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III. MOTOR VEHICLE REGISTRATIONS

The Town Clerk and Deputy Town Clerk are Municipal Agents appointed by the State of New Hampshire to perform motor vehicle functions for the Department of Safety.

Deerfield residents can title, register, renew and transfer registrations at the Town Clerk's office located at 8 Raymond Road, Deerfield, NH 03037.

- You can visit the NH Department of Safety website at <http://www.nh.gov/safety/>
- You can visit the NH Revised Statutes Online at <http://www.gencourt.state.nh.us/rsa/html/indexes/default.html>

If you have any motor registration questions, feel free to call us ahead of time to ensure that you bring with you the required documents needed to process your transaction.

Call or email us at:

- Kevin Barry, Town Clerk/Tax Collector: 603-463-8811 x 308 email: tw@townofdeerfieldnh.com
- Kelly Roberts, Deputy Town Clerk/Tax Collector: 603-463-8811-312 email: twndep@townofdeerfieldnh.com

RENEWAL REGISTRATIONS

Pursuant to NH RSA 261:148 when renewing a registration you are ***required*** by law to have either a current registration and/or the Town of Deerfield By-Mail renewal form to complete the transaction and receive a new permit. If you do not have the proper documentation, registrations will not be renewed. If the registration has expired, a certified copy may be obtained from the Concord DMV.

You can renew your registration by going directly to the Town Clerk's office to receive a new permit, or by simply mailing in your by-mail renewal form with two checks for the proper fees. Checks should be made payable to The State of New Hampshire MV and the Town of Deerfield.

NEW REGISTRATIONS

(1998 & Newer Effective January 1, 2012)

When registering a new or used vehicle you will need supporting documentation from either an auto-dealer or from a private sale (i.e. Bill of Sale, fully completed and executed Title). If you have purchased a vehicle from an auto dealer please bring with you the **Town Clerk's copy of the dealer blue Application for Certificate of Title** to obtain a new registration and plates.

If you have purchased a vehicle through private sale please bring with you a **completed** original title and bill of sale.

(1997 & Older effective January 1, 2012)

Vehicles 1997 and older do not have to be re-titled in the State of New Hampshire so long as proof of the vehicle identification number, (aka "vin") can be established. Proof of vin could be the prior owner's NH registration or title, or the "blue vin verification" 19A form which can be obtained at the State of New Hampshire MV, any of its substations, and the Town Clerk's office.

TRANSFER REGISTRATIONS

Transfer registrations are when you take a current registration/vehicle off the road and *transfer* the credit from that permit to another registration/vehicle. Transfers allow you to use the unused portion of fees that you previously paid and apply them to the new registration. If you are transferring a registration please bring with you the current registration that you will be transferring from and the Town Clerk's copy of the dealer blue Application for Certificate of Title or fully completed and executed original title and bill of sale from a private sale of the vehicle that you will be transferring to.

- You must have a current registration to do a transfer. If you do not have the current registration you will have to get a Duplicate Registration (of which you can obtain at the Town Clerk's office). There is a fee for approximately \$15.00 made payable to the State of New Hampshire MV and \$3.00 made payable to the Town of Deerfield to obtain a certified copy/duplicate registration.
- Important: in order to qualify for a straight transfer the owner seeking the transfer must be named **FIRST** on the old registration and also be named on the title as a owner (the order of the names on the title do not matter).
- Straight transfers go by the expiration date of the old registration. You will need to renew your registration by the same day the old registration is set to expire.
- Transfer fee is \$10.00 to the state and \$3.00 for the town, any money credit left on the old registration is applied, and the remainder owing will be prorated.

LEASE TRANSFERS

A lease transfer is when the primary owner on a registration changes, typically when transferring from a lease company to a person or vice versa. As of 2009, municipal agents can now finish both the town and state portions of lease transfers!

BILL OF SALE

Pursuant to NH RSA 261:148 III and SAF-C 518.01 a bill of sale is required when issuing new registration permits on title exempt vehicles. The law further goes on to explain the requirements and items needed on the bill of sale. As a courtesy to residents, we are providing a blank bill of sale (no warranty implied) that meets these requirements.

19A VERIFICATION OF VEHICLE IDENTIFICATION

The 19A Verification of Vehicle Identification (TDMV 19A) is a physical verification of the vin number by an authorized person. This form is commonly used for title exempt vehicles and trailers/campers where no prior New Hampshire registration or title can be obtained. A valid vin verification must be provided in order to process new registrations. This form may be completed by one of the following:

- **New Hampshire law enforcement officer**
- **Authorized New Hampshire auto dealer**
- **Authorized New Hampshire inspection station**

Please click [here](#) to download the 19A form

MOTOR VEHICLE PRIVACY!!!!!!

Pursuant to the Driver Privacy Act (DPA), NH RSA 260:14, the Division of Motor Vehicle's records are strictly confidential.

Without the proper paperwork, documentation, and identification, a Municipal Agent is not able to process registration permits, and is unable to "lookup" information to complete such transaction(s). It is the burden of the person trying to obtain a new/renewal registration to furnish the correct documentation.

