALLEY	125	SHARON
QUAKER HILL	152	WATERFORD	SHELTON	126	SHELTON
QUINEBAUG	141	THOMPSON	SHERMAN	127	SHERMAN
RAINBOW	164	WINDSOR	SHIPPEN POINT	135	STAMFORD
REDDING	117	REDDING	SHORT BEACH	014	BRANFORD
REDDING CTR	117	REDDING	SILVERMINE	103	NORWALK
REDDING RDGE	117	REDDING	SIMSBURY	128	SIMSBURY
REYNOLDS BRDG	140	THOMASTON	SOMERS	129	SOMERS
RIDGEBURY	034	DANBURY	SOMERSVILLE	129	SOMERS
RIDGEBURY CTR	034	DANBURY	SOUND VIEW	105	OLD LYME
RIDGEFIELD	118	RIDGEFIELD	SOUTHBURY	130	SOUTHBURY
RIVERSIDE	057	GREENWICH	SOUTHFORD	130	SOUTHBURY
RIVERSVILLE	057	GREENWICH	SOUTHINGTON	131	SOUTHINGTON
RIVERTON	005	BARKHAMSTED	SOUTHPORT	051	FAIRFIELD
ROBERTSVILLE	029	COLEBROOK	SPRAGUE	133	SPRAGUE
ROCKFALL	082	MIDDLEFIELD	SPRING GLEN	093	NEW HAVEN
ROCKLAND	076	MADISON	SPRINGDALE	135	STAMFORD
ROCKVILLE	146	VERNON	STAFFORD HLW	134	STAFFORD
ROCKY HILL	119	ROCKY HILL	STAFFORD SPRNGS	134	STAFFORD
ROGERS	069	KILLINGLY	STAFFORD	134	STAFFORD
ROUND HILL	057	GREENWICH	STAFFORDVILLE	134	STAFFORD
ROWAYTON	103	NORWALK	STAMFORD	135	STAMFORD
ROXBURY	120	ROXBURY	STEPNEY	085	MONROE
ROXBURY STA	120	ROXBURY	STEPNEY DEPOT	085	MONROE
ROXBURY CNTR	120	ROXBURY	STERLING	136	STERLING
S BERLIN	007	BERLIN	STEVENSON	085	MONROE
S BOLTON	012	BOLTON	STONINGTON	137	STONINGTON
S BRITAIN	130	SOUTHBURY	STONY CREEK	014	BRANFORD
S CANAAN	021	CANAAN	STORRS	078	MANSFIELD
S CHAPLIN	024	CHAPLIN	STRATFORD	138	STRATFORD
S CHESHIRE	026	CHESHIRE	SUFFIELD	139	SUFFIELD
S COVENTRY	032	COVENTRY	TACONIC	122	SALISBURY
S FARMS	083	MIDDLETOWN	TAFTVILLE	104	NORWICH
S GLASTONBURY	054	GLASTONBURY	TALCOTVILLE	146	VERNON
S KENT	068	KENT	TAFTVILLE	104	NORWICH
S KILLINGLY	069	KILLINGLY	TALCOTVILLE	146	VERNON
S LITCHFIELD	074	LITCHFIELD	TARIFFVILLE	128	SIMSBURY
S LYME	105	OLD LYME	TERRYVILLE	111	PLYMOUTH
S MANCHESTER	077	MANCHESTER	THOMASTON	140	THOMASTON
S MERIDEN	080	MERIDEN	THOMPSON	141	THOMPSON
S MIDDLEBURY	081	MIDDLEBURY	THOMSONVILLE	049	ENFIELD
S NORFOLK	098	NORFOLK	TOLLAND	142	TOLLAND
S NORWALK	103	NORWALK	TORRINGTON	143	TORRINGTON
S WETHERSFIELD	159	WETHERSFIELD	TRACY	148	WALLINGFORD
S WILLINGTON	160	WILLINGTON	TRUMBULL	144	TRUMBULL
S WILTON	161	WILTON	TWIN LAKES	122	SALISBURY
S WINDHAM	163	WINDHAM	TYLERVILLE	061	HADDAM

Address Town	Tax Town Code	Tax Town Name	Address Town	Tax Town Code	Tax Town Name
UNCASVILLE	086	MONTVILLE	WHIGVILLE	020	BURLINGTON
UNION	145	UNION	WHITNEYVILLE	062	HAMDEN
UNION CITY	088	NAUGATUCK	WILLIMANTIC	163	WINDHAM
UNIONVILLE	052	FARMINGTON	WILLINGTON	160	WILLINGTON
UPPER STEPNEY	085	MONROE	WILSON	164	WINDSOR
VERNON	146	VERNON	WILSON STA	164	WINDSOR
VERNON CENTER	146	VERNON	WILSONVILLE	141	THOMPSON
VERSAILLES	133	SPRAGUE	WILTON	161	WILTON
VOLUNTOWN	147	VOLUNTOWN	WINCHESTER	162	WINCHESTER
W ASHFORD	003	ASHFORD	WINCHESTER CTR	162	WINCHESTER
W AVON	004	AVON	WINDHAM	163	WINDHAM
W BANTAM	074	LITCHFIELD	WINDHAM CTR	163	WINDHAM
W BLOOMFIELD	011	BLOOMFIELD	WINDSOR	164	WINDSOR
W CHESHIRE	025	CHESHIRE	WINDSOR LOCKS	165	WINDSOR LOCKS
W CORNWALL	031	CORNWALL	WINDSORVILLE	047	EAST WINDSOR
W CROMWELL	033	CROMWELL	WINSTED	162	WINCHESTER
W GOSHEN	055	GOSHEN	WINTHROP	036	DEEP RIVER
W GRANBY	056	GRANBY	WOLCOTT	166	WOLCOTT
W HADDAM	061	HADDAM	WOLCOTT CTR	166	WOLCOTT
W HARTFORD	155	WEST HARTFORD	WOODBURGE	167	WOODBURGE
W HARTLAND	065	HARTLAND	WOODBURY	168	WOODBURY
W HAVEN	156	WEST HAVEN	WOODMONT	084	MILFORD
W MORRIS	087	MORRIS	WOODSTOCK	169	WOODSTOCK
W MYSTIC	059	GROTON	WOODSTOCK HL	169	WOODSTOCK
W NORFOLK	098	NORFOLK	WOODSTOCK VAL	169	WOODSTOCK
W NORWALK	103	NORWALK	WOODVILLE	150	WASHINGTON
W PLANTSVILLE	131	SOUTHINGTON	YALESVILLE	148	WALLINGFORD
W REDDING	117	REDDING	YANTIC	104	NORWICH
W ROCKY HILL	119	ROCKY HILL			
W SIMSBURY	128	SIMSBURY			
W STAFFORD	134	STAFFORD			
W STAMFORD	135	STAMFORD			
W STRATFORD	138	STRATFORD			
W SUFFIELD	139	SUFFIELD			
W THOMPSON	141	THOMPSON			
W TORRINGTON	143	TORRINGTON			
W WAUREGAN	019	BROOKLYN			
W WILLINGTON	160	WILLINGTON			
W WOODSTOCK	169	WOODSTOCK			
WALLINGFORD	148	WALINGFORD			
WAPPING	132	SOUTH WINDSOR			
WAREHOUSE PT	047	EAST WINDSOR			
WARREN	149	WARREN			
WARRENVILLE	003	ASHFORD			
WASHINGTON	150	WASHINGTON			
WASHINGTON DPT	150	WASHINGTON			
WASHINGTON GR	150	WASHINGTON			
WATERBURY	151	WATERBURY			
WATERFORD	153	WATERFORD			
WATERTOWN	152	WATERTOWN			
WATERVILLE	151	WATERBURY			
WAUREGAN	109	PLAINFIELD			
WEATOGUE	128	SIMSBURY			
WEQUETEQUOCK	137	STONINGTON			
WESTBROOK	154	WESTBROOK			
WESTCHESTER	028	COLCHESTER			
WESTFIELD	083	MIDDLETOWN			
WESTFORD	003	ASHFORD			
WESTON	157	WESTON			
WESTPORT	158	WESTPORT			
WESTVILLE	093	NEW HAVEN			
WETHERSFIELD	159	WETHERSFIELD			

## REGISTRATION PLATE TYPES AND FEES

### STANDARD (PASSENGER) PLATE

**Vehicle Type:** Passenger (vehicles that come over as SUV would need to be changed to Type: Passenger in order to be issued a Standard/Passenger plate) **Usage:** Regular

**FEE:** \$80.00 **Expiration:** 2 years from date of issue by the dealer

**Effective 1/1/2020:** **FEE:** \$120.00 **Expiration:** 3 years from date of issue by the dealer

**Vehicle Type:** Truck **Usage:** Regular

**Body Style:** Pickup truck - if **GVWR** does not exceed 8,500 lbs. and the vehicle is **not** being used for commercial purposes.

**FEE:** Determined by Declared Weight **Expiration:** 2 years

**Effective 1/1/2020:** **Expiration:** 3 years from date of issue by the dealer

### COMBINATION

**Vehicle Type:** Passenger **Usage:** Combination i.e.; (2DR SED, 4DR SED)

**FEE:** \$88.00 **Expiration:** 2 years from date of issue by the dealer.

**Effective 1/1/2020:** **FEE:** \$132.00 **Expiration:** 3 years from date of issue by the dealer.

**Vehicle Type:** SUV, Truck, Van **Usage:** Combination

**FEE:** Determined by Declared Weight. **Expiration:** 2 years

**Effective 1/1/2020:** **Expiration:** 3 years from date of issue by the dealer

**COMMERCIAL** (Electric vehicles being registered as Commercial **cannot** be processed on line, these must be walked in to a DMV office for processing)

**Vehicle Type:** Passenger **Usage:** Commercial

**FEE:** Determined by Declared Weight. **Expiration:** 1 year

**Vehicle Type:** SUV, Truck, Van **Usage:** Commercial

**FEE:** Determined by Declared Weight. **Expiration:** 1 year

**Vehicle Type:** Truck Tractor **Usage:** Commercial

**FEE:** Determined by Declared Weight. **Expiration:** 1 year

### COMMERCIAL TRAILER

**Vehicle Type:** Trailer **Usage:** Commercial

**FEE:** Determined by Declared Weight. **Expiration:** 1 year

**Vehicle Type:** Semi Trailer **Usage:** Commercial

**FEE:** \$35.00 **Expiration:** 1 year

### MOTORCYCLE

**Vehicle Type:** Motorcycle **Usage:** Regular

**FEE:** \$42.00 **Expiration:** 2 years from date of issue by dealer

**Effective 1/1/2020:** **FEE:** \$63.00 **Expiration:** 3 years from date of issue by dealer

**\*\*Dealer must enter number of CC's and wheels.**

## CAMPER

**Vehicle Type:** Motorhome

**Usage:** Regular

**FEE:** \$75.00 **Expiration:** 2 years from date of issue by the dealer.

**Effective 1/1/2020:**

**FEE:** \$112.50 **Expiration:** 3 years from date of issue by the dealer.

**NOTE:** 17 Digit VIN decoder will fill in year, make and model of the cab and chassis which may differ once the body style is changed. Therefore, the year, make and model may be changed by the dealer at the time of registration to reflect completed vehicle. Vehicles over 10,000 GVWR are exempted from emission testing. **Light Weight and GVWR are required.** Dealer must fill in number of axles, fuel type, feet, and cylinders.

