

## Orange County Residents

### Registering a Vehicle, Motorcycle, Trailer, Boat or ATV or Transferring a Registration by Mail

The following items are required to complete registration of the above in New York State:

- Proof of ownership (only 1 is required)
  - ◆ NYS title signed by both the buyer(s) and seller (s)
  - ◆ Out of state title signed by both the buyer and seller – notarized if required
  - ◆ Transferrable Registration – Signed on the back by both the seller and buyer
  - ◆ Photocopy of NY title if you already own the vehicle (Name is on the front of the title)
  - ◆ Call the Office 845-615-3960 if you already have a NY title with multiple owners
- Bill of Sale
  - ◆ Private Sale – must indicate the buyer’s name, purchase price, year, make and Vin and contain the previous owner’s signature. The bill of sale can be handwritten, or you can use MV-912 form.
  - ◆ Out of State Dealer – must be on dealership letterhead with signature of dealer
- New York State Insurance Card
  - ◆ Effective date must be on or before the day the vehicle is registered
  - ◆ Must show the name(s) of the registrants(s)
  - ◆ Name(s) must match the driver’s license/proof of corporation exactly
- Proof of identity
  - ◆ Photocopy of NYS driver license or permit
  - ◆ See ID-82 form for additional proofs
- Required forms
  - ◆ MV-82(registration form) – complete all applicable sections and sign the back. You must check the “Transfer Plates” box and provide the plate number if transferring plates. Copy of the registration must be enclosed. License plates will be issued if the box is not checked and/or the plate number is not indicated.
  - ◆ MV-82B (Registration Form) – Complete all applicable sections and sign the back for Boats/Jet Skis
  - ◆ DTF-802 (sales tax form)- complete all sections and sign the back .
  - ◆ DTF-803 (Sales Tax exemption Form) – Complete all sections and sign the back.
  - ◆ Your social security number must be entered in the appropriate box
  - ◆ The tax rate for Orange County is 8.125%
- Payment
  - ◆ **If paying by check**, submit a check payable to “Orange County Clerk” with the amount left blank. **Please be sure to sign your check**. A receipt will be sent to you with your registrations and if required, plates.
  - ◆ Payment by Credit Card requires page 3 of the MV-82 form to be completed.
  - ◆ Provide a phone number where you can be reached. Your applications will be returned to you if we have questions and cannot reach you by phone.
  - ◆ Provide a self-addressed \$8 pre-paid 9x12 envelope in order to mail plates/registration back to you.

All items must be mailed to:

Department of Motor Vehicles  
255 Main St.  
Goshen, NY 10924

**All forms can be found at DMV.NY.GOV.**

**MIDDLETOWN & NEWBURGH DMV LOCATIONS ARE BY APPOINTMENT ONLY.**

**GOSHEN IS CLOSED TO THE PUBLIC AT THIS TIME.**