



Town of Thornton

Office of Municipal Agent
16 Merrill Access Road
Thornton, NH 03285
Phone: (603) 726-4232
Fax: (603) 726-2078

OUT OF STATE DEALER TITLE REQUIREMENTS

For established Thornton residents **ONLY** who purchase a vehicle from an out of state dealer with or without a lienholder.

In order to expedite the process, dealers are encouraged to call the Town of Thornton to review the following requirements.

Please provide:

- Title or Manufacturer's Certificate of Origin properly **completed and signed** by both buyers and sellers (including **Odometer Reading**) on the back.
 - Original documents only – no photo copies
- A copy of Thornton resident's driver's license
- Thornton resident's contact information:
 - Phone number
 - Physical address
 - Mailing address (if different from physical address)
 - If documents (plates/registration) are to be sent to a different address than what is on the title or registration, a Temporarily Away Address Change form (DSMV594) **must** be completed and signed by the vehicle owner (pursuant to NH Motor Vehicle Privacy Laws).
- Lienholder information (if applicable) including Name and Address
- Notarized Power of Attorney (if applicable) to authorize another individual to sign and process title and registration documents **only** if the Thornton resident cannot be present at the town office. The Town of Thornton staff will **not** perform Power of Attorney functions.
 - Original document only – no photo copies
 - Contact information of Power of Attorney:
 - Phone number
- If dealer is paying for title and registration fees, send two blank checks made payable to:

**State of New Hampshire-DMV
Town of Thornton**