Rhode Island DMV – Document Checklist

### REGISTRATION

<table>
<thead>
<tr>
<th>Dealer Sale</th>
<th>Private Party Sale</th>
<th>Plate Change</th>
<th>Renewal / Re-Registration</th>
<th>Out-of-State Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td>✐ TR-1 form</td>
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<tr>
<td>✐ Insurance Information (valid RI insurance)</td>
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<tr>
<td>✐ Dealer Sales Tax form</td>
<td>✐ Sales Tax form</td>
<td>✐ Registration Certificate(s)</td>
<td>✐ Proof of Ownership (original title or previous registration)</td>
<td>✐ Original title - if model year of vehicle is 2001 or newer</td>
</tr>
<tr>
<td>✐ Bill of Sale</td>
<td>✐ Original title (if model year of vehicle is 2001 or newer)</td>
<td>✐ RI license or identification card</td>
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<td>✐ 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.</td>
</tr>
<tr>
<td>✐ Gross Vehicle Weight</td>
<td>✐ VIN check – if original title is from another state (if model year of vehicle is 2001 or newer)</td>
<td>✐ Plates to be canceled</td>
<td>✐ Plate number (if available)</td>
<td>✐ VIN check (if model year of vehicle is 2001 or newer) (for VIN check locations, please contact your local police department)</td>
</tr>
<tr>
<td>✐ RI license or identification card</td>
<td>✐ Bill of Sale</td>
<td>✐ Proof of Previous Owner (non-titled vehicles)</td>
<td>✐ Power of Attorney (if leased vehicle)</td>
<td>✐ RI license or identification card (if out-of-state license is presented, proof of residency is additionally required)</td>
</tr>
<tr>
<td>✐ RI Use Tax form (out-of-state dealers only)</td>
<td>✐ Gross Vehicle Weight</td>
<td>✐ Gift letter (notarized if vehicle gifted is from a non-immediate family member)</td>
<td>✐ Power of Attorney (if leased vehicle)</td>
<td>✐ Proof of Ownership (non-titled vehicles)</td>
</tr>
<tr>
<td>✐ Power of Attorney (if leased vehicle)</td>
<td>✐ RI license or identification card</td>
<td>✐ 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</td>
<td>✐ 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</td>
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</tbody>
</table>

#### 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

### 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/auto 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.

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

- Rhode Island license or identification card or valid out-of-state license

#### 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.