## CAMP TRAILER

**Vehicle Type:** Trailer

**Usage:** Regular

**FEE:** \$19.00 **Expiration:** 2 years from date of issue by the dealer

**Effective 1/1/2020:**

**FEE:** \$28.50 **Expiration:** 3 years from date of issue by the dealer

**Title Requirements:** Title fee applied to all trailers with a GVWR of 3001 lbs. or more. Trailers with weight of 3000 lbs. GVWR or less is exempt from title fee.

**Greenhouse Gas Fee/CAA:** None

**NOTE: May only process trailer with regular usage. Trailer with less than a 17-digit VIN cannot be processed On-Line.** Body style must be entered as "Trailer (TL), Boat Trailer (BL), Camper Trailer (CZ), Cargo Trailer (CA), Dump (DP), Utility (UT) or Horse Trailer (HO)". **Light Weight and GVWR are required.**

## MISCELLANEOUS TRANSACTIONS AND PLATE FEES

Safety Plate fee	\$5.00
Duplicate Registration Fee	\$20.00
Federal CAA (Pass, Comb, M/C, MH)	\$10.00
Federal CAA (Commercial)	\$5.00
Greenhouse Gas (GHG)	\$5.00 NEW vehicles with MCO *
Greenhouse Gas	
<b>3 year registration Effective 1/1/2022</b>	\$15.00 <b>NEW vehicles with MCO *</b>
<b>Greenhouse Gas (GHG)</b>	\$5.00 <b>Registration Renewals/New Reg</b>
	\$7.50 <b>Out of state Title/ CT title</b>
	\$2.50 <b>one-year renewals</b>
Administrative fee	\$10.00 fee
Transfer	\$21.00 fee
Record Transfer	\$20.00 fee
Emission Exemption Fee	\$40.00 (reference pg. 31)
Renewal Late Fee	\$10.00
Register Lien Holder	\$10.00
Title Application	\$25.00

Duplicate Title Fee	\$25.00
Inspection Fee	\$25.00

\* **NEW** vehicle means the vehicle has never previously been transferred by the manufacturer to a consumer (Original Certificate of Origin is present). This includes motor vehicles as defined in CGS 14-1 that are 10,000 or less and includes demo vehicles, and vehicles that have their Certificate of Origins stamped "USED". This GHG fee is a one-time fee that is charged the first time the NEW vehicle is registered. Vehicle with OUT-OF-STATE titles are not charged the Greenhouse Gas (GHG) fee.

**DEALER TRADE IN FEE**

**NOTE: Effective January 1, 2020, the fee for transactions that include a trade-in vehicle will increase from \$35.00 to \$100.00**

Dealers will need to enter their trade in fee on the dealer track system with each online transaction. If they forget to charge the trade in fee, do not send in a check with your work. Instead follow the process below.

A check will be made out to DMV and should be enclosed with each quarterly report. The total amount of the check must equal the number of trade-ins for the quarter times \$100. The report will need to be submitted on the due date for each reporting period.

**The GHG fee does not apply to:**

- Special Mobile Equipment
- Motorcycles
- Trailers of any kind
- Vehicles not suitable for operation on the highway: e.g. snowmobiles, ATVs, golf carts, etc.
- Vehicles exempt from the payment of registration fees pursuant to Section 14-49(o) of the CGS
- Vehicles with Commercial usage **Effective January 1, 2020**

**CONTACT PEOPLE:**

**ANY TITLE QUESTIONS SUCH AS DUPLICATE TITLES, TITLE ONLY, and ABA STOLEN CAR CASE- MUST BE DIRECTED TO THE CUSTOMER CONTACT CENTER AT 860-263-5708**

**DMV GENERAL INFORMATION:** 860-263-5700 or 1-800-842-8222

**Customer Contact Center DOL:**

(860)263-5708 Online Registration Processing questions only

**DEALERS & REPAIRERS DIVISION:**

(860) 263-5056 D-47 Registration Issuance, Bond/Licensing, Dealer Plate issues, Leasing  
Email: dmv.dr@ct.gov

**COMMERCIAL VEHICLE SAFETY DIVISION:**

(860)263-5446 Enforcement Questions

**MARKER ROOM:**

(860) 263-5433 Plate Inventory/Shipping

**CONNECTICUT AUTOMOTIVE RETAILERS ASSOCIATION:**

(860) 293-2500 Financial Issues **DealerTrack:(formerly known as TriVin)** 1-800-374-GSS1  
Software/Hardware Problems.

**Vanguard Phone Number:**

1-800-369-0570 or 860 563-1054

**OBTAINING SUPPLIES FOR THE REGISTRATION:**

FORM	FORM NUMBER	OBTAINED FROM
Application for Registration	H-13	Vanguard
Supplemental Assignment	Q-1	Vanguard
Application for Duplicate Title	H-6B	Vanguard

**NOTE:** Do not contact your vendor with questions relating to Online Registration Program procedures, a DMV representative must be contacted.

# Chapter 10 APPENDIX

**APPLICATION FOR REPLACEMENT CERTIFICATE OF TITLE**  
H-6B REV. 5-2019



**INSTRUCTIONS**

- |   |  |
|---|--|
| <p><b>WHO MAY APPLY</b></p> <ol style="list-style-type: none"> <li>The owner or legal representative (with proper identification required) may apply for a replacement certificate of title if no lienholder was listed on the original certificate of title.</li> <li>If a lien is still outstanding, the lienholder shall apply for a replacement certificate of title with a power of attorney.</li> </ol> | <p><b>HOW TO COMPLETE</b></p> <ol style="list-style-type: none"> <li>Please print in ink or type. (Strikeovers or erasures are not acceptable.)</li> <li>For a replacement title fill in:             <ol style="list-style-type: none"> <li>Section 1 - Vehicle and title information</li> <li>Section 3 - Applicant's Signature</li> <li>Additionally, if you had a lien on the vehicle, enclose a letter from the lienholder stating the lien has been satisfied (paid off) or, if the lien is over 10 years old, complete SECTION 2 below indicating that the lien has been satisfied.</li> </ol> </li> <li>For replacement title and ownership transfer, a Connecticut Q-1 (Supplemental Assignment of Ownership Form) MUST be submitted with this application. If the Q-1 form is NOT submitted, your application will be rejected and returned to you.</li> </ol> |
|---|--|

**MAIL TO: State of Connecticut, Department of Motor Vehicles, Room 305, 60 State Street, Wethersfield, CT 06161**  
**YOU MUST SUBMIT A CHECK FOR \$25 MADE OUT TO "DMV" WITH THIS APPLICATION.**

<b>SECTION 1</b>  <b>APPLICANT/ VEHICLE AND TITLE INFORMATION</b>	REASON FOR APPLICATION (Check One)		IF REQUESTING A REPLACEMENT TITLE (Check One)			
	<input type="checkbox"/> Ownership Transfer <i>(Must include a Q-1 form)</i>		<input type="checkbox"/> Replacement Title		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Mutilated <i>(Please Attach)</i> <input type="checkbox"/> Destroyed	
	NAME(S) OF OWNER(S) AS ON TITLE (Last, First, Middle Initial) AND ADDRESS (Number and Street, City or Town, State, Zip Code)					
	OWNER'S BIRTH DATE	OWNER'S LICENSE NUMBER	OWNER'S PHONE NUMBER (Optional)	OWNER'S E-MAIL ADDRESS (Optional)		
TITLE NUMBER (if available)	REG PLATE/VESSEL NUMBER	VEHICLE IDENTIFICATION NUMBER/HULL IDENTIFICATION NUMBER	MAKE	YEAR		
LIENHOLDER ON TITLE (Name and Address) IF YOUR LIEN (Loan) HAS BEEN SATISFIED, PLEASE SUBMIT A LETTER FROM THE LIENHOLDER STATING SUCH.						

<b>SECTION 2</b> <i>(if Applicable)</i>  <b>LIEN STATUS FOR A LIEN OVER 10 YEARS OLD</b>	<p>TO THE BEST OF YOUR KNOWLEDGE, ALL LIENS/ENCUMBRANCES CONCERNING THE ABOVE MENTIONED VEHICLE HAVE BEEN SATISFIED.</p> <p><input type="checkbox"/> YES    <input type="checkbox"/> NO <i>(If "NO", indicate names and addresses below)</i></p>
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<b>SECTION 3</b>  <b>APPLICANT'S SIGNATURE</b>	<p>I (we) do not have knowledge of any liens or encumbrances on the said vehicle, except as indicated above. The information provided to the Commissioner of Motor Vehicles herein is subscribed by me, under penalty of false statement, in accordance with the provisions of Section 14-110 and 53a-157b of the Connecticut General Statutes. I (we) further understand that the Commissioner may revoke any certificate of title and/or registration issued in reliance on the statements made herein, if the Commissioner becomes aware of any contrary or additional material facts, and that, in such event, I may have liability to any third person (or persons) or party (or parties) who has (have) a legal interest in the above described vehicle. I understand that if I make a statement which I do not believe to be true, with the intent to mislead the Commissioner, I will be subject to prosecution under the above-cited laws.</p>	
	PRINTED NAME(S)	
	SIGNATURE (Owner(s) or lienholder of record)	DATE SIGNED
	X	

<b>CUSTOMER CONTACT INFORMATION</b>	NAME OF CUSTOMER REQUESTING INFO	CUSTOMER DAYTIME PHONE NUMBER	CUSTOMER E-MAIL ADDRESS
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**IF BY MAIL DID YOU REMEMBER TO:**

- Submit a check payable to "DMV" for \$25.00.
- Sign the application in Section 3.
- IF YOU HAD A LIEN ON THE VEHICLE, ENCLOSE A LETTER FROM THE LIENHOLDER STATING THE LIEN WAS SATISFIED (PAID-OFF) or IF THE LIEN IS OVER 10 YEARS OLD, PLEASE BE SURE TO COMPLETE SECTION 2 INDICATING THAT THE LIEN HAS BEEN SATISFIED.

<p>NAME (Last, First, Middle Initial)</p> <hr/> <p>ADDRESS (Number and Street)</p> <hr/> <p>(City or Town)                      (State)                      (Zip Code)</p>	<p><b>FORWARD TITLE TO:</b> <b>(Please print or type)</b></p>
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**CONNECTICUT SECURE POWER OF ATTORNEY  
FOR VEHICLE MILEAGE DISCLOSURE  
AND CERTIFICATION**  
H-117 NEW 9-2003



STATE OF CONNECTICUT  
**DEPARTMENT OF MOTOR VEHICLES**  
TITLE DIVISION  
On the Web at <http://dmvct.org>

Connecticut Dealer License Number:

**POWER OF ATTORNEY TO SIGN FOR OWNER WHEN REGISTERING AND/OR TRANSFERRING OWNERSHIP OF A MOTOR VEHICLE  
WHEN TITLE IS HELD BY LIENHOLDER**

**WARNING:** This form may be used only when title is physically held by lienholder. This form must be submitted to the State of Connecticut Department of Motor Vehicles by the person exercising powers of attorney. Failure to do so may result in fines and/or imprisonment.

VEHICLE DESCRIPTION				
YEAR	MAKE	MODEL	BODY TYPE	VEHICLE IDENTIFICATION NUMBER (VIN)

**PART A: POWER OF ATTORNEY TO DISCLOSE MILEAGE**

Federal and state laws require that you state the mileage upon transfer of ownership. Providing a false statement may result in fines and/or imprisonment. I \_\_\_\_\_ appoint \_\_\_\_\_ as my attorney-in-fact, to disclose the mileage, on the title for the vehicle described above, exactly as stated in the following disclosure.

