

FOR ALL VEHICLE TRANSACTIONS OTHER THAN RENEWALS

- **Gather all documents** – Title OR Title Application (from NH Dealer) OR VIN verification, if title exempt, AND a Bill of Sale AND current registration IF transferring, AND a photo copy of your Driver License.
- **Place in Mail Slot** – This is located on the LEFTSIDE of Town Hall. You need to walk around the front of the building and go to the left of the front stairs. The path will lead to my door. OPEN the door and put in mail slot. Please DO NOT tape to the door; this is for people picking up.
- **Payment** – Please leave a blank, signed, check payable to the Town of Newton. If you need a cost beforehand, we will contact you after we receive the documents. Please note this process takes longer.
- **Information** – Please leave us contact information and a few details regarding your new purchase; color, trim model, and any special plate you may want.
- **Additional Forms** – Please go to the “Forms and Application” page to get necessary forms.

<https://www.newton-nh.gov/town-clerk/pages/forms-and-applications>

If the transaction is for anyone under the age of 18, you will need the Parent or Guardian Authorization form found on that page.

If you have questions, please email

townclerktaxcollector@newtonnh.net