

**TOWN OF MONTVILLE  
ASSESSOR'S OFFICE  
310 NORWICH -NEW LONDON TPKE.  
UNCASVILLE, CT. 06382  
PHONE 860-848-3030 FAX 860-848-4078**

**Acceptable Forms of Proof for Motor Vehicle Corrections  
2 Forms of Proof are required:**

1. **A Plate Receipt from the Department of Motor Vehicles (DMV)** indicating that the vehicle's registration has been canceled, or that the vehicle's registration plate has been lost or stolen.
2. Any of the following *in addition to* the plate receipt from DMV:
  - (a) **Bill of Sale:** A Bill of Sale section is now included on the bottom of the vehicle owner's registration form. Transfer information must be recorded on the back of form before it is submitted to the DMV. It is the Seller's obligation to provide a copy of the signed registration form to the Assessor. Informal types of Bills of Sale between parties are also acceptable if they identify the Motor Vehicle by make, model and Vehicle Identification Number (VIN). They must be dated and signed by both parties involved in the transaction. A questionable Bill of Sale will be verified with the DMV.
  - (b) **Transfer of Title.** The seller must provide the Assessor with a copy of the signed Transfer of Title.
  - (c) **Out of State Registration.** A copy of an out of state registration showing the date the vehicle was registered elsewhere.
  - (d) **Insurance Proof.** Insurance proof will be accepted for stolen or totaled Motor Vehicles provided the statement identifies the Motor Vehicle by make, model and Vehicle Identification Number (VIN) and the date the vehicle was gone and the reason. Insurance proof will also be accepted for sold Motor Vehicles as long as it states the Motor Vehicle was sold, the date of the sale and the make, model and VIN of the Motor Vehicle.
  - (e) **Junked Motor Vehicle.** A statement from the junkyard will be accepted if it identifies the Motor Vehicle by make, model & VIN and includes the date the vehicle was junked.
  - (f) **Trade in Information.** A copy of the purchase agreement identifying the trade-in vehicle by make, model & VIN and the date of the trade in.
  - (g) **Repossessed Vehicle.** A letter from the repossession company identifying the vehicle and stating when the vehicle was repossessed.
  - (h) **Donated Vehicle.** A letter from the charity organization identifying the vehicle and the date it was donated.