(Transferor's/Seller's Name, Print) (Transferee's/Buyer's Name, Print)

I state that the odometer now reads \_\_\_\_\_ (No Tenths) miles and to the best of my knowledge that it reflects the actual mileage unless one of the following statements is checked.

- 1. I hereby certify that to the best of my knowledge the odometer reading reflects the mileage in excess of its mechanical limits.
- 2. I hereby certify that the odometer reading is NOT the actual mileage. **WARNING—ODOMETER DISCREPANCY**

Transferor's/Seller's Signature _____	Transferee's/Buyer's Signature _____
Transferor's/Seller's Printed Name _____	Transferee's/Buyer's Printed Name _____
Transferor's Address (Number and Street, City or Town, State, Zip Code) _____	Transferee's Address (Number and Street, City or Town, State, Zip Code) _____
Date of Statement _____	

**PART B: POWER OF ATTORNEY TO REVIEW TITLE DOCUMENTS AND ACKNOWLEDGE DISCLOSURE**  
(Part B is invalid unless Part A has been completed)

I \_\_\_\_\_ appoint \_\_\_\_\_ attorney-in-fact to sign the mileage disclosure, on the title for the vehicle described above, only if the disclosure is exactly as the disclosure completed below.

(Transferee's/Buyer's Printed Name) (Transferor's/Seller's Printed Name)

Transferee's/Buyer's Signature _____	Transferee's/Buyer's Printed Name _____
Transferee's Address (Number and Street, City or Town, State, Zip Code) _____	

Federal and state laws require that you state the mileage upon transfer of ownership. Providing a false statement may result in fines and/or imprisonment.

I, \_\_\_\_\_ state that the odometer now reads \_\_\_\_\_ (No Tenths) miles and to the best of my knowledge that it reflects the actual mileage unless one of the following statements is checked.

- 1. I hereby certify that to the best of my knowledge the odometer reading reflects the mileage in excess of its mechanical limits.
- 2. I hereby certify that the odometer reading is NOT the actual mileage. **WARNING—ODOMETER DISCREPANCY**

Transferor's/Seller's Signature _____	Transferor's/Seller's Printed Name _____	Date of Statement _____
Transferor's Address (Number and Street, City or Town, State, Zip Code) _____		

**PART C: CERTIFICATION**

I \_\_\_\_\_, hereby certify that the mileage I have disclosed on the title document is consistent with that provided to me in the above power of attorney. Further, upon examination of the title and any reassignment documents for the vehicle described above, the mileage disclosure I have made on the title pursuant to the power of attorney is greater than that previously stated on the title and reassignment documents. This certification is not intended to create, nor does it create any new or additional liability under Federal or State law.

Signature _____	Printed Name _____	Date _____
Address (Number and Street, City or Town, State, Zip Code) _____		

DISTRIBUTION: Original - DMV    Canary - Transferor in Part A    Pink - Dealer

# Authorization for Pay-off (H-12)

**ASSIGNMENT AND AUTHORIZATION  
FOR PAYOFF BY LICENSED DEALER**  
H-12 REV. 8-2003

STATE OF CONNECTICUT  
**DEPARTMENT OF MOTOR VEHICLES**  
TITLE DIVISION  
On The Web At <http://dmvct.org>



**INSTRUCTIONS:**

1. The titled owner(s) arranges the sale and provides the dealer with the name of the lienholder.
2. The dealer obtains the balance due on the loan and this form H-12 is completed and then signed by the owner(s). Form H-117 (Connecticut Secure Power of Attorney For Vehicle Mileage Disclosure and Certification) must be executed to meet the federal odometer requirement.
3. The dealer must forward a photocopy of both forms H-12 and H-117 to the lienholder with payment.
4. The lienholder releases the lien on the Certificate of Title (*if the lienholder has possession of the title*) and forwards the title to the dealer. If there is no title, the lien release must be submitted.
5. At the time of resale, the dealer will complete the reassignment section on the reverse side of the Certificate of Title (*if the dealer has possession of the title*), and will forward it together with this form H-12 to the Department of Motor Vehicles, accompanied by all other necessary documents for retitling and registration. Form H-117 must accompany this form H-12.
6. Section 4 of this form H-12 is to be completed ONLY by a Connecticut Licensed Dealer when the Connecticut Title cannot be obtained by the lienholder. The dealer must verify that the title which cannot be obtained from lienholder is in fact a Connecticut title.

**SECTION 1 - VEHICLE INFORMATION**

MAKE	MODEL	YEAR	TITLE NUMBER
VEHICLE IDENTIFICATION NUMBER (VIN)			

**SECTION 2 - LIENHOLDER INFORMATION**

NAME OF LIENHOLDER

ADDRESS OF LIENHOLDER (Number and street) (City or Town) (State) (Zip Code)

**SECTION 3 - PURCHASER/TRANSFEEE INFORMATION**

NAME OF DEALER (Transferee)

ADDRESS OF DEALER (Transferee) (Number and street) (City or Town) (State) (Zip Code)

For value received, the undersigned seller(s) have assigned, transferred, and conveyed all my/our right, title, and interest in the above described motor vehicle subject, however, to your rights and interests therein; and I/we hereby authorize you to accept from the said Purchaser/Transferee the amount of \$\_\_\_\_\_, being the full balance due on my/our account, and upon receipt and acceptance of such amount you are instructed to surrender the Certificate of Title to said motor vehicle, properly released and endorsed within 10 days as required by law.

SIGNATURE OF SELLER(S) <b>X</b>	PRINTED NAME OF SELLER(S)	DATE SIGNED
SIGNATURE OF DEALER(S) (By Authorized Official) <b>X</b>	PRINTED NAME OF DEALER(S) (By Authorized Official)	DATE SIGNED

Subscribed under penalty of false statement as provided in Section 53a-157b of the Connecticut General Statutes, as amended.

**THIS DOCUMENT IS NOT A CERTIFICATE OF TITLE**

**SECTION 4 - SIGNATURE OF DEALER**

In accordance with the provisions of Sections 14-180 of the Connecticut General Statutes, I hereby attest that the original Connecticut Certificate of Title cannot be obtained from the lienholder and the lien has been satisfied. I request that the transfer be made on Assignment and Warranty of Title (*Previous Connecticut Title Only*).

AUTHORIZED SIGNATURE OF DEALER: <b>X</b>	DEALER LICENSE NUMBER
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# Supplemental Assignment of Ownership and/or Bill of Sale (Q-1)

## VEHICLE side

**SUPPLEMENTAL ASSIGNMENT OF OWNERSHIP AND/OR BILL OF SALE**  
Q-1 REV. 8-22



STATE OF CONNECTICUT  
DEPARTMENT OF MOTOR VEHICLES

**INSTRUCTIONS FOR A VEHICLE:**

1. Complete Sections 1, 2, 3 and the *SIGNATURE AND CERTIFICATION BY SELLER(S) SECTION*.
2. This form can be used as a **BILL OF SALE** or to assign ownership when the assignment areas on the back of a **TITLE** are filled.
3. This form must be accompanied by the most recent **TITLE** issued for the vehicle.

**WARNING: Federal law requires that you state the mileage in connection with a transfer of ownership. Failure to complete the Odometer Disclosure Statement or providing a false statement may result in fines and/or imprisonment.**

**ASSIGNMENT OF OWNERSHIP**

SELLER(S): The undersigned seller(s) hereby state(s) the vehicle described on this title was transferred to the buyer(s) specified below. BUYER(S): Do not sign below until all sections have been completed and signed by seller(s). Signing below indicates you are aware of the **CONDITION STATEMENT** and **ODOMETER DISCLOSURE STATEMENT** made by seller(s).

<b>SECTION 1</b> <i>Vehicle Information</i>	TITLE NUMBER	ISSUED BY THE STATE OF:	
	MAKE/MODEL	YEAR	VEHICLE IDENTIFICATION NUMBER
	Was this vehicle at the time of sale in condition for legal operation on the highway(s) of this state? <i>(Only Dealers must respond to this question)</i> <input type="checkbox"/> YES <input type="checkbox"/> NO I state that, to the best of my knowledge and belief, the odometer reading specified below reflects the actual mileage, unless one of the following statements is checked: ODOMETER READING <i>(No tenths)</i> <input type="checkbox"/> I hereby certify that to the best of my knowledge the odometer reading reflects the amount of mileage in excess of its mechanical limits. <i>(The odometer started at zero again.)</i> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 60px; height: 20px; margin-right: 5px;"> <div style="text-align: center; margin-top: 5px;">▼</div> </div> <input type="checkbox"/> I hereby certify that the odometer reading is not actual mileage. <b>WARNING: ODOMETER DISCREPANCY</b> </div>		
NAME OF BUYER <i>(Please print)</i>		CHECK ONE IF CO-OWNED <input type="checkbox"/> AND <input type="checkbox"/> OR	NAME OF CO-BUYER <i>(Please print)</i>
<b>SECTION 2</b> <i>Buyer(s)</i>	ADDRESS OF BUYER(S)		DEALER'S LIC. NO. <i>(If dealer)</i>
	SIGNATURE OF BUYER <i>(Or authorized official)</i> X	SIGNATURE OF CO-BUYER <i>(Authorized official)</i> X	DATE SIGNED
<b>SECTION 3</b> <i>Seller(s)</i>	NAME OF SELLER(S) <i>(Please print)</i>		DATE SOLD
	ADDRESS OF SELLER(S) <i>(Please print)</i>		DEALER'S LIC. NO. <i>(If dealer)</i>

**SIGNATURE AND CERTIFICATION BY SELLER(S)**

I (we) declare under penalty of false statement that the information furnished above is true and complete to the best of my (our) knowledge and belief. The owner (seller) of this motor vehicle described above hereby transfers to the buyer the described motor vehicle in consideration of the amount (selling price) entered below, receipt hereby acknowledged.

SIGNATURE OF SELLER(S) <i>(Or authorized official)</i> X	PRINTED NAME OF SELLER(S) <i>(Authorized official)</i>	SELLING PRICE \$	DATE SIGNED
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# Certificate of Parental Consent (2-D)

**CERTIFICATE OF PARENTAL CONSENT**  
2D REV. 8-2008

STATE OF CONNECTICUT  
**DEPARTMENT OF MOTOR VEHICLES**  
BRANCH OPERATIONS  
On The Web At [ct.gov/dmv](http://ct.gov/dmv)



NAME OF 16 OR 17 YEAR OLD APPLICANT <i>(Last, First, Middle)</i>	APPLICANT'S DATE OF BIRTH <i>(Month, Day, Year)</i>
NAME OF APPLICANT'S PARENT, GUARDIAN OR SPOUSE OVER 18	CONSENTER'S DATE OF BIRTH <i>(Month, Day, Year)</i>

RELATIONSHIP TO APPLICANT  
 PARENT     FOSTER PARENT     LEGAL GUARDIAN *(Court Appointed)*     SPOUSE OVER 18 YEARS OLD  
 OTHER RELATIVE \_\_\_\_\_

If the person giving consent *IS NOT* a parent, proper documentation of authority must be shown.

The information provided to the Commissioner of Motor Vehicles herein is subscribed by me, the undersigned, under penalty of false statement, in accordance with the provisions of Section 14-110 and 53a-157b of the Connecticut General Statutes. I understand that if I make a statement which I do not believe to be true, with the intent to mislead the Commissioner, I will be subject to prosecution under the above-cited laws.

