



Monroe County Clerk
JAMIE ROMEO

DMV • PASSPORTS • PISTOL PERMITS

July 1, 2020

Dear Customer,

Since our State-mandated closure in mid-March, the Monroe County Clerk's Office has been committed to finding alternatives to keep services accessible to residents in a safe and socially-distant manner. We continue to review our mail-in options for several DMV services and how we can improve this process.

Please provide current contact information (email and phone number) as we will contact you should your transaction require additional materials. **To avoid delays and confusion, our office will return any incomplete packets after 10 business days if we do not hear from you or receive the necessary materials to complete your transaction.** Please allow approximately 3 weeks for this process to occur. Our team receives hundreds of transactions a day in addition to the in-person appointments we are completing. We thank you for your understanding and patience.

It is very important that you carefully follow the instructions. Simple errors will delay the registration process. The most common mistakes are:

- Sending a photocopy of the title in your application. The original title must be signed by the buyer and the seller and included in your application packet.
- Incomplete forms. Please fill out all applicable forms. Answer all questions. If in doubt, fill it out. More information is better than incomplete information.
- Missing documents (such as a copy of insurance card). If you are unsure what documents you need to send, please utilize the State DMV document guide at <http://tiny.cc/nydmvregistration>.
- Payment. Processing refunds for checks and money order payments is difficult and time-consuming. We ask you to strongly consider filling out the credit card authorization section on form MV-82 or using the [State DMV website](#) to calculate the fees and taxes. If you are unsure the amount of payment to send, please contact us at dmvcovid19@monroecounty.gov or call us at (585) 753-1604.

Together we will get through these challenging times. In the meantime, we will continue to serve you to the best of our ability.

Stay healthy and safe,

Ms. Jamie Romeo
Monroe County Clerk

Name: _____ Phone Number: _____ Email: _____

Register a Car, Truck, Motorcycle, Trailer or Transfer License Plates

New York State DMV has created a [Registration Document Guide](#) to help you determine the specific documents needed for your transaction. We encourage you to visit <http://tiny.cc/nydmvregistration> or use the checklist below.

- Proof of Identity
 - Photocopy of your NYS Driver's License or permit
 - Other proofs of identity per form ID-82 (attached).
- Proof of Ownership (only 1 is required)
 - NYS title signed by both the buyer(s) and seller(s) – original title, no photocopies
 - Out of state title signed by both the buyer and seller – notarized if required
 - If multiple people are listed on the title and you are not the first party, submit a copy of the title.
- Bill of Sale
 - Private Sale – must indicate the buyer's name, purchase price, year, make, VIN, and contain the previous owner's signature. Handwritten is acceptable or MV-912 (attached)
 - Out of State Dealer – must be on dealerships letterhead
- Proof of Insurance
 - Must be able to be scanned and in effect (check the date)
- Required Forms
 - MV-82 (registration form) – complete all applicable sections and sign the back. If transferring plates, you must check the “Transfer Plates” box and provide the plate number. Otherwise license plates will be issued and you will be charged.
 - DTF-802 (sales tax form) – complete all sections and sign the back. If the vehicle is a model year 2014 or newer or is a gift the seller must also sign this form. Monroe County's sales tax rate is 8%
- Payment
 - PREFERRED METHOD: Credit Card – This will authorize Monroe County DMV to process your transaction without requiring you to calculate the fees, speeding up the process.
 - Check or Money Order made payable to “Monroe County Clerk.” You are required to calculate your fees and taxes. Go to this website <https://process.dmv.ny.gov/regfeecal/> to determine your total, then add 8 percent sales tax on the purchase price of the vehicle (do not include DMV fees in this calculation). Please do not send us payment if you are unsure the cost of your transaction. Check the website or call (585) 753-1604 to confirm your amount due.

