



Town of Woodbridge

Office of the Assessor

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MOTOR VEHICLE STANDARD FORMS OF PROOF TWO FORMS REQUIRED

1. **PLATE RECEIPT** from CT DMV indicating that the registration has been CANCELLED, LOST, OR STOLEN. *

2. ANY OF THE FOLLOWING COPIES **IN ADDITION TO #1**

- a. **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 identifying motor vehicle with VIN number and date of sale.
- b. **Transfer of Title or New Owner's Registration** – The seller must provide a copy of the signed title (both sides) or a copy of the new owner's registration.
- c. **Out of State Registration** – Proof of residency and a copy of registration showing the date the vehicle was registered outside the State of Connecticut.
- d. **Stolen Vehicle** – A statement from the insurance company or Police Department indicating that the vehicle was stolen and NOT RECOVERED.
- e. **Totaled Vehicle** – A statement from the insurance company indicating that the vehicle was totaled and the date of loss indicated.
- f. **Junked Vehicle** – A receipt from the junkyard identifying the vehicle and the date it was junked.
- g. **Trade-In Vehicle** – A copy of the purchase agreement for the new vehicle identifying the trade-in vehicle.
- h. **Donated Vehicle** – A copy of the donation letter identifying the vehicle and the date it was donated.
- i. **Leased Vehicle** – A copy of the terminated lease papers or receipt from dealer identifying the vehicle and the date the vehicle was returned.
- j. **Insurance Letter** – A statement indicating that the vehicle was disposed and the reason of disposal (i.e. sold, loss, junked, etc.)

**** NOTE: ALL DOCUMENTATION MUST BE DATED AND HAVE THE YEAR, MAKE, MODEL, AND VEHICLE IDENTIFICATION NUMBER.**

**If the plates were transferred to another vehicle with a value greater than the original vehicle, the July bill is due & credit will be applied to the January bill.*