LEARNER PERMIT / DRIVER LICENSE     MOTORCYCLE LEARNER PERMIT / MOTORCYCLE ENDORSEMENT     MOTOR VEHICLE REGISTRATION

VEHICLE IDENTIFICATION NUMBER <i>(if applicable)</i>			GROSS VEHICLE WEIGHT <i>(if applicable)</i>
REGISTRATION PLATE NUMBER	VEHICLE YEAR	VEHICLE MAKE	LIGHT VEHICLE WEIGHT <i>(if applicable)</i>
SIGNATURE OF PARENT, GUARDIAN OR SPOUSE OVER 18	DRIVER LICENSE OR DOCUMENTATION SHOWN		DATE SIGNED
X			

**NOTARIZATION** *(Not valid unless notarized below)*

<b>SUBSCRIBED AND SWORN TO BEFORE ME:</b>	PLACE SWORN	DATE SIGNED
SIGNATURE OF DULY AUTHORIZED PERSON (C. G. S. §1-24)		DATE COMMISSION EXPIRES OR JURIS NO.
X		

# Application for a Vessel registration and Certificate of title (B-148)

APPLICATION FOR VESSEL REGISTRATION,  
 CERTIFICATE OF NUMBER DECAL AND/OR TITLE  
 B-148 REV. 4-2022

STATE OF CONNECTICUT  
 DEPARTMENT OF MOTOR VEHICLES  
 60 STATE STREET, WETHERSFIELD, CT



DMV USE ONLY	NEW CT NUMBER ISSUED <b>CT</b>	CT # ON VESSEL PURCHASED <b>CT</b>	PREVIOUS TITLE NUMBER	STATE	EXPIRATION DATE <b>APRIL 30,</b>		
	DOCUMENTED VESSEL NUMBER	CURRENT OOS NUMBER	STATE	STATE WHERE VESSEL IS PRIMARILY USED			
1. TYPE OF APPLICATION	<input type="checkbox"/> NEW REGISTRATION <input type="checkbox"/> TRANSFER OF OWNERSHIP <input type="checkbox"/> CERTIFICATE OF DECAL <input type="checkbox"/> RENEWAL <input type="checkbox"/> INFO CHANGE <input type="checkbox"/> TITLE ONLY <input type="checkbox"/> REMAINDER						
2. NEW OWNER / APPLICANT(S) INFORMATION <small>(All owners names &amp; addresses must be listed. Use B-148 addendum if more than 2 owners)</small>	NAME OF OWNER (Last, First, Middle Initial - or Company Name)		OWNER'S LIC # OR SECRETARY OF STATE #	STATE	OWNER'S GENDER <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> X		
	ADDRESS OF OWNER (Number & Street, Apartment # (if applicable), City or Town, State, Zip Code)			OWNER'S DATE OF BIRTH	OWNER'S PHONE NUMBER		
	NAME OF CO-OWNER (Last, First, Middle Initial - or Company Name)		CO-OWNER'S LIC # OR SECRETARY OF STATE #	STATE	CO-OWNER'S GENDER <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> X		
	ADDRESS OF CO-OWNER (Number & Street, Apartment # (if applicable), City or Town, State, Zip Code)			CO-OWNER'S DATE OF BIRTH	CITIZENSHIP - OWNER/CO-OWNER /		
	OWNER'S MAILING ADDRESS (if different from resident address)			LIST ANY KNOWN TITLE BRANDS AND ISSUING STATES / JURISDICTIONS			
3. VESSEL INFORMATION	HIN (REQUIRED 1973 & NEWER)	MODEL YEAR	MAKE	MODEL	COLOR (PRIMARY/SECONDARY)	LENGTH (EXACT) Ft. In.	
	FUEL <input type="checkbox"/> GAS <input type="checkbox"/> DIESEL <input type="checkbox"/> ELECTRIC <input type="checkbox"/> NONE <input type="checkbox"/> OTHER (Specify)	VESSEL TYPE <input type="checkbox"/> OPEN MOTORBOAT <input type="checkbox"/> HOUSEBOAT <input type="checkbox"/> CABIN MOTORBOAT <input type="checkbox"/> INFLATABLE BOAT <input type="checkbox"/> PERSONAL WATERCRAFT (PWC) <input type="checkbox"/> AIR BOAT <input type="checkbox"/> AUXILIARY SAIL <input type="checkbox"/> CANOE <input type="checkbox"/> SAIL ONLY <input type="checkbox"/> PONTOON BOAT <input type="checkbox"/> ROWBOAT <input type="checkbox"/> OTHER (Specify) <input type="checkbox"/> PADDOLCRAFT		HULL MATERIAL <input type="checkbox"/> ALUMINUM <input type="checkbox"/> STEEL <input type="checkbox"/> FIBERGLASS <input type="checkbox"/> PLASTIC <input type="checkbox"/> WOOD <input type="checkbox"/> RUBBER/VINYL/CANVAS <input type="checkbox"/> OTHER (Specify)	PROPULSION TYPE <input type="checkbox"/> PROPELLER <input type="checkbox"/> AIR THRUST <input type="checkbox"/> MANUAL <input type="checkbox"/> SAIL <input type="checkbox"/> WATER-JET <input type="checkbox"/> OTHER (Specify)	MSD <input type="checkbox"/> NONE <input type="checkbox"/> TYPE I <input type="checkbox"/> TYPE II-III <input type="checkbox"/> TYPE II <input type="checkbox"/> TYPE III <input type="checkbox"/> PORTABLE TOILET	ENGINE TYPE <input type="checkbox"/> INBOARD <input type="checkbox"/> OUTBOARD <input type="checkbox"/> POD DRIVE <input type="checkbox"/> STERNDRIVE <input type="checkbox"/> OTHER (Specify)
	TYPE OF USE / PRIMARY OPERATION <input type="checkbox"/> PLEASURE <input type="checkbox"/> LIVERY / RENTAL <input type="checkbox"/> COMMERCIAL FISHING <input type="checkbox"/> CHARTER FISHING <input type="checkbox"/> COMMERCIAL PASSENGER CARRYING <input type="checkbox"/> OTHER COMMERCIAL OPERATION						
	4. LIEN HOLDER (if purchased vessel is financed)			DATE OF LIEN	SECOND LIEN HOLDER	DATE OF 2ND LIEN	
	LIEN HOLDER ADDRESS			SECOND LIEN HOLDER ADDRESS			
	5. CERTIFICATION I, the undersigned, declare under the penalty of false statement, that the information on this application is true and complete to the best of my knowledge and belief. SIGNATURE OF OWNER OR AUTHORIZED OFFICER: <b>X</b> OFFICER'S TITLE:    DATE SIGNED:						
	I, the undersigned, declare under the penalty of false statement, that the information on this application is true and complete to the best of my knowledge and belief. SIGNATURE OF CO-OWNER OR AUTHORIZED OFFICER: <b>X</b> OFFICER'S TITLE:    DATE SIGNED:						
	6. SELLER INFORMATION			NAME OF LAST REGISTERED OWNER (Not a dealer) IF DIFFERENT FROM SELLER			
	ADDRESS OF SELLER (Number and Street) (City or Town) (State) (Zip Code)						
	7. TAX EXEMPTIONS <small>(All tax exemptions are reviewed by State of CT Dept. of Revenue Services)</small>	VESSEL IS <input type="checkbox"/> NEW <input type="checkbox"/> USED	SALE DATE	COMPLETE IF SALE IS BY OTHER THAN DEALER OR RETAILER OF VESSELS	GROSS SALES PRICE (Show bill of Sale)	FOR SALES BY DEALER OR RETAILER OF VESSELS	
The above vessel was transferred by an immediate family member & the vessel was registered in this person's name for 60 days or more in the state of:			OTHER (Specify)	GROSS SALES PRICE			
<input type="checkbox"/> GOVERNMENT AGENCY		<input type="checkbox"/> TAX EXEMPT ORGANIZATION	EXEMPT PERMIT NUMBER		TRADE-IN ALLOWANCE		
PURCHASER PAID SALES TAX		AMOUNT OF TAX (Show Receipt)	WHERE WAS TAX PAID (City, State)		NET SALES PRICE		
PURCHASER BOUGHT VESSEL WHILE RESIDING IN THE STATE OF:		DATE PURCHASED	DATE REGISTERED	DATE VESSEL MOVED TO CT	SALES TAX COLLECTED		
8. AUTHORIZED DEALER / RETAILER	COMPANY NAME		SALE DATE		TRADE-IN INFORMATION		
	TEMP ISSUED? <input type="checkbox"/> YES <input type="checkbox"/> NO	AUTHORIZED MARINE DEALER NUMBER		MAKE	MODEL	YEAR	
	I, the undersigned, certify that I am the holder of a CT Sales & Use Tax Permit and the vessel described on this form was sold to the purchaser on the date shown and all taxes due on this sale have been collected. I, the undersigned, declare under penalty of false statement, that information on this application is true and complete to the best of my knowledge and belief.						
	SIGNATURE OF AUTHORIZED DEALER OR RETAILER: <b>X</b>			SALES TAX NUMBER		REG NUMBER ON TRADED IN VESSEL	

# Documents required for Vessel Registrations and Certificate of Title (B-220)

**DOCUMENTS REQUIRED FOR VESSEL REGISTRATION  
AND FOR A CERTIFICATE OF TITLE**  
B-220 REV. 6-2018

STATE OF CONNECTICUT  
**DEPARTMENT OF MOTOR VEHICLES**  
MARINE VESSEL SECTION  
On The Web At [ct.gov/dmv](http://ct.gov/dmv)



Federal law requires a hull number on all vessels manufactured in 1973 or later. The hull number must be given on the application. If the vessel has a "CT" number (previous Connecticut number), that number stays with the vessel and must be entered on the application.

If a vessel has a US documented number or a Foreign Documented number then that vessel is not eligible to obtain a CT Title. You will receive a CT vessel registration using your documented numbers.

Vessels eligible for titles are vessels with a model year of 2017 and newer, or vessels that were previously documented either US or Foreign. Documentation from the Coast Guard is required to show that the Vessel was and is no longer documented.

- A. APPLICATION FOR REGISTRATION AND CERTIFICATE OF NUMBER OR DECAL AND TITLE** (*Form B-148*)
- B. MCO/ OUT OF STATE TITLE/OR PREVIOUSLY DOCUMENTED PAPERWORK FROM THE U.S. COAST GUARD OR FOREIGN ENTITY**
- C. IF THE STATE THAT THE VESSEL WAS CURRENTLY REGISTERED IN DOES NOT ISSUE TITLES, YOU MUST HAVE THE FOLLOWING**
  1. Current out-of-state registration
  2. Print out from that state declaring that they do not title Vessels
- D. BILL OF SALE** (*The Following Information is Required*):
  1. Description of vessel
  2. Previous number and state
  3. Seller's name and address
  4. Purchaser's name and address
  5. Date of sale
  6. Amount paid
- E. PROOF OF PAYMENT OF SALES AND USE TAX OR TAX EXEMPTION**  
(*Connecticut Sales/Use tax is 6.35%, effective July 1, 2018 any vessel purchased July 1 or after the Connecticut Sales/Use tax is 2.99%*).
  1. Complete all applicable information in the "Tax Exemption" section of the B-148 form (*Application for Vessel Registration*).
  2. Vessels purchased from a dealer:
    - a. Invoice must be submitted showing the amount paid and the amount of sales tax collected by the dealer.
    - b. *If purchased from an out of state dealer, credit of sales tax paid is allowed (total tax must be 6.35% or 2.99% if purchased on or after July 1, 2018)*
  3. Vessels purchased from an individual:  
A bill of sale signed by the seller must be submitted showing the amount paid. The Connecticut sales tax is paid at the time of registration and is based on the purchase price
- F. CERTIFICATE OF DECAL**
  1. Copy of document with the B-148 application. Document must be **current** and issued in the name of the applicant.
  2. **Current** copy of the out-of-state registration must be submitted with the B-148 application.
- G. IDENTIFICATION**
  1. State issued Driver's License or Identification card.
  2. If non US resident, a foreign driver's license accompanied by an International Driving Permit if the license is not in English or Spanish.