Mail these items to:

Monroe County Auto License Bureau
Attn: Mail-In Registrations
2199 E. Henrietta Rd.
Rochester, NY 14623

You will be sent your registration document, windshield registration sticker, and, if you are not transferring plates, a new set of license plates in the mail. New titles are issued directly by NYS DMV in Albany and will not be received for up to 90 days after your vehicle is registered. You can check the status of your title at the state DMV website at <https://process.dmv.ny.gov/TitleStatus/>.



VEHICLE REGISTRATION/TITLE APPLICATION

Office Use Only section with checkboxes for Orig, Dup, Sales Tax with Title, Activity, Activity W/RR, Renewal, Renew W/RR, Lease Buyout, Sales Tax Only without Title, and Class/Three of Name fields.

INSTRUCTIONS:

A. Is this vehicle being registered only for personal use? Yes No

If YES - Complete sections 1-4 of this form.

Note: If this vehicle is a pick-up truck with an unladen weight that is a maximum of 6,000 pounds, is never used for commercial purposes and does not have advertising on any part of the truck, you are eligible for passenger plates or commercial plates. Select one: Passenger Plates Commercial Plates

If NO - Complete sections 1-5 of this form.

B. Complete the Certification in Section 6.

C. Refer to form MV-82.1 Registering/Titling a Vehicle in New York State for information to complete this form.

SECTION 1: I WANT TO: REGISTER A VEHICLE, RENEW A REGISTRATION, GET A TITLE ONLY, CHANGE A REGISTRATION, REPLACE LOST OR DAMAGED ITEMS, TRANSFER PLATES. Includes fields for Name of Primary Registrant, Date of Birth, Gender, Telephone, Name of Co-Registrant, Date of Birth, Gender, Address, and County of Residence.

SECTION 2: VEHICLE IDENTIFICATION NUMBER, VEHICLE DESCRIPTION, Body Type, Type of Power (Fuel), Color, Unladen Weight, Cylinders, Maximum Gross Weight, Adult Seating Capacity, Odometer Reading in Miles, Mileage Brand, Axles, Distance. Includes questions about vehicle alterations and safety certification.

SECTION 3: If the OWNER of the vehicle is DIFFERENT from the REGISTRANT, the OWNER must complete this section. Includes fields for Primary Owner NYS License Number, Name of Primary Owner, Date of Birth, Gender, Address, and Name of Co-owner.

X (Signature of ALL owner(s) and proof of ID required when first applying for a NYS title. See form ID-82 - Proofs of Identity for Registration and Title.) (Date)

OFFICE USE ONLY: Table with columns for New Plate, Sales Tax, Status, Value, Rate, New Class, Out of State, Ins. Co. Code, Jurisdiction, Audit, Prior Owner, Issuance State, Title, Lien, Lien Number, Lien Release, Proof Submitted, Reg/Title, State, Stop/Response/Scoff Law, Special Conditions, Approved By, Date.

DAMAGE DISCLOSURE

Has the vehicle been wrecked, destroyed, or damaged to such an extent that the total estimate, or actual cost, of parts and labor to rebuild or reconstruct the vehicle to the condition it was in before an accident, and to make the vehicle legal to operate on the road or highways, is more than 75% of the retail value of the vehicle at the time of loss? Yes No

If you marked **YES**, the vehicle must have an anti-theft examination before it is registered. The title that is issued will have the statement "Rebuilt Salvage" on it.

VEHICLE MODIFICATIONS

Has this vehicle been modified from the original manufacturer specifications without extending the chassis or lengthening the wheel base? (Examples include: color changes, added seats, permanently mounted camping equipment, multi-stage vehicles.) If "Yes," describe the modifications: Yes No

NON-PERSONAL VEHICLE USE

* Vehicles that transport passengers may require NYS DOT Operating Authority (see <https://www.dot.ny.gov/divisions/operating/osss/bus/passenger>), NYS DOT Inspection (see <https://www.dot.ny.gov/divisions/operating/osss/bus/inspection>) and/or be subject to Article 19-A requirements (see <https://dmv.ny.gov/motor-carriers/information-and-forms-article-19>).

