



CITY OF MERIDEN

Department of Finance
Office of the Assessor

142 East Main Street
Meriden, CT 06450
(203) 630-4065

MOTOR VEHICLE STANDARD FORMS OF PROOF

TWO FORMS REQUIRED

1. PLATE RECEIPT from DMV

Must indicate 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 vehicle 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 to the Assessor **along with the plate receipt.**
- b.) **A copy of the transfer of Title.** The seller must provide the assessor with a copy of the signed title **and the plate receipt.**
- c.) **Out of State OR New Owner Registration** – a copy of registration showing the date the vehicle was registered out of state or to the new owner **along with the plate receipt.**
- d.) **Stolen vehicle** – a statement from the insurance company indicating that the vehicle was stolen and **NOT RECOVERED.** *In addition,* owner must file a *lost or stolen plate form* with the DMV to obtain a **plate receipt.** ****Police reports are not accepted.**
- e.) **Totaled vehicle** – a statement from the insurance company identifying vehicle including VIN# and date of loss and indicates that the vehicle was totaled AND that owner did not retain possession of the vehicle. *In addition,* If owner did not retain plate then he/she must file a *lost or stolen plate form* with the DMV to obtain a **plate receipt.**
- f.) **Junked Vehicle** – a dated receipt from junkyard identifying vehicle including VIN# **in addition to the plate receipt.**
- g.) **Trade-in vehicle-** a copy of the purchase agreement or **odometer statement** identifying the trade-in vehicle by VIN# and date of trade-in, **in addition to the plate receipt.**
- h.) **Donated vehicle-** a copy of the letter from the charity the vehicle was donated to identifying the donated vehicle by VIN# and date donated **in addition to the plate receipt.**
- i.) **Repossessed vehicle-** a copy of the letter from the repossessing company, identifying car including VIN# and showing date of sale at auction, **in addition to the plate receipt.**
- j.) **Lease Agreement or Odometer Statement** which reflects the VIN of the returned vehicle and date of return, **in addition to the plate receipt.**
- k.) **Carfax report** for your vehicle may be used showing the disposition of the vehicle (if *no other document conditions* can be met from a-j) **in addition to your plate receipt.**
- l.) **If you are unable to obtain any of the above information (a-k)** request a letter from your insurance company identifying the vehicle (make, model AND VIN#) showing the date AND REASON REMOVED (i.e. sold, totaled, etc.) **in addition to the plate receipt.**