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An application for a certificate of title is not required and shall not be accepted, and no certificate of title will be issued, for:

1. A documented vessel;
2. A foreign-documented vessel;
3. A barge;
4. An amphibious vessel for which a certificate of title is issued pursuant to chapter 247 of the general statutes or a similar statute from another state;
5. A vessel, other than motorboat, as defined in section 15-141 of the general statutes, less than 19 and one-half feet in length;
6. A vessel propelled solely by paddle or oar;
7. A vessel that operates only on a permanently fixed manufactured course and the movement of which is restricted to or guided by means of a mechanical device to which the watercraft is attached or by which the watercraft is controlled;
8. A vessel owned by the United States, a foreign government or a state, or a political subdivision thereof, which is used in the performance of government functions;
9. A vessel used solely as a lifeboat on another watercraft;
10. A vessel before delivery if the vessel is under construction or completed pursuant to contract;
11. A vessel held by a dealer for sale or lease;
12. A stationary floating structure as defined in Public Act no.14-63;
13. A vessel designated by the manufacturer as having a model year of 2016 or earlier, and any vessel manufactured or assembled prior to January 1, 2017, for which the manufacturer or assembler has not designated a model year;
14. A vessel for which a certificate of title has been issued by another state when this state has become the state of principal use for the vessel if one or more of the exceptions listed above apply to the vessel;

# Supplemental Assignment of Ownership for a Vessel (Q-1 Rev 8-22)

Please see new form is light green

**SUPPLEMENTAL ASSIGNMENT OF OWNERSHIP AND/OR BILL OF SALE**  
Q-1 REV. 8-22



STATE OF CONNECTICUT  
DEPARTMENT OF MOTOR VEHICLES

**INSTRUCTIONS FOR A VEHICLE:**

1. Complete Sections 1, 2, 3 and the *SIGNATURE AND CERTIFICATION BY SELLER(S) SECTION*.
2. This form can be used as a **BILL OF SALE** or to assign ownership when the assignment areas on the back of a **TITLE** are filled.
3. This form must be accompanied by the most recent **TITLE** issued for the vehicle.

**WARNING:** Federal law requires that you state the mileage in connection with a transfer of ownership. Failure to complete the Odometer Disclosure Statement or providing a false statement may result in fines and/or imprisonment.

**ASSIGNMENT OF OWNERSHIP**

**SELLER(S):** The undersigned seller(s) hereby state(s) the vehicle described on this title was transferred to the buyer(s) specified below. **BUYER(S):** Do not sign below until all sections have been completed and signed by seller(s). Signing below indicates you are aware of the **CONDITION STATEMENT** and **ODOMETER DISCLOSURE STATEMENT** made by seller(s).

TITLE NUMBER		ISSUED BY THE STATE OF:	
MAKE / MODEL	YEAR	VEHICLE IDENTIFICATION NUMBER	
<b>SECTION 1</b> <i>Vehicle Information</i> Was this vehicle at the time of sale in condition for legal operation on the highway(s) of this state? <i>(Only Dealers must respond to this question)</i> <input type="checkbox"/> YES <input type="checkbox"/> NO I state that, to the best of my knowledge and belief, the odometer reading specified below reflects the actual mileage, unless one of the following statements is checked: ODOMETER READING <i>(No tenths)</i> <input type="checkbox"/> I hereby certify that to the best of my knowledge the odometer reading reflects the amount of mileage in excess of its mechanical limits. <i>(The odometer started at zero again.)</i> <input type="checkbox"/> I hereby certify that the odometer reading is not actual mileage. <b>WARNING: ODOMETER DISCREPANCY</b>			
NAME OF BUYER <i>(Please print)</i>		CHECK ONE IF CO-OWNED <input type="checkbox"/> AND <input type="checkbox"/> OR	NAME OF CO-BUYER <i>(Please print)</i>
ADDRESS OF BUYER(S)			DEALER'S LIC. NO. <i>(If dealer)</i>
SIGNATURE OF BUYER(S) <i>(Or authorized official)</i> X		SIGNATURE OF CO-BUYER <i>(Authorized official)</i>	
DATE SIGNED			
NAME OF SELLER(S) <i>(Please print)</i>			DATE SOLD
ADDRESS OF SELLER(S) <i>(Please print)</i>			DEALER'S LIC. NO. <i>(If dealer)</i>

**SIGNATURE AND CERTIFICATION BY SELLER(S)**

I (we) declare under penalty of false statement that the information furnished above is true and complete to the best of my (our) knowledge and belief. The owner (seller) of this motor vehicle described above hereby transfers to the buyer the described motor vehicle in consideration of the amount (selling price) entered below, receipt hereby acknowledged.

SIGNATURE OF SELLER(S) <i>(Or authorized official)</i> X	PRINTED NAME OF SELLER(S) <i>(Authorized official)</i>	SELLING PRICE \$	DATE SIGNED
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**TITLE INQUIRY REPORT**

**A. Vehicle Title Information**

VIN: 2B4FP25BXWR100007

Title Number: 027591072

Year: 1998

Make: DODGE

Odometer: 009999

Titling Date: 12/12/1998

*Legend 1: ODOMETER EXCEEDS LIMITS*

*Legend 2:*

*Legend 3:*

**B. Owner Information**

Number of Owners: 1

Owner Name: KONES JOHN

Co-Owner Name:

**C. Lien Holder Information**

*(A letter of lien release must accompany this application when there is a lien holder present.)*

Number of Liens: 1

Lien Holder 1: FLEET BANK

Address:

Street: 1000 SILAS DEANE HWY      City: WETHERSFIELD      State: CT      Zip: 061094211

Lien Holder 2:

Address:

Street:      City:      State:      Zip:

**D. Company Information**

Company's License Number: N277

Company Name: VALENTI CHEVROLET OLDSMOBILE INC

Validation Number: 200012091242108865434

Transaction Number: T0018245141882230

**This report must be attached to the H&B form when processing a transfer of ownership and there is no original title available.**

## **Administrative Fee Requirements**

### **Policy No. R-10 – 01R Administrative Fees (REVISED)**

**Revision Date:** 06/29/2011

**Effective Date:** 07/01/2011

**Subject:** Standard for collection of Administrative Fees authorized under CGS 14-12s.

**Purpose:** To establish uniform guidelines for collection of Administrative \$10 Fee.

**Scope:** This standard applies to each motor vehicle **transaction** that involves an electronic inspection of a manufacturer's vehicle identification number for all vehicle types being registered and /or titled in CT.

**Description:** Administrative Fee will be collected at the time of **initial** application for title or registration transactions- except transactions listed below:

All Boat Transactions

Sub-Registration

Renewals (including seasonal)

Duplicates

Changes (vehicle description or name changes) on current registrations.

All State or Municipal owned vehicles (title fee exempt)

Temporary registrations

Duplicate titles

Corrections due to DMV error

## STANDARD/PASSENGER REGISTRATION INFORMATION:

<b>Vehicle Type: Passenger</b>	Usage: Regular
<b>Vehicle Type: Truck</b>	Usage: Regular *Must be 8500 GVWR or less
<b>Fees:</b>	Passenger Style Vehicles: \$120.00 <b>Effective January 1, 2020</b> Pickups: Fees determined by declared weight
<b>Greenhouse Gas Fee:</b>	\$5.00 Greenhouse Gas Fee (new and renewal registrations) \$15.00 for new vehicles w/MCO <b>Effective January 1, 2022</b>
<b>Safety Plate Fee:</b>	\$ 5.00 Safety Plate Fee
<b>Clean Air Act Fee:</b>	\$5.00 for 1yr \$10.00 for 2yr \$15.00 for 3yr <b>Effective January 1, 2020</b>
<b>Passport to Parks Fee:</b>	\$5.00 for 1yr \$10.00 for 2yr \$15.00 for 3yr <b>Effective January 1, 2020</b>
<b>Administrative Fee:</b>	\$10.00 (Collected at the time of initial application for title)
<b>Expiration Date:</b>	Expires <b>two years</b> from date of issue Expires <b>three years</b> from date of issue <b>Effective January 1, 2020</b> Example: Vehicle registered 1/8/2020 will expire on 1/7/2023.
<b>Special Requirements:</b>	CT Insurance Card
<b>Definition:</b>	C.G.S. 14-1 (72) "Passenger motor vehicle" means a motor vehicle used for the private transportation of persons and their personal belongings, designed to carry occupants in comfort and safety, with a capacity of carrying not more than ten passengers including the operator thereof;

**NOTE: Registrations processed to a business must be either a Combination or Commercial plate.** If it is a passenger vehicle and they want passenger/standard plates they must submit a letter stating that this vehicle will be driven by an officer of the company and it will be for personal use only.

### Registering a Pick-up Truck with Standard/Passenger Plates:

Effective September 10, 2004, a pickup truck can be registered with passenger plates if the **Gross Vehicle Weight Rating does not exceed 8,500 lbs.** and the vehicle **is not** being used for **commercial** purposes.

The registration will be assigned a Standard/Passenger plate – the 'Usage' will be Regular. The registration fee will be collected **based on the GVWR** of the vehicle. **Combination fees** will be charged in addition to other required fees for registration.

**CLASS TRANSFER:**

If a customer has a current combination plate and is requesting to transfer the equity from the previous registration to a passenger marker plate a Class Transfer must be processed. A **CLASS TRANSFER WILL NOT BE PROCESSED ON-LINE**. It must be processed **OVER THE COUNTER** at a local DMV branch office.

- Bring the current registration, marker plates and insurance information to your local DMV and request a class transfer to passenger plates.
- Applicable Fees: You will pay a \$45.00 class transfer fee at that time.
- Important: You will be given credit for the unused portion of your current registration and will have to pay an additional fee for the new expiration period of the passenger plates. This fee is based on the expiration of your current registration and the gross weight of the vehicle. The additional fee will be determined at the time the class transfer is processed.
- The light weight and gross weight of the vehicle will remain the same as on the combination registration.
- You will receive new passenger plates

**Please keep in mind that vehicles with a registered gross weight of more than 7500 lbs are prohibited from using the limited access state highways designated as parkways (Merritt Parkway, Wilbur Parkway).**

## COMBINATION REGISTRATION INFORMATION

**NOTE:** The GVWR cannot exceed 12,500 pounds for a Combination registration.

<b>Vehicle Type: Passenger</b>	Usage: Combination
<b>Vehicle Type: Truck, Van, SUV</b>	Usage: Combination *Must be 12,500 GVWR or less
<b>Fees:</b>	Passenger vehicle: \$88.00 Registration <b>fee increase to \$132.00 Effective January 1, 2020</b> Truck, Suv, Van: Fee determined by Declared Weight
<b>Safety Plate Fee:</b>	\$ 5.00 Safety Plate Fee
<b>Greenhouse Gas Fee:</b>	*NOTE: Fee charged on vehicles with a 10,000 GVWR or less \$5.00 Greenhouse Gas Fee (paid on new and renewal registrations) <b>\$10.00 for new vehicles w/MCO Effective January 1, 2020</b>
<b>Clean Air Act Fee:</b>	\$5.00 for 1yr \$10.00 for 2yr \$15.00 for 3yr <b>Effective January 1, 2020</b>
<b>Passport to Parks Fee:</b>	\$5.00 for 1yr \$10.00 for 2yr \$15.00 for 3yr <b>Effective January 1, 2020</b>
<b>Administrative Fee:</b>	\$10.00 (Collected at the time of initial application for title)
<b>Special Requirements:</b>	CT Insurance Card
<b>Expiration Date:</b>	Expires <b>two years</b> from date of issue Expires <b>three years</b> from date of issue <b>Effective January 1, 2020</b> Example: Vehicle registered 1/8/2020 will expire on 1/7/2023.
<b>Annual Fee:</b>	The cost of a one-year registration. Example: For vehicle with a GVWR of 4,000 lbs., the annual fee factor would be \$53.40.
<b>Definition:</b>	C.G.S. 14-1-10: "Combination registration" means the type of registration issued to a motor vehicle used for both private and commercial purposes if such vehicles do not have a gross vehicle weight rating in excess of twelve thousand five hundred pounds
<b>Special Notes:</b>	<ul style="list-style-type: none"> <li>• Vehicle can be registered combination if signage is removable</li> <li>• Vehicle must have a GVWR of 12,500 lbs or less.</li> <li>• Section 8 on H13B application must be completed for the following types of vehicles: Station Wag, SUV, Truck, Van</li> <li>• Used when registering a passenger style vehicle to a business entity</li> </ul>

**SEC 14-137-10 (Regulation of State Agencies) Registration:** Effective January 1, 1973, any motor vehicle registered as a camper or combination motor vehicle or for which "camper" or "combination" registration is renewed shall be issued a registration listing the gross vehicle weight of such vehicle. The gross vehicle weight indicated on a "camper" or "combination" registration shall not exceed the maximum as established by the manufacturer.