Check one:

- A commercial tow truck with a gross vehicle weight rating of at least 8,600 pounds
- Used only as a farm vehicle (form MV-260F, Part 1 **must** be submitted)
- Used only as an agricultural truck or agricultural trailer
- Ambulance
- Ambulette*
- Hearse
- Combination Hearse/Invalid Coach*
- Used to transport passengers* (Bus, Livery, School Bus, School Car)
- Operates as a taxi* (you **must** complete the "Taxis Only" section below)
- Rented without a driver (private rental)
- Used to pick up passengers for compensation **only** in jurisdictions that do not regulate taxis*
- Other - describe the use: _____

INSURANCE REQUIREMENTS

- For Hire (direct or indirect compensation) - Submit an FH Certificate
- Not For Hire - Submit a current and valid NYS Insurance ID Card
- DOT Operation - Submit and record the NYS DOT Permit and/or the Federal DOT Permit number: _____

TAXIS ONLY (check one)

- Vehicle is used in New York City, Westchester, or Nassau counties.
- Vehicle is used as a contract carrier in NYC (commuter van with seating capacity between 9 and 14). You are eligible for LIVERY plates.
- Vehicle is used for pick up in a jurisdiction that regulates taxis **other than** NYC, Westchester county, or Nassau county.

CERTIFICATION

I certify that the information I have given on this application and on any documentation provided in support of this application is true and complete. I certify that the vehicle is fully equipped as required by the Vehicle and Traffic Law, and has passed the required New York State inspection, or has qualified for a time extension (form VS-1077) and will be inspected within 10 days. I also certify that appropriate insurance coverage is in effect, and that the vehicle will be operated in accordance with the Vehicle and Traffic Law. If I am applying for replacement registration items, I certify that the registration is not currently under suspension or revocation. If I have plates in a series reserved for a special group, I certify that I am still eligible to receive them, and that I have only one set of these plates. **If I am using a credit card for payment of any fees in connection with this application, I understand that my signature below also authorizes use of my credit card.**

WARNING: Intentionally making a false statement or providing false or misleading information in connection with this application is a criminal offense that may subject you to prosecution under the law.

Print Name Here _____
(Print Name in Full - if registering for a corporation, print your full name and title)

Print Additional Name Here _____
(Print Name in Full)

Sign Here **X** _____
(Sign Here)

Additional Signature **X** _____
(Sign Here - Additional signature required for a partnership or if registering this vehicle in more than one name.)

PAYMENT INSTRUCTIONS

You can pay for your transaction by check, money order or credit card.

1. Select your payment method.
2. Complete the section for your payment method.
3. Make your check or money order payable to the "Commissioner of Motor Vehicles" (**DO NOT SEND CASH**)
4. Return page 3 with your application. Make sure to include your check or money order if applicable.

Check Money Order Amount Enclosed \$ _____

Credit Card Authorization - Provide all of the information below.

Credit Card Type Visa MasterCard American Express Discover

Name (as it appears on credit card)

Credit Card Number	Expiration Date	Security Code (3 or 4 digit code on back or front of your card)
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Authorized
Signature **X**



Statement of Transaction – Sale or Gift of Motor Vehicle, Trailer, All-Terrain Vehicle (ATV), Vessel (Boat), or Snowmobile

Instructions

The new owner's social security number, taxpayer identification number (TIN), or federal employer identification number (EIN) is required.

Use this form when sales tax was not collected at the time of purchase or when the vehicle was received as a gift. If the donor/seller is not required to complete Section 6, the new owner must have a copy of the bill of sale signed by the seller.