NON-RESIDENT REGISTRATIONS

Pursuant to NH RSA 259:46, the law states, "Notwithstanding the foregoing provision, a nonresident who garages a vehicle exclusively in this state may register such vehicle in this state as a nonresident. No exemption from the payment of a permit fee shall be granted by reason of non-residence except by the director, who shall in all cases require proof satisfactory to him of residence elsewhere, and of the liability of a nonresident owner, otherwise entitled to such exemption, to pay a property tax on his vehicle for the current year in the state of his residence.

ANTIQUÉ VEHICLE REGISTRATIONS

Pursuant to NH RSA 259:4 an antique vehicle or motorcycle shall mean “any motor vehicle over 25 years old which is maintained for use in exhibitions, club activities, parades and other functions of public interest.”

The Municipal Agent can complete the **town portion only** (for the first time requesting plates) for antique vehicle registrations, after which one would need to go to the State of New Hampshire MV or one of its substations to complete the state portion of the registration. Subsequent renewals (town and state portions of registration permits) may be completed at the Town Clerk’s office.

- It is the vehicles 26th year that would receive the antique plate as the 25th year has to be completed fully.
- In 2012, 1986 and older qualify

AGRICULTURAL PLATES

Agricultural plates are available at the Town Clerk’s office. Any truck, truck tractor or tractor shall qualify for agricultural registration for the purpose of: transportation of agricultural products, non commercial hauling of firewood, hauling animals, hay, fertilizer, feed, livestock, poultry, agricultural supplies, farm workers, hauling household garbage to disposal site, hauling/towing implements of animal husbandry, transporting animals and agricultural products to fairs/exhibits for exhibition purposes only.

Agricultural plates may only be driven within a 20 mile radius from the entrance of the farm/driveway (as the crow flies).

Agricultural registration fees are *approximately* \$20.60 for a new registration (based on 12 month registration with plate fee), and annual renewal costs are approximately \$12.60.

NH RSA 261:82 goes into further detail regarding agricultural plates. An acknowledgment waiver must be signed upon issuance and renewal of this plate type. Click [here](#) for this form.

FARM PLATES

Farm plates are available at the Town Clerk’s office. Any truck, truck tractor or tractor shall qualify for a farm registration for the **SOLE** purpose of: the transportation of agricultural products produced on and meant to be used in connection with the operation of a farm or farms owned, operated, or occupied by the registrant, may tow an implement of husbandry (implements of husbandry do not need to be registered, i.e. trailers).

There is no mile radius limitation on farm plates.

Farm plate registration fees are *approximately* \$2.00 per month for the first 16,000 lbs plus a one time plate fee of \$8.00 for new registrations. The town portion of the registrations is *approximately* based on the mill rate per thousand times the MSRP (manufacturers suggested retail price).

NH RSA 261:84 goes into further detail regarding farm plates. An acknowledgment waiver must be signed upon issuance and renewal of this plate type. Click [here](#) for form.

FARM TRACTOR PLATES

Farm tractor plates are available at the Town Clerk's office. A tractor shall qualify for farm tractor rates and plates.

Farm tractor plates ***shall not*** be used for hire, and must be used solely for agricultural and farming purposes.

Farm tractor registration fees are *approximately* \$14.80 for a new registration (based on a 12 month registration and one time plate fee), and *approximately* \$10.80 for renewals.

NH RSA 261:83 goes into further detail regarding farm tractor plates. An acknowledgment waiver must be signed upon issuance and renewal of this plate type. Click [here](#) for form.

LARGE TRUCKS / HEAVY WEIGHT VEHICLES

Large trucks include F450, F600, dump trucks, logging trucks, Peterbilt's, Kenworth, etc.

Heavy trucks have 3 or more axles and **require a title regardless of the year.**

GVW is based on the number of axles.

For heavy weight vehicles and/or trailers with a gross weight over 26,000 lbs, the town portion only can be done at the Town Clerk's office; after which one would need to go to the State of New Hampshire MV or one of its substations to complete the registration permit.

TRAILER REGISTRATION & INSPECTION

Trailers with a GVW less than 3001 lbs are title exempt. For these trailers a bill of sale and proof of vin will be required to register it. Proof of vin is one of the following: current/old New Hampshire registration; 19A vin verification form, or; a New Hampshire title.

Homemade trailers with a GVW less than 3001 pounds will be issued a NHTR vin number at the Town Clerk's office. In order to register a homemade trailer we will need a 19A Vin Verification form completed by an authorized individual (law enforcement officer; authorized N.H. auto dealer, authorized N.H. inspection station) with the "Missing" box checked. A vin number **will not** be issued unless the trailer is to be registered.

Homemade trailers 1998 and newer with a gvw over 3001 lbs will need to be titled. The trailer will need to be inspected by a NH State Police officer. After this inspection, the NH State Police officer will issue a vin number on form DSMV 547. The fee for this inspection is \$30.00. This inspection can be done at all salvage and overweight certification locations (Berlin; Concord; Dover; Keene; Lebanon; Manchester; Tamworth; Twin Mountain; Windham). Please call NH State Police at (603) 223-8778 to coordinate inspection. Once the inspection is complete, form TDMV 112 Reconstructed Vehicle/Homemade Trailer will need to be completed by the owner. With these two forms, a New Hampshire Application for Title can be completed and a title will be issued. Click [here](#) for this form.