## Combination Fee Chart

Combination registrations are issued to a motor vehicle which is used for both private passenger and commercial purposes if that vehicle does not have a gross vehicle weight in excess of 12,500 pounds. Fees are based on the declared GVWR that the vehicle will be registered for.

### To Use the Chart Below:

- Determine the maximum gross vehicle weight rating of the vehicle (the registered gross weight cannot be more than the manufacturer's gross weight rating of the vehicle).
- Find the corresponding weight in the first column and read across to the column labeled "2-Year Fee". The fee in this column is the amount charged for a new registration that is issued.
- If the gross vehicle weight rating falls between two figures go to the next higher weight for the correct fee.

*These fees are in addition to any other applicable fees such as Title, Plate fee, Sales Tax, etc.*

The column labeled "Equity" is the amount of credit that is allowed when a registration is being transferred to another vehicle or when the class of registration is being changed. Determine how many months are remaining on the registration, and then use the appropriate equity column. Do not count the current month.

Registered Gross Vehicle Weight Rating	2-Year Fee	13 - 18 Months Equity	7 - 12 Months Equity	1 - 6 Months Equity	3-Year Fee
	19 - 24 Months Equity				Effective 1/1/2020
<b>Less than 3001</b>	<b>\$88.00</b>	<b>\$66.00</b>	<b>\$44.00</b>	<b>\$22.00</b>	<b>\$132.00</b>
<b>3001-4000</b>	<b>\$106.80</b>	<b>\$80.10</b>	<b>\$53.40</b>	<b>\$26.70</b>	<b>\$160.20</b>
<b>4001-5000</b>	<b>\$130.00</b>	<b>\$97.50</b>	<b>\$65.00</b>	<b>\$32.50</b>	<b>\$195.00</b>
<b>5001-6000</b>	<b>\$153.20</b>	<b>\$114.90</b>	<b>\$76.60</b>	<b>\$38.30</b>	<b>\$229.80</b>
<b>6001-7000</b>	<b>\$176.40</b>	<b>\$132.30</b>	<b>\$88.20</b>	<b>\$44.10</b>	<b>\$264.60</b>
<b>7001-8000</b>	<b>\$199.60</b>	<b>\$149.70</b>	<b>\$99.80</b>	<b>\$49.90</b>	<b>\$299.40</b>
<b>8001-9000</b>	<b>\$222.80</b>	<b>\$167.10</b>	<b>\$111.40</b>	<b>\$55.70</b>	<b>\$334.20</b>
<b>9001-10000</b>	<b>\$246.00</b>	<b>\$184.50</b>	<b>\$123.00</b>	<b>\$61.50</b>	<b>\$369.00</b>
<b>10001-11000</b>	<b>\$269.20</b>	<b>\$201.90</b>	<b>\$134.60</b>	<b>\$67.30</b>	<b>\$403.80</b>
<b>11001-12000</b>	<b>\$292.40</b>	<b>\$219.30</b>	<b>\$146.20</b>	<b>\$73.10</b>	<b>\$438.60</b>
<b>12001-12500</b>	<b>\$315.60</b>	<b>\$236.70</b>	<b>\$157.80</b>	<b>\$78.90</b>	<b>\$478.40</b>

## COMMERCIAL REGISTRATION INFORMATION

<b>Vehicle Type: Passenger</b>	Usage: Commercial
<b>Vehicle Type: Truck, Van, SUV</b>	Usage: Commercial
<b>Vehicle Type: Truck Tractor</b>	Usage: Commercial
<b>Fees:</b>	Fee determined by declared weight according to commercial fee chart.
<b>Greenhouse Gas Fee:</b>	<p>*NOTE: Fee charged on vehicles with a 10,000 GVWR or less \$ 5.00 Greenhouse Gas Fee (when registering a vehicle with a MCO)</p> <ul style="list-style-type: none"> <li><b>No charge regardless of GVWR when usage is commercial Effective January 1, 2020</b></li> </ul>
<b>Safety Plate Fee:</b>	\$5.00 Safety Plate Fee
<b>Clean Air Act Fee:</b>	\$5.00 (only collected on new issues and renewals)
<b>Administrative Fee:</b>	\$10.00 Collected at the time of initial application for title
<b>Expiration Date:</b>	1 year from date of issuance
<b>Special Requirements:</b>	<p>Inspection: Federal Annual Inspection Heavy Highway Vehicle Use Tax (IRS 2290):</p> <ul style="list-style-type: none"> <li>If over 55,000 lbs. GVWR and after 60 days of purchase date</li> </ul>
<b>Definition:</b>	<p>C.G.S. 14-1-(20) "Commercial registration" means the type of registration required for any motor vehicle designed or used to transport merchandise, freight or persons in connection with any business enterprise, unless a more specific type of registration is authorized and issued by the commissioner for such class of vehicle</p> <p>14-1 (97) "Tractor" or "truck tractor" means a motor vehicle designed and used for drawing a semitrailer;</p>
<b>Special Notes:</b>	<p>Weights to Appear on Application:</p> <p><b>LW</b> (Light Weight): Appears as shipping weight on MCO or NADA reference.</p> <p><b>GVWR</b> (Declared Weight): Registration fees are determined by this weight</p>

**Note:** Dealers can register Commercial vehicles, up to 73,000 lbs on-line.

\*\* If the system returns a "stop" that states the following: **"US DOT # is required"** for vehicles with a GVWR of 18,001lbs or more, the dealer will need to call the DMV and have the US DOT # added to the customer's record \*\*

### DOT Numbers Required:

1. Engaged in intrastate commerce and has a gross vehicle weight rating or gross combination weight rating or gross vehicle weight or gross combination weight of eighteen thousand one (18,001) or more pounds; or,
2. Used in the transportation of hazardous materials in a quantity requiring placarding.

### FEDERAL ANNUAL INSPECTION REQUIREMENTS:

- All commercial vehicles over 10,000 lbs. GVWR used in INTERSTATE COMMERCE
- All commercial vehicles over 18,000 lbs. GVWR used in INTRASTATE COMMERCE
- All commercial trailers over 10,000 lbs. GVWR
- 

Must submit a Federal Annual Inspection Report (49 CFR 396.17) that has been completed by a dealer or repairer licensed in the State of CT, an Original Equipment Manufacturer (OEM) or a person or motor carrier qualified to perform the inspection in accordance with 49 CFR 396.19. The Federal Annual Inspection report shall be dated within the preceding 12 months of the date of registration and the registrant must be in control of the vehicle at the time of the Federal Annual Inspection unless the inspection was performed by

the OEM. The Federal Annual Inspection report completed by a licensed dealer/repairer shall include the dealer/repairer's business name and identifying license number. The inspector Qualifications form, if required, shall be dated on or prior to the date of the inspection.

**Heavy Vehicle Use Tax (IRS 2290):**

IRS 2290 required over **55,000 lbs.** Vehicles registered at 55,000 lbs. and over must pay a special federal highway use tax to the Internal Revenue Service (IRS) by filing form No. 2290. DMV requires proof of payment (copy of IRS form 2290 receipted for payment by IRS listing the vehicle ID number (VIN) for which tax was paid) to register or renew vehicles registered at 55,000 lbs. Gross Vehicle Weight and above. Proof of such payment is required by DMV at each renewal. The vehicle may be registered 60 days from the date of purchase without presenting the 2290.

**Sec. 14-12(f)(6)** The commissioner shall not register any motor vehicle which is subject to the federal heavy vehicle use tax imposed under Section 4481 of the Internal Revenue Code of 1954, or any subsequent corresponding internal revenue code of the United States, as from time to time amended, if the applicant fails to furnish proof of payment of such tax, in a form prescribed by the Secretary of the Treasury of the United States.

**Sec. 14-267a. Weight restrictions for vehicles, trailers or other objects. Highway weighing procedure.**

**Penalties for overweight violations. Fines for failure to comply. Regulations.** (a) A vehicle or combination of vehicle and trailer or semitrailer or any other object may be operated upon any highway or bridge, subject to the provisions of section 13a-151, provided such vehicle or combination of vehicle and trailer or semitrailer or other object meets all the applicable requirements of this section or has been granted a permit under section 14-270.

(b) The axle weight on any axle and the gross weight of any vehicle or combination of vehicle and trailer or vehicle and semitrailer or any other object, including its load, may not exceed the lesser of the manufacturer's axle weight rating, the manufacturer's gross vehicle weight rating or the following axle and gross weight limits: (1) The weight on any single axle shall not exceed twenty-two thousand four hundred pounds or, in the case of axles spaced less than six feet apart, eighteen thousand pounds on each axle; (2) a two-axle vehicle shall comply with the axle requirements specified in subdivision (1) of this subsection, and shall not exceed a maximum gross vehicle weight of thirty-six thousand pounds; (3) a three-axle vehicle shall comply with the axle requirements specified in subdivision (1) of this subsection and shall not exceed a maximum gross vehicle weight of fifty-three thousand eight hundred pounds; (4) a three-axle combination of vehicle and trailer or vehicle and semitrailer shall comply with the axle requirements specified in subdivision (1) of this subsection and shall not exceed a maximum gross vehicle weight of fifty-eight thousand four hundred pounds; (5) a four-or-more-axle vehicle or combination of vehicle and trailer or vehicle and semitrailer shall comply with the axle requirements specified in subdivision (1) of this subsection and shall not exceed a maximum gross vehicle weight of sixty-seven thousand four hundred pounds;

Weight distribution formula.  $W = 500 ( ( LN / (N-1) ) + 12N + 36 )$

Where W = overall gross weight on any group of two or more consecutive axles to the nearest five hundred pounds, L = distance in feet between the extreme of any group of two or more consecutive axles, and N = number of axles in group under consideration, except that two consecutive sets of tandem axles may carry a gross load of sixty-eight thousand pounds, provided the overall distance between the first and last axles of such consecutive sets of tandem axles is thirty-six feet or more. As used in this subsection, "agricultural commodity" means inputs limited to feed, seed and fertilizer and products of agriculture, as described in subsection (q) of section 1-1.