The seller or donor must complete Section 6 if:

- the motor vehicle is a gift or is sold below fair market value to a person other than a spouse, parent, child, stepparent, or stepchild
the trailer, ATV, boat, boat/trailer combination, or snowmobile is a gift, or is sold below fair market value

If for any reason you must obtain a registration or title before you can establish the amount of tax due based on the less than fair market value purchase price, you may obtain tax clearance by paying the tax due based on the fair market value as established by the Tax Department. If this results in an overpayment, you may apply to the Tax Department for a refund or credit of the amount overpaid.

Note:

- If you are claiming an exemption other than a gift, use Form DTF-803 instead.
If you are claiming credit for taxes paid to another state, use Form DTF-804 instead.
If you are registering more than one motor vehicle for the same taxing jurisdiction, use Form DTF-805 instead.

Section 1 – Vehicle information

Form section for vehicle information including fields for Type of vehicle, Year, Make, Model, Vehicle or hull identification number, Delivery location, and Storage/use location.

Section 2 – New owner information

Form section for new owner information including fields for Last name, first name, middle initial or business name, Social security number/TIN/EIN, Number and street address, City, state, and ZIP code, and Business address.

Section 3 – Previous owner information

Form section for previous owner information including fields for Last name, first name, middle initial or business name, EIN (if applicable), Number and street address, City, state, and ZIP code, and County.

Section 4 – Transaction information

Form section for transaction information including fields for Date of transaction, Relationship of new owner to previous owner, and This transaction is a (mark one) with multiple checkboxes for different transaction types.

For office use only

Table for office use only with columns: Date, Initials, Office, Fair market value, Audit, Tax Rate, Tax paid, Term no.

Section 5 – Purchase information

		Value
1	Purchase price	
a.	Amount of cash payment	1a \$
b.	Balance of payments assumed.....	1b \$
c.	Value of property given, traded, or swapped, or services performed instead of cash payment...	1c \$
d.	Purchase price (total of lines 1a, 1b, and 1c).....	1d \$

Boats and boat/trailer combinations: For purchases or uses on or after June 1, 2015, tax only applies to the first \$230,000 of the purchase price. Do not enter more than \$230,000 on line 1d.

- 2 Was this transaction the purchase or gift of a motor vehicle from your spouse, parent, child, stepparent, or stepchild? Yes (enter 0 on line 4; no tax is due) No (continue to line 3)
- 3 Tax rate* (enter as a decimal) **3**
- 4 Sales tax due (multiply line 1d by line 3) **4** \$
- 5 Is the amount on line 1d lower than fair market value?
 Yes (seller/donor must complete Section 6) No (sign certification below) N/A (Sale of boat for more than \$230,000)

* **Tax rate note:** For a motor vehicle, trailer, boat, or boat/trailer combination use the tax rate of the new owner's place of residence. If the purchaser is a resident in two or more counties in the state, use the rate in effect in the place where the motor vehicle, trailer, boat, or boat/trailer combination will be principally used or garaged. If the new owner is a business, use the tax rate of the place of business. If the business has locations in two or more counties in the state, use the rate in effect in the place where the motor vehicle, trailer, or boat will be principally used or garaged. For an ATV or snowmobile, use the higher rate of where the new owner took delivery, or where the vehicle is stored or used if new owner has a residence in storage/use locality.

Purchaser certification – I certify that the above statements are true and complete; and I make these statements with the knowledge that willfully issuing a false or fraudulent statement with the intent to evade tax is a misdemeanor under Tax Law section 1817(b), and Penal Law section 210.45, punishable by a fine up to \$10,000 for an individual and \$20,000 for a corporation.

Signature	Date
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If this form is submitted by someone other than the new owner/lessee, provide the following:

Name/business name	Social security number, TIN, or federal EIN
Address	

Section 6 – Affidavit of sale or gift of a motor vehicle, trailer, ATV, vessel (boat), or snowmobile

The seller or donor must complete if:

- the motor vehicle is a gift to a person other than a spouse, parent, child, stepparent, or stepchild
- the motor vehicle is sold below fair market value to a person other than a spouse, parent, child, stepparent, or stepchild
- the trailer, ATV, boat, or snowmobile is a gift
- the trailer, ATV, boat, boat/trailer combination, or snowmobile is sold below fair market value

6 Cash payment received..... **6** \$

7 If, as a condition for the sale or gift of the vehicle or boat, the purchaser/recipient did any of the following in addition to, or in lieu of, a cash payment, mark an **X** in the appropriate box and indicate the value of the service or goods you received.

