



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 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
- 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.