

# Rhode Island DMV – Registration Document Checklist – [WWW.DMV.RI.GOV](http://WWW.DMV.RI.GOV)

## **Private Party Sale**

- [Application for Registration](#) (TR-1)
- Identity document (see list)
- Active RI Insurance Information
- Gross Vehicle Weight (GVWR found on driver's side door jamb)
- Original title if from titled state
- Proof of Previous Ownership for non-titled vehicles (i.e., a registration with the previous owner's information)
- [VIN Check](#) (required on vehicles from out of state obtained from local municipal police department)
- Bill of Sale
- [Sales Tax Form](#) (T-334)

## **Gifted Vehicle**

- [Application for Registration](#) (TR-1)
- Identity document (see list)
- Active RI Insurance Information
- Gross Vehicle Weight (GVWR found on driver's side door jamb)
- Original title if from titled state
- Proof of Previous Ownership for non-titled vehicles (i.e., a registration with the previous owner's information)
- [VIN Check](#) (required on vehicles from out of state obtained from local municipal police department)
- [Tax Exempt Certificate](#) (T-331-1)
- Gift letter (notarized only if gift is from non-immediate family member)
  - Immediate family consists of parent, stepparent, sibling, step sibling, child, stepchild, or spouse
  - Note: the gift affidavit found on our website does NOT constitute a gift letter
- [Gift of Motor Vehicle Affidavit](#) (SU 87-65, only if gift is from a non-immediate family member)
  - Immediate family consists of parent, stepparent, sibling, step sibling, child, stepchild, or spouse

## **Purchased Trailer/Homemade Trailer/Camper Trailer**

- [Application for Registration](#) (TR-1)
- Identity document (see list)
- Active RI Insurance Information for the vehicle pulling the trailer
- Length, GVWR and carrying capacity
- (Original title is required for trailers with a GVWR of 3,001 and greater, and all camper trailers if from titled state; registration if from non-titled state) or Manufacturer's Statement of Origin/Certificate of Origin (new trailers/campers)
- [VIN Check](#) (required on vehicles from out of state obtained from local municipal police department)
- [Sales Tax Form](#) (T-334) if tax has not already been paid to a RI retailer
- [Tax Exempt Certificate](#) (T-333-1) proof of taxes paid required or trailer is homemade
- [Affidavit for Homemade Trailer](#) (T-333-1) if trailer is homemade or purchasing a homemade trailer

## **Renewal / Re-Register / Duplicate / Update**

- [Application for Registration](#) (TR-1)
- Identity document (see list)
- Active RI Insurance Information
- Vehicle information
- Renewal, duplicate and update can all be completed through the "[Online Services](#)" section of our website

## **Dealer Sale**

- [Application for Registration](#) (TR-1)
- Identity document (see list)
- Active RI Insurance Information
- Gross Vehicle Weight (GVWR found on driver's side door jamb)
- Original title/proof of prior ownership or Manufacturer's Statement of Origin/Certificate of Origin (New vehicles)
- [VIN Check](#) (required on vehicles from out of state obtained from local municipal police department)
- Bill of Sale on dealer's letterhead
- RI dealer tax form (T336-1, RI deals only)
- [Sales Tax Form](#) (T-334, out-of-state deals only)
- Power of Attorney from leasing company (if leased vehicle)
- [Tax Exempt Certificate](#) (T-333-1 required for all leased vehicles or tax-exempt organizations)
- Certificate of Exemption (required for tax-exempt organizations)

## **Out of State Transfers**

- [Application for Registration](#) (TR-1)
- Identity document (see list)
- Active RI Insurance Information
- Gross Vehicle Weight (GVWR found on driver's side door jamb)
- Original title if from titled state or Proof of ownership for non-titled vehicles (i.e., a registration with owner's information)
- [VIN Check](#) (required on vehicles from out of state obtained from local municipal police department)
- [Tax Exempt Certificate](#) (T-331-1)
- [Tax Questionnaire](#) (SU-NR-1 and Bill of Sale, if applicable)
- Power of Attorney from leasing company (if leased vehicle)
- [Out of Country](#) transfers may require additional documents and Enforcement's approval ([See our website](#))

