



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:

- Notarized Power of Attorney to authorize the Thornton Municipal Agent Staff to sign and process title and registration documents in the absence of the Thornton resident
 - Original document only – no photo copies
- Lienholder information (if applicable) including Name and Address
- A Title or Manufacturer's Certificate of Origin properly **completed & signed**, (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).

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.