



## MOTOR VEHICLE - Standard Forms of Proof

### TWO Forms Required

1. **PLATE RECEIPT** from DMV indicating that the registration has been **CANCELLED, LOST OR STOLEN**.
2. Any of the following **IN ADDITION TO # 1:**
  - a.) **A copy of the Bill of Sale** - The bill of sale is now on the bottom of the vehicle owner's registration form and transfer information must be recorded on the back of the registration form before being submitted to DMV - therefore the seller's obligation is to provide a copy of the signed registration form **along with a copy of the plate receipt to the Assessor**.
  - b.) **A copy of the Transfer of Title** - The seller must provide the assessor with a copy of the signed title **and a copy of the plate receipt**.
  - c.) **A copy of the new owner's registration** - A copy of the registration from the new owner along with **a copy of the plate receipt**.
  - d.) **Out of state registration** - Proof of residency and a copy of registration showing the date the vehicle was registered outside the state of Connecticut **along with the a copy of the plate receipt**.
  - e.) **Stolen or Totaled vehicle** - A statement from the insurance company indicating that the vehicle was stolen and NOT RECOVERED or totaled or a copy of the accident report. If the owner did not return the plates then he/she must file a lost or stolen plate form with the DMV and provide us with **a copy of the plate receipt**.
  - f.) **Junked vehicle** - A receipt from junkyard **and a copy of the plate receipt**.
  - g.) **Trade-in vehicle** - A copy of the purchase agreement identifying the trade-in vehicle **and a copy of the plate receipt**.
  - h.) **Donated vehicle** - A statement from the organization showing the vehicle identification number (VIN) **and a copy of the plate receipt**.

NOTE: All information must be DATED and have the VEHICLE IDENTIFICATION NUMBER (VIN) on all documentation.

**Please send all information to: Assessor's Office, 203 Middlesex Ave,  
Chester, CT 06412-1200**