**MORE TRANSACTION INFORMATION ON OTHER SIDE**

# Rhode Island DMV – Registration Document Checklist – [WWW.DMV.RI.GOV](http://WWW.DMV.RI.GOV)

## Lease Buyout

- [Application for Registration](#) (TR-1)
- Identity document (see list)
- Active RI Insurance Information
- Gross Vehicle Weight (GVWR found on driver's side door jamb)
- Original title
- Proof of Previous Ownership for non-titled vehicles (i.e., a registration with the previous owner's information)
- [VIN Check](#) (required on vehicles from out of state obtained from local municipal police department)
- Bill of Sale from Leasing Company
- Original lease agreement including lessee's name
- [Sales Tax Form](#) (T-334)

## Surviving Spouse / Transfer at Death

- [Application for Registration](#) (TR-1)
- Identity document (see list)
- Active RI Insurance Information
- Gross Vehicle Weight (GVWR found on driver's side door jamb)
- Original title in name of deceased if from titled state; registration if non-titled state
- Proof of Deceased Ownership for non-titled vehicles (i.e., a registration with the previous owner's information)
- [VIN Check](#) (required on vehicles from out of state obtained from local municipal police department)
- [Tax Exempt Certificate](#) (T-331-1)
- Original death certificate (no photocopies)  
or original notice of appointment from probate court naming administrator/trix or executor/trix (no photocopies)
- Additional documents may be needed for non-spousal transactions (see "[Transfer at Death](#)" on our website)

## Plate Change

- [Application for Registration](#) (TR-1)
- Identity document (see list)
- Active RI Insurance Information
- Vehicle information
- Plates to be canceled or [Affidavit for Cancellation of Registration](#) / Police Report (if plates are unavailable)
- Gift letter (if plates are coming from another party)
- Governor's card (only required for [Preferred Plates](#) from non-immediate family members)

## IMPORTANT INFORMATION

- ♦ All registrants must be present, or the [Application for Registration](#) (TR-1) signature(s) must be notarized. An ink stamp must be present if notarized in Rhode Island.
- ♦ All motorcycles, motorized bicycles, motorized tricycles, mopeds, scooters, and autocycles being registered require an [Affidavit for Motorcycle](#).
- ♦ All vehicles or motorcycles being registered as antique require an [Antique Affidavit](#).
- ♦ Motorhomes, campervans and coaches have the same registration requirements as other vehicles
- ♦ For [VIN Check](#) locations, please contact your local police department for hours, locations and fees.
- ♦ RI SALVAGE TITLES: All Rhode Island salvage titles, for vehicles with model years 1999 or newer, are required to have a [Salvage VIN Inspection](#) (TR-5).
- ♦ Additional documents may be required and all documents are subject to review.

## Identity documents (legal name and date of birth)

- A valid, unexpired Rhode Island license or identification card
- A valid, unexpired out-of-state license with proof of residency
- A valid, unexpired passport with proof of residency
- A valid, unexpired Permanent Resident Card with proof of residency
- A valid, unexpired Employment Authorization Card with proof of residency

## Proof of Residency List (P.O. Boxes not accepted)

### Within Valid Effective Dates

- Insurance policy for your home, apartment, or auto with your name and address
- Property tax bill for your residence
- Valid Voter Registration Card

### Within 60 Days

- Utility bill (gas, electric, telephone, cable, oil) in your name or in the name of an immediate family member with the same last name
- Personal check or bank statement with your name and address
- Payroll check stub with your name and address

### Within 30 Days

- Letter from Rhode Island shelter or halfway house indicating that applicant resides there. Such a letter must be on letterhead, must be dated within presentation and must include name and contact information of an administrator

**MORE TRANSACTION INFORMATION ON OTHER SIDE**