



**TOWN OF MADISON**  
OFFICE OF THE TOWN CLERK – TAX COLLECTOR  
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MADISON, NH 03849-0248

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## **MOTOR VEHICLE FAQs**

The following information is intended to answer the most frequently asked questions regarding motor vehicle registration. The information is not intended to be complete or specific to all individual circumstances. For further information, please contact the Town Clerk's Office at 603-367-9931 Ext. 310 or Ext. 305.

### **Registration Process Summary**

1. Residents must pay fees to the Town of Madison (one's place of residence or where the vehicle is housed). Always begin the process at the Town Clerk's Office at 1923 Village Road (Rte 113), Madison, NH.
2. Fees are paid to the Town of Madison, NH. The Madison Town Clerk is an online Municipal Agent for the State DMV; therefore, registrations may be completed in their entirety at our office, OR residents may complete the State portion at the State Office located on Hazen Drive (off Loudon Rd) in Concord or any substation. The closest substation is located on Route 16 in Tamworth.

### **What is the Town Fee?**

The town permit fee is calculated per RSA 261:153. The personal property tax (fee) is based upon the original list price of the vehicle. The tax rate for the current model year is \$18/\$1000 of the list price. The rate then drops in \$3 increments to \$15, \$12, \$9, \$6, and \$3; however, the fee shall never be less than \$5.00. The first owner's date of birth determines when the registration will expire. The registration is prorated from the month of registration to the expiration month. This period will be calculated for no less than 5 months or greater than 16 months. In addition, each registrant is assessed one dollar for a town clerk fee (RSA 261:152). If you get your decals from the Clerk's Office, the Town receives \$3.00 per vehicle for this service.

### **What is the State fee?**

State motor vehicle registration fees are calculated per RSA 261:141. The state fee is based upon weight.

- 0 – 3,000 lbs. pay \$31.20/year (\$2.60/month)
- 3,001 – 5,000 lbs. pay \$43.20/year (\$3.60/month)
- 5,001 – 8,000 lbs. pay \$55.20/year (\$4.60/month)
- 8,001 – 73,280 lbs. pay \$.96 per hundred pounds gross weight
- Motorcycles pay \$15 per year, \$1.25 per month

### **What forms of payment do you accept?**

At this time, we accept cash and checks only. We will not accept third-party checks.

### **How do I renew my registration?**

Registrations can be processed by mail or in person at the Town Clerk's office. Madison/Silver Lake residents should receive a renewal notice by mail. Residents may renew in person in our office, or mail the bottom portion of the renewal notice to the Town Clerk's office with one check payable to the Town of Madison, NH for the amount(s) indicated. Multiple vehicles can be renewed using just one check. The registration(s) and the decals will be mailed to you.

### **What if I want to complete the process at the State DMV or substation?**

You must always begin the process at the Town Clerk's office. You will take the Town-issued permit to the DMV for completion of the registration process. DMV will issue your completed registration and new decals.

### When do I renew my registration?

Registrations are renewed annually during the first owner's birth month. During the month prior to the expiration date of the registration, the Clerk's Office will mail a renewal notice with the amount(s) due. You must bring the renewal notice OR the expiring registration in order to renew. You may renew a registration up to four (4) months early.

### What do I need to bring to the Town to register a vehicle I just purchased?

You will need ONE\* of the following:

If purchased from a NH dealer - the Certificate of Title Application (light blue Town Clerk's copy) provided by the dealer.

If purchased private sale - The original Certificate of Title signed over on the back to the new owner(s). It must include the signature(s) of the seller(s) and the buyer(s), buyer's address and current odometer.

If purchased out of state, the original Title or Certificate of Origin signed over on the back to the new owner.

\*If you are transferring NH plates from a vehicle you have traded or are taking off the road to a vehicle new to you, your current registration will also be necessary. Only same owner to same owner transfers are permitted unless you lease a vehicle. Contact the Town Clerk's Office for further information.

**For vehicles that are 15 years or older**, you will need a bill of sale from the seller to the buyer, signed by both parties, **AND one** of the following documents:

- A copy of the prior owner's previously issued or expired NH registration, or
- A copy of a valid NH or out-of-state title, or
- A verification of VIN (Form TDMV19A) completed by the appropriate agency—NH law enforcement officer, authorized NH State Inspection station, or authorized NH licensed auto dealer. 19A forms are available at the Town Clerk's office or the Department of Safety website.