			Value
a	Performed any service	<input type="checkbox"/> Yes <input type="checkbox"/> No	7a \$
b	Assumed any debt	<input type="checkbox"/> Yes <input type="checkbox"/> No	7b \$
c	Traded/swapped a vehicle or other property	<input type="checkbox"/> Yes <input type="checkbox"/> No	7c \$
d	Total selling price (total of lines 6, 7a, 7b and 7c)		7d \$

8 Complete only if a corporation or business is the seller/donor

- a Was or is the purchaser/recipient an employee, officer, or stockholder of the company/corporation? Yes No
- b Was the transaction part of any terms of employment, employment contract, or termination agreement? Yes No

9 If you answered Yes to any part of line 7 or line 8, provide an explanation: _____

Seller/Donor certification – I have reviewed the information on Form DTF-802 and I certify that the statements are true and complete. I make these statements with the knowledge that willfully issuing a false or fraudulent statement with the intent to evade tax is a misdemeanor under Tax Law section 1817(b) and Penal Law section 210.45 punishable by a fine up to \$10,000 for an individual and \$20,000 for a corporation.

Signature	Name (printed or typed)	Date
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GENERAL REQUIREMENTS

- You must provide proof of your date of birth and proof of your name.
- The documents you submit to prove your name must have a total point value of 6 points.

*A New York State photo driver license, learner permit, or non-driver ID card that is current or that is expired no longer than 2 years meets the proof of name **and** date of birth requirements. Refer to the table below for a list of other documents that you can show for proof of your date of birth and proof of your name.*

You must provide the original documents or documents that are certified by the issuing agency. Your signature must be on at least one of the documents that you show for proof. DMV will not accept documents with any alterations or erasures. Electronic statements and e-bills must be printed.

If you send a person to DMV to submit your application for a registration or title, that person **must** provide his or her original New York State photo license, permit, or ID card **and** a photocopy of your most recently issued New York State photo license, permit, or ID card.

<p align="center">ACCEPTABLE DOCUMENTS FOR PROOF OF IDENTITY FOR REGISTRATION AND TITLE</p> <p align="center">Expired documents are NOT acceptable, unless specifically noted in the table below.</p>	<p align="center">PROOF OF NAME POINT VALUE</p>	<p align="center">PROOF OF DATE OF BIRTH?</p>
<p>New York State Photo Driver License/Learner Permit/Non-Driver ID Card. Must be current or not expired for more than 2 years.</p>	6	YES
<p>DMV Statement of Identity and/or Residence by Parent/Guardian (MV-45) - IF UNDER 21. Affidavit by parent or legal guardian, signed in the presence of a DMV representative. Refer to MV-45 for more information.</p>	6	NO
<p>DMV Statement of Identity and/or Residence - For Applicants Represented by Government or Government- Approved Facilities (MV-45A). Refer to the MV-45A for more information.</p>	6	NO
<p>Proof of Incorporation, Proof of Partnership, DBA filing Receipt (Refer to MV-82.1 for details).</p>	6	NO
<p>Foreign Passport with a valid I-551 stamp or with a statement on the Visa. Passport must be in English, or translated by an embassy.</p>	4	YES
<p>Foreign Passport with a U.S. Visa and current I-94 attached. Passport must be in English, or translated by an embassy. NOTE: If your I-94 has status code A1, A2, G1 or G3 you must contact the Department of State to register your vehicle(s).</p>	4	YES
<p>Passport or Passport Card issued by U.S. State Department. Must be current.</p>	4	YES
<p>U.S. Military Photo ID Card (issued to Active, Reserve, and Retired military personnel only)</p>	3	YES
<p>Certificate of Naturalization or Citizenship (N-550, N-560, N-561, and N-570)</p>	3	YES
<p>Employment Authorization Card (I-688B or I-766) with photo</p>	3	YES
<p>Permanent Resident Card (I-551)</p>	3	YES
<p>Re-entry Permit (I-327)</p>	3	YES
<p>Refugee Travel Document (I-571)</p>	3	YES
<p>New York State Benefit /Medicaid Card WITH Photo</p>	3	NO
<p>New York State Benefit/Medicaid Card WITHOUT Photo</p>	2	NO
<p>New York State Interim License/Permit WITHOUT Photo</p>	2	NO
<p>New York State or New York City Pistol Permit</p>	2	NO
<p>New York State Professional License</p>	2	NO
<p>New York State Registration Document (Vehicle or Boat only)</p>	2	NO

