



## **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.

### **Please include the following:**

- Title or Manufacturer's Certificate of Origin properly **completed & signed** by both buyers and sellers (including **Odometer Reading**) on the back.
  - Original document 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 & 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 in the absence of the Thornton resident. 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

### **Please Provide:**

Two blank checks payable to:

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

An addressed 10 x 13 pre-paid United States Postal Service envelope for return of plates and documents. The approximate cost for postage with plates will be \$3.20.

**Please do NOT send envelopes from Fed Ex, UPS, etc. ONLY Send United States Postal Service.**