**\*\* If the system returns a "stop" that states the following: "Minimum liability amount is not met by the insurance policy entered....." the**



dealer will need to contact the DMV Insurance Compliance Unit at (860) 263-5725\*\*

Motor carriers conducting commercial business with vehicles meeting the following criteria are required to report insurance coverage to DMV once a year:

1. A vehicle that operates in intrastate commerce (within Connecticut only) with a gross weight or gross vehicle weight rating (GVWR) or gross truck/trailer weight or gross combination weight rating of 18,001 pounds or more;
2. A vehicle that operates in interstate commerce with a gross vehicle weight, or GVWR or gross truck/trailer combination weight of 10,001 pounds or more;
3. A vehicle used in the transportation of hazardous materials in a quantity requiring HAZMAT “placarding” under the Hazardous Materials Transportation Act.
4. If the first four choices do not apply to you, you must complete and submit a Compliance Affidavit form to DMV for new registration transactions or renewals.
5. If any of the above apply, the customer must file an Acord 25 Certificate of Liability Insurance with DMV with the following coverages:
  - Freight vehicles of 10,001 pounds or more GVWR, non-hazardous: \$750,000
  - Freight vehicles of 10,001 pounds or more GVWR, hazardous: \$1,000,000 or \$5,000,000 (higher liability required for certain types of hazardous material, see Federal Motor Carrier Safety Administration).
  - Any vehicle with a seating capacity of more than 8 passengers: \$1,500,000
  - Any vehicle with a seating capacity of 16 passengers or more: \$5,000,000

## Commercial Fee Chart

Commercial registration fees based on the declared gross vehicle weight rating (GVWR) that the vehicle will be

registered for.

**To Use the Chart Below:**

- Determine the maximum GVWR of the vehicle.
- Find the corresponding weight range in the first column and read across to determine the registration fee.
- The fee in the column labeled "Annual Fee" is the amount charged for a new registration.

*These fees are in addition to any other applicable fees such as Title, Plate fee, Sales Tax, etc.*

**Note:** If the Declared Weight/DW falls between two figures go to the next higher weight for the correct fee. Example: If the DW of the vehicle is 4957 lbs., the fee for 5000 lbs. is charged.

The columns labeled "Equity" is the amount of credit that is allowed when a registration is being transferred to another vehicle. Determine how many months are remaining on the registration, and then use the appropriate equity column.

<b>Gross Weight</b>	<b>Annual Fee</b>	<b>7 - 12 Months Equity</b>	<b>6 Month Fee</b>	<b>1 - 6 Month Equity</b>
<b>Less than 3001</b>	\$47.00	\$34.00	\$28.50	\$17.00
<b>3001-4000</b>	\$56.40	\$46.40	\$33.20	\$23.20
<b>4001-5000</b>	\$68.00	\$58.00	\$39.00	\$29.00
<b>5001-6000</b>	\$79.60	\$69.60	\$44.80	\$34.80
<b>6001-7000</b>	\$91.20	\$81.20	\$50.60	\$40.60
<b>7001-8000</b>	\$102.80	\$92.80	\$56.40	\$46.40
<b>8001-9000</b>	\$114.40	\$104.40	\$62.20	\$52.20
<b>9001-10000</b>	\$126.00	\$116.00	\$68.00	\$58.00
<b>10001-11000</b>	\$137.60	\$127.60	\$73.80	\$63.80
<b>11001-12000</b>	\$149.20	\$139.20	\$79.60	\$69.60
<b>12001-13000</b>	\$160.80	\$150.80	\$85.40	\$75.40
<b>13001-14000</b>	\$172.40	\$162.40	\$91.20	\$81.20
<b>14001-15000</b>	\$184.00	\$174.00	\$97.00	\$87.00
<b>15001-16000</b>	\$195.60	\$185.60	\$102.80	\$92.80
<b>16001-17000</b>	\$207.20	\$197.20	\$108.60	\$98.60
<b>17001-18000</b>	\$218.80	\$208.80	\$114.40	\$104.40

<b>18001-19000</b>	\$230.40	\$220.40	\$120.20	\$110.20
<b>19001-20000</b>	\$242.00	\$232.00	\$126.00	\$116.00
<b>20001-21000</b>	\$308.20	\$298.20	\$159.10	\$149.10
<b>21001-22000</b>	\$322.40	\$312.40	\$166.20	\$156.20
<b>22001-23000</b>	\$336.60	\$326.60	\$173.30	\$163.30
<b>23001-24000</b>	\$350.80	\$340.80	\$180.40	\$170.40
<b>24001-25000</b>	\$365.00	\$355.00	\$187.50	\$177.50
<b>25001-26000</b>	\$379.20	\$369.20	\$194.60	\$184.60
<b>26001-27000</b>	\$393.40	\$383.40	\$201.70	\$191.70
<b>27001-28000</b>	\$407.60	\$397.60	\$208.80	\$198.80
<b>28001-29000</b>	\$421.80	\$411.80	\$215.90	\$205.90
<b>29001-30000</b>	\$436.00	\$426.00	\$223.00	\$213.00
<b>30001-31000</b>	\$558.70	\$548.70	\$284.35	\$274.35
<b>31001-32000</b>	\$576.40	\$566.40	\$293.20	\$283.20
<b>32001-33000</b>	\$594.10	\$584.10	\$302.05	\$292.05
<b>33001-34000</b>	\$611.80	\$601.80	\$310.90	\$300.90
<b>34001-35000</b>	\$629.50	\$619.50	\$319.75	\$309.75
<b>35001-36000</b>	\$647.20	\$637.20	\$328.60	\$318.60
<b>36001-37000</b>	\$664.90	\$654.90	\$337.45	\$327.45
<b>37001-38000</b>	\$682.60	\$672.60	\$346.30	\$336.30
<b>38001-39000</b>	\$700.30	\$690.30	\$355.15	\$345.15
<b>39001-40000</b>	\$718.00	\$708.00	\$364.00	\$354.00
<b>40001-41000</b>	\$735.70	\$725.70	\$372.85	\$362.85
<b>41001-42000</b>	\$753.40	\$743.50	\$381.70	\$371.70

<b>42001-43000</b>	\$771.10	\$761.10	\$390.55	\$380.55
<b>43001-44000</b>	\$788.80	\$778.80	\$399.40	\$389.40
<b>44001-45000</b>	\$806.50	\$796.50	\$408.25	\$398.25
<b>45001-46000</b>	\$824.20	\$814.20	\$417.10	\$407.10
<b>46001-47000</b>	\$841.90	\$831.90	\$425.95	\$415.95
<b>47001-48000</b>	\$859.60	\$849.60	\$434.80	\$424.80
<b>48001-49000</b>	\$877.30	\$867.30	\$443.65	\$433.65
<b>49001-50000</b>	\$895.00	\$885.00	\$452.50	\$442.50
<b>50001-51000</b>	\$912.70	\$902.70	\$461.35	\$451.35
<b>51001-52000</b>	\$930.40	\$920.40	\$470.20	\$460.20
<b>52001-53000</b>	\$948.10	\$938.10	\$479.05	\$469.05
<b>53001-54000</b>	\$965.80	\$955.80	\$487.90	\$477.90
<b>54001-55000</b>	\$983.50	\$973.50	\$496.75	\$486.75
<b>55001-56000</b>	\$1,001.20	\$991.20	\$505.60	\$495.60
<b>56001-57000</b>	\$1,018.90	\$1,008.90	\$514.45	\$504.45
<b>57001-58000</b>	\$1,036.60	\$1,026.60	\$523.30	\$513.30
<b>58001-59000</b>	\$1,054.30	\$1,044.30	\$532.15	\$522.15
<b>59001-60000</b>	\$1,072.00	\$1,062.00	\$541.00	\$531.00
<b>60001-61000</b>	\$1,089.70	\$1,079.70	\$549.85	\$539.85
<b>61001-62000</b>	\$1,107.40	\$1,097.40	\$558.70	\$548.70
<b>62001-63000</b>	\$1,125.10	\$1,115.10	\$567.55	\$557.55
<b>63001-64000</b>	\$1,142.80	\$1,132.80	\$576.40	\$566.40
<b>64001-65000</b>	\$1,160.50	\$1,150.50	\$585.25	\$575.25
<b>65001-66000</b>	\$1,178.20	\$1,168.20	\$594.10	\$584.10

<b>66001-67000</b>	\$1,195.90	\$1,185.90	\$602.95	\$592.95
<b>67001-68000</b>	\$1213.60	\$1203.60	\$611.80	\$601.80

**COMMERCIAL TRAILER REGISTRATION INFORMATION**

<b>Vehicle Type: Trailer</b>	Usage: Commercial (not used with Truck Tractor)
<b>Vehicle Type: Trailer</b>	Usage: Semi Trailer (used with Truck Tractor)
<b>Fees:</b>	Fee determined by declared weight according to commercial fee chart.

	Semi Trailer: \$40.00 per year
<b>Safety Plate Fee:</b>	\$5.00 Safety Plate Fee
<b>Administrative Fee:</b>	\$10.00 Collected at the time of initial application for title
<b>Expiration Date:</b>	1 year from date of issuance
<b>Special Requirements:</b>	<b>Inspection:</b> over 10,000 lbs. GVWR requires Federal Annual Inspection report (49 CFR 396.7) and Inspector Qualifications form
<b>Definition:</b>	14-1 (22) "Commercial trailer registration" means the type of registration issued to any commercial trailer; 14-1 (21) "Commercial trailer" means a trailer used in the conduct of a business to transport freight, materials or equipment whether or not permanently affixed to the bed of the trailer; 14-1 (85) "Semitrailer" means any trailer type vehicle designed and used in conjunction with a motor vehicle so that some part of its own weight and load rests on or is carried by another vehicle;
<b>Special Notes:</b>	<ul style="list-style-type: none"> <li>• Must have brakes on all wheels if 3,000 GVWR or more.</li> <li>• Title required on 3,001 GVWR or more</li> <li>• Section 8 on H13B application must be completed</li> </ul>

### CAMP TRAILER REGISTRATION INFORMATION

<b>Vehicle Type:</b>	Trailer
<b>Usage:</b>	Regular
<b>Fees:</b>	<b>Registration Fee: \$28.50 Effective January 1, 2020</b>
<b>Safety Plate Fee:</b>	\$5.00 Safety Plate Fee
<b>Administrative Fee:</b>	\$10.00 (Collected at the time of initial application)
<b>Expiration Date:</b>	Expires two years from date of issue Expires three years from date of issue <b>Effective January 1, 2020</b>
<b>Special Requirements:</b>	None
<b>Definition:</b>	C.G.S. 14-1-(10) "Camp trailer registration" means the type of registration issued to any trailer that is for nonbusiness use and is limited to camp trailers and utility trailers
<b>Special Notes:</b>	<ul style="list-style-type: none"> <li>• Must have rear light for any weight</li> <li>• Must have brakes on all wheels if 3,000 GVWR or more.</li> <li>• Title required on 3,001 GVWR or more</li> <li>• Section 8 on H13B application must be completed</li> </ul>

### Requirements to register

#### New Manufactured Trailer:

- Bill of Sale: must include buyer, seller, purchase price, year, make, body style and VIN
- Certificate of Origin (if gross weight of trailer over 3,000 lbs.)
- Application for Registration and Certificate of Title (H-13)
- Federal Annual Inspection (when applicable)

