



OFFICE OF  
THE COUNTY CLERK OF PUTNAM COUNTY

MOTOR VEHICLE BUREAU  
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## DMV Emergency Operations

### Registering a Vehicle or Transferring a Registration by Mail

Please note that due to the state of emergency and our limited capacity, this process cannot be used to register snowmobiles, boats, trailers, or motorcycles. This work will be returned unprocessed if received.

The following items are required to register a vehicle in New York State:

- A photocopy of your NYS Driver's License or permit  
If you do not have one, we can accept copies of other proofs of identity as long as they add up to six points based on the values listed on form ID-82 (attached) and are all in the same name.
- The proof of ownership of the vehicle (NYS or out-of-state title). This must be signed by both buyer and seller! If you already have the vehicle in question titled in only your name (for example a seasonal vehicle you temporarily took off the road and want to re-register, or you had previously applied for and received a title only and no registration), we do not need proof of ownership. If multiple people are listed on the title **and** you are **not** the first party named on the title, you must submit a copy of the title and both owners must complete and sign section 3.
- A Bill of Sale showing your purchase price of the vehicle. A handwritten bill of sale is acceptable, or you can use DMV's fill-in-the-blank Bill of Sale form, MV-912 (attached).
- A completed "Vehicle Registration/Title Application," DMV form MV-82 (attached). Fill this out completely and sign it on the back! **Providing a phone number where we can easily reach you in the appropriate blank is required for accurate mail processing.**
- A completed Sales Tax Form, DTF-802 (attached). Please note that if the vehicle is a model year 2014 or newer or it is a gift, the seller must also sign this form.
- Proof of New York State insurance on the vehicle. Check the effective date on the insurance card – we cannot process a registration until insurance is in effect.
- Payment Options – Check or Money Order only
  - Use the online DMV Registration Fee Calculator at <https://process.dmv.ny.gov/regfeecal/> to determine your total, then add 8.375 percent sales tax on the purchase price of the vehicle. Sales tax is only charged on the purchase price of the vehicle, not on the DMV fees.
  - If you are unable to use the Registration Fee Calculator, you can send us a blank personal check. We will call to confirm the total cost with you before filling out and depositing your check.
- If you are transferring plates, **you must check the "Transfer Plates" checkbox at the top of MV-82 and provide the plate number.** If you do not, we will issue and charge you for new license plates! Do not move your plates to the new vehicle and operate it until you receive your new registration sticker and document in the mail.

Mail these items to or place them in the drop box at:

Putnam County Motor Vehicle Bureau  
Attn: Mail-in Registrations  
2 Geneva Road Brewster, NY 10509

Our office is closed to the public and we cannot assist you with any questions in-person.

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 from Putnam County. 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 mailing status of your title at the state DMV website at <https://process.dmv.ny.gov/TitleStatus/>