<p align="center">ACCEPTABLE DOCUMENTS FOR PROOF OF IDENTITY FOR REGISTRATION AND TITLE</p> <p align="center">Expired documents are NOT acceptable, unless specifically noted in the table below.</p>	<p align="center">PROOF OF NAME POINT VALUE</p>	<p align="center">PROOF OF DATE OF BIRTH?</p>
New York State Certificate of Title	2	NO
Photo Driver License issued by another U.S. state, jurisdiction or possession, or Canadian province or territory. Must be current or expired no longer than 2 years.	4	YES
St. Regis Mohawk Tribal Photo ID Card	2	YES
U.S. Military Dependent ID Card	2	NO
U.S. College ID Card With Photo and Official Transcript	2	NO
U.S. High School Photo ID with Report Card or Official Transcript	2	NO
U.S. Marriage or Divorce Record OR Court-Issued Name Change Decree	2	NO
U.S. Social Security Card	2	NO
U.S. Computer-Printed Pay Stub (must have your name)	1	NO
U.S. Employee ID Card	1	NO
U.S. High School Diploma OR General Equivalency Diploma (GED)	1	NO
U.S. Supermarket Check Cashing Card (must have your signature and pre-printed name)	1	NO
U.S. Union Card	1	NO
Health Insurance Card/Prescription Card to show current proof of health insurance coverage	1	NO
Life Insurance Policy (in effect at least 2 years)	1	NO
Utility Bill with name and address. A utility bill is defined as a bill containing the applicant's name and address for any recurring service (e.g. home or cell telephone bill, electric bill, trash bill, water bill.) Only one utility bill per applicant can be accepted.	1	NO
Veterans Universal Access Photo ID Card	1	NO
Federal or New York State Income Tax W-2	1	NO
<p>Only one of the following items, if issued by the same financial institution, can be submitted:</p> <ul style="list-style-type: none"> • Bank Statement • Cancelled Check (with your pre-printed name) • Cash Card (ATM) (must have your pre-printed name and your signature) • Valid Major Credit Card 	1	NO
U.S. Municipal ID Card with Photo	1	NO
Original or certified copy of U.S. Consular Report of Birth Abroad (FS-240, DS-1350, F-545)	0	YES
U.S. Birth Certificate or U.S. Territory Birth Certificate showing both first and last names issued by a Board of Health, Bureau of Vital Statistics, or U.S. State Department.	0	YES
Canadian Birth Certificate with a Canadian DMV learner permit or non-driver ID card	0	YES
Valid Canadian Passport (without INS documentation)	0	YES
Tribal Birth Certificate from a federally recognized tribe, to prove birth in the U.S.	0	YES

IMPORTANT: Making a false statement, or submitting any documentation that is false, may be punishable as a criminal offense.

DMV will not accept any damaged or mutilated documents, or documents with any alterations or erasures. DMV will confiscate any document that appears to be fraudulent. If you submit a fraudulent document, you could be subject to criminal prosecution.