#### Used Manufactured Trailer

- Bill of Sale: must include buyer, seller, purchase price, year, make, body style and VIN
- Proof of previous CT registration (if gross weight is 3,000 lbs. or less)
- Title properly assigned (if gross weight is over 3,000 lbs.)
- Application for Registration and Certificate of Title (H-13)
- Safety inspection or VIN Verification required (if applicable)
  - Previously registered out of state- VIN Verification required

#### New Homemade Trailer (see additional information on homemade trailers)

- Receipts for the parts/items that were used to make trailer
- Application for Registration & Certificate of Title (H-13)

- Safety inspection

**Used Homemade Trailer**

- Bill of Sale: must include buyer, seller, purchase price, year, make, body style and VIN
- Proof of previous CT registration (if gross weight is 3,000 lbs. or less)
- Title properly assigned (if gross weight is over 3,000 lbs.)
- Safety inspection

## TITLE & REGISTRY REQUIREMENTS FROM OTHER STATES ON TRAILERS

	Registration not required on boat trailers 1975 and subsequent years. Travel Trailers are exempt
Alaska	Title required
Arizona	Title required
Arkansas	Title optional for GVWR under 3,001 lbs.
California	Title required on 3,000 lbs. or more
Colorado	Title required on 3,000 lbs. or more
Connecticut	Title required on 3,000 lbs. or more
Delaware	Title required
District of Columbia	Title required
Florida	Title not required on GVWR less than 2,000 lbs. Farm trailers exempt from registration.
Georgia	Boat Trailers, Pole Trailers and homemade trailers exempt as well as utility trailers under 2,000 lbs. Exempt
Hawaii	No title
Idaho	Title required except trailers with unladen weight less than 2,000 lbs.
Illinois	Title required
Indiana	Title required
Iowa	Trailer under 2,000 lbs. Exempt. Farm trailers also exempt from registration.
Kansas	Title and registration optional on weight less than 2,000 lbs. Farm trailers with a load under 6,000 lbs. Exempt
Kentucky	Title required. Boat trailers exempt from registration
Louisiana	Title required. Farm exempt
Maine	Trailers with an unladen weight of 3,000 lbs. or under are exempt. Ten year old trailers are exempt
Maryland	Title required
Massachusetts	Title not required on trailers having gross weight of 3,000 lbs. or less
Michigan	Trailers with empty weight under 2,500 lbs. are exempt
Minnesota	Title required
Mississippi	Boat Trailers are exempt
Missouri	Title required
Montana	Title required
Nebraska	Noncommercial trailers with a gross weight of 9,000 lbs. or under are exempt
Nevada	Title required
New Hampshire	Trailers with gross weight
New Jersey	Title required
New Mexico	Title required
New York	Trailers under 1,000 lbs. are exempt. Vehicles with model years prior to 1973 are exempt.
North Carolina	Title required unless implement of husbandry.
North Dakota	Boat, utility and luggage trailers are exempt. Registration not required for utility trailers, boat trailer, and trailers with a GVWR 1,500 lbs. or less and not "for hire" or commercial use.
Ohio	Commercial trailers, semi-trailers and utility trailers weighing under 4,000 lbs. are exempt. Boat or utility trailer used or personal use are issued a non-commercial plate.
Oklahoma	Registrations not required on small trailers unless used for commercial purposes. Luggage, boat trailers and privately-owned trailers not used commercially and farm trailer not in excess of 6,000 lbs. are exempt
Oregon	Title required except for farm trailers
Pennsylvania	Title required
Rhode Island	Trailer with a capacity of 3,00 lbs. or less is exempt. Vehicles over 10 years old are exempt



South Carolina	Title required over 2,500 lbs. Except for implements of husbandry and pole trailers. Title optional and registration not required if GVWR of boat trailer is less than 2,500 lbs. GVWR. Over 2,500 lbs. GVWR, title and registration is mandatory.
South Dakota	Title required
Tennessee	Registration not required on farm, boat or utility trailers. Title not required.
Texas	Title required unless used solely for transportation of farm products. Titles issued on travel trailers and camper trailers designed for human habitation, commercial trailers having empty weight in excess of 4,000 lbs. and semi-trailers having gross weight in excess of 4,000 lbs.
Utah	Title required except for privately owned trailers 750 lbs. or less that are not used on highway
Vermont	All 1972 and later models, title required except for trailers with unladen weight of 1,500 lbs. or less
Virginia	Title required
Washington	Title required
West Virginia	Title required
Wisconsin	Title required. A trailer, semi-trailer or camping trailer with a GVWR of 3,000 lbs. or less is exempt from registration. Title optional and exempt from registration for trailer, semi-trailer or camping trailers with GVWR of 3,000 lbs. or less. Title required per 3,000 lbs. GVWR.
Wyoming	Title Required. Trailers weighing one thousand (1,000 ) pounds or less unladen are exempt
Puerto Rico	Title required all trailers registered after July 1, 1987

## **TRAILERS BEING REGISTERED OUT OF STATE:**

Many customers who purchase trailers from dealerships or individuals may choose to register their trailer out of state. Many states have different title laws and requirements; the customer may be refused registration in another state because they do not hold title to a trailer. The statute below will assist these customers in registering trailers which have weight less than three thousand pounds:

**Sec. 14-166. Exempt vehicles.** (a) The acquisition of a certificate of title shall not be required and the issuance of a certificate of title by the Commissioner of Motor Vehicles shall not be required for the following: (1) A vehicle owned by the United States, unless it is registered in this state; (2) a vehicle owned by a manufacturer or dealer and held for sale, even though incidentally moved on the highway or used for purposes of testing or demonstration; or a vehicle used by a manufacturer solely for testing; (3) a vehicle owned by a nonresident of this state and not required by law to be registered in this state; (4) a vehicle regularly engaged in the interstate transportation of persons or property for which a currently effective certificate of title has been issued in another state; (5) a vehicle moved solely by animal power; (6) an implement of husbandry; (7) special mobile equipment; (8) a self-propelled wheel chair or invalid tricycle; **(9) any trailer having a gross weight not in excess of three thousand pounds;** (10) any vehicle for which a temporary registration has been issued pursuant to section 14-12 for the purpose of permitting a nonresident owner who purchases a vehicle in Connecticut to transport such vehicle to such owner's home state; (11) a motor vehicle owned by the state or any town, city or borough within the state; (12) a motor vehicle registered temporarily for inspection purposes pursuant to section 14-12. The acquisition of a certificate of title for any vehicle manufactured prior to 1981 shall not be required. The commissioner, in his discretion, may issue such certificate of title for such a vehicle.

(b) Part III of this chapter does not apply to: (1) A vehicle moved solely by animal power; (2) an implement of husbandry; (3) special mobile equipment; (4) a self-propelled wheel chair or invalid tricycle; (5) any trailer having a gross weight not in excess of three thousand pounds.

## **HOMEMADE TRAILERS:**

A homemade trailer composed or assembled from the parts of two or more used trailers will need proof of ownership of or receipts for the purchase of the trailers. In order to verify that any one of the previously listed five (5) classifications (qualifying measures) has been accomplished, the following evidence shall be considered acceptable:

- The receipt for an entire purchased complete component.
- A receipt for purchased assemblies necessary to rebuild a complete component or a repair order indicating the rebuilding of a complete component.
- The receipt for the fabrication of or the materials for a complete component.
- Proof of ownership or the receipt for purchase of a used trailer obtained for its parts or to be rebuilt.
- Photographs of a rebuilt trailer prior to being rebuilt which clearly show the conditions of complete components replaced.
- For any components fabricated from materials on hand for which no receipt is generally available, the person shall sign under penalty of false statement an affidavit attesting to the type and source of the individual pieces of material.

**All homemade trailers are required to be inspected and a Connecticut Vehicle Identification Number assigned at a DMV Safety Inspection location.**

## **REASSIGNMENT OF MISSING TRAILER VIN**

Trailers with a GVWR 10,001 or higher must contact the Anti-Theft Unit at (860)263-5098 for VIN assignment.

## CAMPER REGISTRATION INFORMATION

<b>Vehicle Type:</b>	Motorhome
<b>Usage:</b>	Regular
<b>Fees:</b>	<b>Registration Fee: \$112.50 Effective January 1, 2020</b>
<b>Safety Plate Fee:</b>	\$5.00 Safety Plate Fee
<b>Greenhouse Gas Fee:</b>	*NOTE: Fee charged on vehicles with a 10,000 GVWR or less \$5.00 Greenhouse Gas Fee (paid on new and renewal registrations) <b>\$10.00 for new vehicles w/MCO Effective January 1, 2020</b>
<b>Administrative Fee:</b>	\$10.00 Collected at the time of initial application for title
<b>Expiration Date:</b>	Expires two years from date of issue Expires three years from date of issue <b>Effective January 1, 2020</b>
<b>Special Requirements:</b>	CT Insurance Card
<b>Definition:</b>	C.G.S. 14-1-(12) "Camper" means any motor vehicle designed or permanently altered in such a way as to provide temporary living quarters for travel, camping or recreational purposes
<b>Special Notes:</b>	<p><b>Vehicles in this category are:</b></p> <ol style="list-style-type: none"> <li>1. Manufactured Campers</li> <li>2. Vehicles converted from a bus, truck or other vehicles equipped for living purposes. <ol style="list-style-type: none"> <li>a. House on Wheels</li> <li>b. Beach Wagon</li> <li>c. Camper</li> </ol> </li> <li>3. Vehicles on which a "CAMPER module" is permanently mounted on or in the motor vehicle. <ol style="list-style-type: none"> <li>a. Should a registrant want to use such a vehicle commercially, combination plates for registration must be issued, charging combination fee according to declared weight, plus additional fees</li> </ol> </li> </ol> <p>Gross Weight, Axles, and Light Weight</p> <p>Light and Gross weight of the vehicle fully equipped. Gross weight cannot exceed the manufacturers GVWR listed in reference books for make and model of vehicle. Gross weight cannot exceed statutory limits. 14-49(t) limits in correction are:</p> <p style="margin-left: 40px;">2 axle, 36,000 3 axle, 53,800 4 axle, 67,400 5 axle, 73,000</p> <p>To register a vehicle, which is used as a camper when, a "camper module" is mounted temporarily and commercially when "camper module" is removed registration must be:</p> <ol style="list-style-type: none"> <li>1. Combination, if under 10,000 GVWR</li> <li>2. Commercial, if over 10,000 lbs. GVWR</li> </ol>

## MOTORCYCLE REGISTRATION INFORMATION

<b>Vehicle Type:</b>	Motorcycle
<b>Usage:</b>	Regular
<b>Fees:</b>	<b>increase to \$63.00 Effective January 1, 2020</b>
<b>Safety Plate Fee:</b>	\$5.00 Safety Plate Fee
<b>Administrative Fee:</b>	\$10.00
<b>Expiration Date:</b>	2 years from date of issuance 3 years from date of issuance <b>Effective January 1, 2020</b>
<b>Special Requirements:</b>	CT Insurance Card
<b>Definition:</b>	<b>C.G.S. 14-1(59)</b> "Motorcycle" means (A) an auticycle, as defined in this section, or (B) a motor vehicle, with or without a side car, that has (i) not more than three wheels in contact with the ground, (ii) a saddle or seat which the rider straddles or a platform on which the rider stands, and (iii) handlebars with which the rider controls the movement of the vehicle. "Motorcycle" does not include a motor-driven cycle or an electric bicycle
<b>Special Notes:</b>	<b>Limitation Section 14-80I(b):</b> No person shall operate a motorcycle on a highway or in any parking area for ten or more motor vehicles if the motorcycle is equipped with handlebars that are more than the height of the operator's shoulders.