### Dealer Sale
- TR-1 form
- Insurance Information (valid RI insurance)
- Dealer Sales Tax form
- Bill of Sale
- Gross Vehicle Weight
- RI license or identification card
- RI Use Tax form (out-of-state dealers only)
- Power of Attorney (if leased vehicle)
- If two owners on title, both parties must be present during registration, if not, signature of the absent party must be notarized on TR-1

### Private Party Sale
- TR-1 form
- Insurance Information (valid RI insurance)
- Sales Tax form
- Original title (if model year of vehicle is 2001 or newer)
- VIN check – if original title is from another state (if model year of vehicle is 2001 or newer)
- Bill of Sale
- Gross Vehicle Weight
- RI license or identification card
- Proof of Previous Owner (non-titled vehicles)
- Gift letter (notarized if vehicle gifted is from a non-immediate family member)
- If two owners on original title, both parties must be present during registration, if not, signature of the absent party must be notarized on TR-1

### Plate Change
- TR-1 form
- Insurance Information (valid RI insurance)
- Registration Certificate(s)
- RI license or identification card
- Plates to be canceled

### Renewal / Re-Registration
- TR-1 form
- Insurance Information (valid RI insurance)
- Proof of Ownership (original title or previous registration)
- RI license or identification card
- Plate number (if available)

### Out-of-State Transfer
- TR-1 form
- Insurance Information (valid RI insurance)
- Original title - if model year of vehicle is 2001 or newer
- Out-of-State leased vehicle transfers require an original title, if no loan. A photocopy of a title for a leased vehicle will be accepted ONLY if lienholder is listed on the original title.
- VIN check (if model year of vehicle is 2001 or newer) (for VIN check locations, please contact your local police department)
- Tax exempt card
- Tax questionnaire (Bill of Sale, if applicable)
- RI license or identification card (if out-of-state license is presented, proof of residency is additionally required)
- Proof of Ownership (non-titled vehicles)
- Power of Attorney (if leased vehicle)
- If two owners on original title, both parties must be present during registration, if not, signature of the absent party must be notarized on TR-1

### Name Change
- TR-1 form
- Insurance Information (valid RI insurance)
- RI license or identification card (with updated name)
- Original title (if model year of vehicle is 2001 or newer)

### Address Change
- TR-1 form
- Insurance Information (valid RI insurance)
- Change of Address Card (if by mail)
- RI license or identification card

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**Proof of Residency**

**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; or
- Personal check or bank statement with your name and address (no P.O. box); or
- Payroll check stub with your name and address.

**Within Valid Effective Dates**
- Insurance policy for your home/apartment with your name and address; or
- Property tax bill for your residence; or
- If a minor, school records, which include the student’s address and are for the current school year (or past year if during summer vacation). Acceptable records include a report card, diploma, transcript or ID card, together with parent's license/ID with same address; or
- Valid Voter Registration Card.

**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 of the shelter or halfway house.

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**Identity documents (legal name and date of birth)**
- Rhode Island license or identification card or valid out-of-state license

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**IMPORTANT INFORMATION**

- *If person registering the vehicle is not present during the registration transaction, the registration application (TR-1) must be notarized.*

- *SALVAGE TITLES: All salvage titles for vehicles, where the model year is 2001 or newer, are required to have a Salvage VIN Inspection (TR-5).*

- *All documents are subject to review.*