APPORTIONED PLATES

The town portion only of registrations can be done on apportioned plates. The state portion of the registration must be completed at Concord Division of Motor Vehicles.

An apportioned vehicle is one that refers to interstate travel (usually tractor trailers and commercial companies doing business in other states), and pays taxes in each state that it travels through.

Registration quotes cannot be given for apportioned plates as the daily rates are subject to change.

COMMERCIAL PLATES

Commercial plates are for vehicles with a GVW of 26,000 lbs and over, used for commercial purposes. The town portion only of the registration can be done on commercial plates. The state portion of the registration must be completed at the state or one of its substations.

If the vehicle is going to be registered under a corporate name, the company and/or DBA must be registered in good standing at the Secretary of State's Corporate Division.

VANITY PLATES

Initial Plates aka "vanity plates" can be ordered at the Town Clerk's office for: passenger plates; conservation plates, and; motorcycle plates. If the plate is available, the registrant will leave with a paper plate and would receive the metal plates in the mail

in *approximately* two weeks time. In order to receive a vanity plate the RDMV form Application for Initial Plates must be completed. Click [here](#) for this form.

DUPLICATE REGISTRATIONS

If you have a current registration that has been: lost; stolen; or is illegible, you can purchase a duplicate copy for *approximately* \$18.00 (\$15.00 to the State, \$3.00 for the Town). The first person named on the registration will have to complete a DSMV 106 form Application for Duplicate Registration. Click [here](#) for this form.

REPLACEMENT PLATES/DECALS

If your plates and/or decals have been lost; stolen; or damaged, you can purchase replacements. The first person named on the registration will have to complete a DSMV 23 form Application for Replacement Plates and/or Decals. Click [here](#) for this form.

- Plates are \$4.00 per plate plus \$3.00 Municipal Agent fee = approximately \$7.00
- Decals are \$1.00 plus \$3.00 Municipal Agent fee = approximately \$4.00

BOAT REGISTRATIONS

The Town of Deerfield does not issue boat registrations. You can obtain boat registrations at the following locations:

- The boat desk at the Division of Motor Vehicles in Concord, New Hampshire located on Hazen Drive. The telephone number to the Boat Desk is (603) 271 – 2333.
- The Marine Patrol Headquarters in Gilford, New Hampshire. The telephone number to the Marine Patrol Headquarters is (603) 293 – 2037.

In order to register your boat you will need to provide proof of ownership (i.e. bill of sale or previous registration) and your driver's license.

MOPED REGISTRATIONS

The Town of Deerfield does not issue moped registrations, as they must be obtained from the Division of Motor Vehicles. Renewal registrations for mopeds can be done at the Town. A moped is defined by having:

- 50 cc or less engine
- Can't go over 30 MPH on flat ground
- Can't shift

PLATES

Available at the Town Clerk's office are the following plates for registration (*plate fees do not include registration costs*):

- Regular Numbered Plates (one time fee of \$8.00 on new registrations)
- Conservation Plates (\$38.00 for new 12 month registrations and \$30.00 every renewal period)
- Vanity Plates (Would send you off with a paper plate and you would receive metal plate in the mail - \$48.00 for new 12 month registrations and \$40.00 every renewal period)
- Trailer Plates (one time fee of \$4.00)
- Farm Plates (one time fee of \$8.00 on new registrations)
- Agricultural Plates (one time fee of \$8.00 on new registrations)
- Motorcycle Plates (one time fee of \$4.00)

REGISTRATION QUOTES

If you are seeking a quote for registration costs over the phone, we will need the following information from you:

- Month the new registration will be renewed in (usually birth month or corporate month)
- Model Year
- Vin (if you have it)
- Make & Model

A municipal agent will take this information and a phone number to call you back at, as the quote will need to be figured. **Quotes will only be given workload permitting. All quotes are approximate, and fees are subject to change.**

Call or email us at:

- Kevin Barry, Town Clerk/Tax Collector: 603-463-8811 x 308 email: dfltdwn@townofdeerfieldnh.com
- Kelly Roberts, Deputy Town Clerk/Tax Collector: 603-463-8811-312 email: dfltdwndep@townofdeerfieldnh.com

REGISTRATION FEES

In general, registration fees are divided into two portions: State fees and Town fees.

- State fees are based on weight, plate fees, and, title fees
- Town fees are based on the millage rate per thousand, Municipal Agent fee, and clerk fees. Millage rates are as follows:

2012 =	18 mills
2011 =	15 mills
2010 =	12 mills
2009 =	9 mills
2008 =	6 mills
2007 =	3 mills

Millage rates stop decreasing after six years, after which fees will level off for approximately the lifetime you have the vehicle.

Both State and Town fees are prorated.