



NEW VEHICLE REGISTRATION IN ATKINSON

First Step:

Do you currently have, or have you ever had a vehicle registered in the Town of Atkinson in your name?

If YES: Continue below.

If NO: You need to complete Proof of Residency first and possibly a Change of Record Request. Go to Forms & Documents on the Town Clerk webpage for more details. <http://www.town-atkinsonnh.com/clerk.html>. THEN continue below.

Directions to register a new/used vehicle requiring new plates and you have a dealership-issued *Application for Title* (YOU DO NOT HAVE AN ACTUAL TITLE):

Please bring the following items to the Town Clerk's Office during Town Clerk hours:

1. The Town Clerk's copy (sometimes blue or white) of the *Application for Certificate of Title* from the dealership
2. Driver's license
3. We offer the following options for license plates: Generic (no annual fee), Moose (\$30/yr), Vanity (\$40/yr), or State Park (\$85/yr)
4. If opting for a Vanity plate, please complete the Application for Vanity Plates. <https://www.nh.gov/safety/divisions/dmv/forms/documents/rdmv120.pdf>

Directions to register a new/used vehicle purchased private sale or from a dealership unable to issue NH Title Applications – meaning you have the title in your possession.

Whoever's name/s are listed as buyer/s on the bill of sale and title MUST come in-person to the Clerk's Office to apply for the NH title and registration OR the person in front of us must have a notarized, Power of Attorney document to sign on behalf of the buyer/s.



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Please bring the following items to the Town Clerk's Office during Town Clerk hours:

1. The **original title** – signed by the buyer & seller on the back and odometer
2. Driver's license.
3. Color of vehicle & Original MSRP of vehicle
4. We offer the following options for license plates: Generic (no annual fee), Moose (\$30/yr), Vanity (\$40/yr), or State Park (\$85/yr)
5. If opting for a Vanity plate, please complete the Application for vanity plate:

<https://www.nh.gov/safety/divisions/dmv/forms/documents/rdmv120.pdf>

Directions to transfer plates from an old vehicle to a new-to-you vehicle:

Follow the instructions above but also include:

1. *Your current, valid, signed registration for the vehicle you are taking off the road and from which you are moving plates to your new vehicle.

We accept cash, check and credit card (a 2.79% convenience fee applies)

***Note: Plate transfers can only be processed when the primary registrant is the same on the old vehicle as the new vehicle as directed by the title/title application.**

Please email TownClerk@atkinson-nh.gov or call with any questions: 603-362-4920.

We hope this helps make your transaction much easier.

Julianna Hale, Town Clerk