### What if I am a new resident?

If you have moved to Madison/Silver Lake from another NH city or town, you must first establish residency by providing ONE of the following documents, unless otherwise specified:

- Homeowner/Renter's Liability Insurance listing Madison/Silver Lake property as your PRIMARY residence, or
- Lease/Rental Agreement or Statement from Property Owner listing physical address of home in Madison/Silver Lake,
- Envelope with current postal forwarding physical address label – within the last 30 days,
- Current – within 30 days – Electric/Cable/Fuel bill listing street address,
- Payroll check or payroll document or employment contract showing Madison/Silver Lake physical address.

Please bring in the previous NH registration before the end of your renewal month.

If you are moving to Madison/Silver Lake from another state, in addition to establishing residency, please provide us with your current out-of-state registration AND original title for vehicles that are 15 years old or newer. We will complete a NH title application for you. We will need to know the current mileage on the vehicle.

If your vehicle is financed, your title is held by a bank or finance company. You will need to provide our office with the name and mailing address of your lien holder AND your out-of-state registration. We will complete a NH Certificate of Title Application for the owner(s) to sign and forward it to the NH Title Bureau. The Title Bureau will write to your bank or finance company requesting that they forward your present title so that a NH Title can be issued. You will receive a letter from the NH Title Bureau permitting you to register your vehicle with the Town Clerk.

### How does a new resident get a NH drivers' license?

Licenses are issued by the Department of Safety. The closest location is the DMV Office on Route 16 in Tamworth. New residents are required to obtain a NH drivers' license within 60 days. The fee for a drivers' license is \$50.00. It is valid for five (5) years. Please contact Drivers Licensing at 603-227-4020 for additional information.

### What is the difference between a new, renewal or transfer registration?

A **new registration** is registering the vehicle for the first time under your name in the State of New Hampshire. If the vehicle was registered in NH, then registered in another state; and then you return to NH – a new registration must be processed.

A **renewal registration** is when a NH registration is being renewed for another 12 months. There is no proration on renewal registrations. Registrations are always for the full 12 months.

A **transfer registration** is when you have taken a vehicle (vehicle A) off the road, and you are registering a new vehicle (vehicle B). A transfer allows you to apply the unused portion of the permit fees from Vehicle A to Vehicle B's registration fee due. In doing a transfer, the owner of the new car and the old car must be the same.

### **Can I get license plates in Madison?**

The following plate types are available at the Clerk's Office:

- Passenger Vanity/initial
- Conservation State Park
- Motorcycle Trailer
- Farm Agriculture
- Tractor

Please contact the Clerk's Office for additional information on the cost of the different plates available at our office. Other plate types available include Veteran, Antique, Apportion, Commercial, and Construction Equipment. These plates are available through the Division of Motor Vehicles in Concord or at any substation after paying your Town fee at the Clerk's Office.

### **When will my registration expire?**

Expiration dates are the last day of the owner's birth month (unlike one's license that expires on one's birthday). For companies, the registration date is based upon the company name. For example, companies whose name begins with "A" or "B" expire in the month of January. For vehicles leased, the month is based upon the first letter of the lease company's name.

### **Can someone else renew my registration for me?**

If you cannot come personally, someone else can renew your registration. The person you designate must provide the Clerk's Office with your expiring registration or renewal notice. However, Clerks cannot make any changes to a registration if you do not appear in person. The person you designate to renew for you will be required to present a valid photo ID.

### **Can I transfer my spouse's registration and plates to my name?**

The plates and registration belongs to the registered owner. The first name on a registration "owns" the plate. If your spouse's car did not have your name on the old registration and the new car purchased has both names, you can transfer only if your spouse's name is first on the new vehicle's registration. You will be listed as the second owner. If the new vehicle is in your name only, you cannot transfer.

### **I lost my plates, decals, or registration. What do I do?**

After the first owner completes an Application for Replacement, plates, decals or registration can be issued from the Clerk's Office at an additional charge.

### **I am buying a car out of state. How do I register a car I don't have possession of yet?**

The State of New Hampshire may issue a 20-day temporary in-transit plate with the following documents:

- A photo ID, and
- Proof of residency, and
- Proof of ownership—the buyer's name, address, and signature, and
- The seller's name, address and signature.

Twenty day in-transit plates can be issued at the DMV in Concord, or at any registration substation. The cost is \$10. This fee cannot be applied to your permanent registration. The town does not issue temporary plates.

### **I am moving to another NH city/town. Is my registration valid?**

Yes, please send a completed Record Change Request Form to:

NH Department of Safety,  
Division of Motor Vehicle,  
23 Hazen Drive  
Concord, NH 03305