Rhode Island DMV – Registration Document Checklist – WWW.DMV.RI.GOV

Private Party Sale
- Application for Registration (TR-1)
- Identity document (see list)
- Active RI Insurance Information
- Gross Vehicle Weight (GVWR found on driver’s side door jamb)
- Original title (required on vehicles 2001 or newer)
- Proof of Previous Ownership for non-titled vehicles (i.e., a registration with the previous owner’s information)
- VIN Check (required on vehicles 2001 or newer with an out of state title)
- Bill of Sale
- Sales Tax Form (T-334)

Gifted Vehicle
- Application for Registration (TR-1)
- Identity document (see list)
- Active RI Insurance Information
- Gross Vehicle Weight (GVWR found on driver’s side door jamb)
- Original title (required on vehicles 2001 or newer)
- Proof of Previous Ownership for non-titled vehicles (i.e., a registration with the previous owner’s information)
- VIN Check (required on vehicles 2001 or newer with an out of state title)
- Tax Exempt Certificate (T-331-1)
- Gift letter (notarized only if gift is from non-immediate family member)
  - Immediate family consists of parent, stepparent, sibling, step sibling, child, stepchild, or spouse
- Note: the gift affidavit found on our website does NOT constitute a gift letter
- Gift of Motor Vehicle Affidavit (SU 87-65, only if gift is from a non-immediate family member)
  - Immediate family consists of parent, stepparent, sibling, step sibling, child, stepchild, or spouse

Purchased Trailer/Homemade Trailer/Camper Trailer
- Application for Registration (TR-1)
- Identity document (see list)
- Active RI Insurance Information for the vehicle pulling the trailer
- Length, GVWR and carrying capacity
- Proof of previous ownership (Original title is required for trailers 2001 and newer with a GVWR of 3,001 and greater, and all camper trailers 2001 and newer) or Manufacturer’s Statement of Origin/Certificate of Origin (new trailers/campers)
- VIN Check (required on trailer/campers 2001 or newer with an out of state title)
- Bill of Sale
- Sales Tax Form (T-334) if tax has not already been paid to a RI retailer
- Tax Exempt Certificate (T-333-1) proof of taxes paid required or trailer is homemade
- Affidavit for Homemade Trailer (T-333-1) if trailer is homemade or purchasing a homemade trailer

Renewal / Re-Register / Duplicate / Update
- Application for Registration (TR-1)
- Identity document (see list)
- Active RI Insurance Information
- Vehicle information
- Renewal, duplicate and update can all be completed through the “Online Services” section of our website

Dealer Sale
- Application for Registration (TR-1)
- Identity document (see list)
- Active RI Insurance Information
- Gross Vehicle Weight (GVWR found on driver’s side door jamb)
- Original title (required on vehicles 2001 or newer) or Manufacturer’s Statement of Origin/Certificate of Origin (New vehicles)
- VIN Check (required on vehicles 2001 or newer with an out of state title)
- Bill of Sale
- RI dealer tax form (T336-1, RI deals only)
- Sales Tax Form (T-334, out-of-state deals only)
- Power of Attorney from leasing company (if leased vehicle)
- Tax Exempt Certificate (T-333-1 required for all leased vehicles or tax-exempt organizations)
- Certificate of Exemption (required for tax-exempt organizations)

Out of State Transfers
- Application for Registration (TR-1)
- Identity document (see list)
- Active RI Insurance Information
- Gross Vehicle Weight (GVWR found on driver’s side door jamb)
- Original title (required on vehicles 2001 or newer without a lien)
- Old vehicles require an original title for vehicles 2001 or newer without a lien
- Electronic or photocopied titles are only accepted if the vehicle has a lien in place (contact your lienholder or leasing company)
- Proof of Ownership for non-titled vehicles (i.e., a registration with owner’s information)
- VIN Check (required on vehicles 2001 or newer with an out of state title)
- Tax Exempt Certificate (T-331-1)
- Tax Questionnaire (SU-NR-1 and Bill of Sale, if applicable)
- Power of Attorney from leasing company (if leased vehicle)
- Out of Country transfers may require additional documents and Enforcement’s approval (See our website)

MORE TRANSACTION INFORMATION ON OTHER SIDE

REV 8-9-2022
Lease Buyout
- Application for Registration (TR-1)
- Identity document (see list)
- Active RI Insurance Information
- Gross Vehicle Weight (GVWR found on driver’s side door jamb)
- Original title (required on vehicles 2001 or newer)
- Proof of Previous Ownership for non-titled vehicles (i.e., a registration with the previous owner’s information)
- VIN Check (required on vehicles 2001 or newer with an out of state title)
- Bill of Sale from Leasing Company
- Original lease agreement including lessee’s name
- Sales Tax Form (T-334)

Surviving Spouse / Transfer at Death
- Application for Registration (TR-1)
- Identity document (see list)
- Active RI Insurance Information
- Gross Vehicle Weight (GVWR found on driver’s side door jamb)
- Original title, in name of deceased (required for vehicles 2001 or newer)
- Proof of Deceased Ownership for non-titled vehicles (i.e., a registration with the previous owner’s information)
- VIN Check (required on vehicles 2001 or newer with an out of state title)
- Tax Exempt Certificate (T-331-1)
- Original death certificate (no photocopies)
  or original notice of appointment from probate court naming administrator/trix or executor/trix (no photocopies)
- Additional documents may be needed for non-spousal transactions
  (see “Transfer at Death” on our website)

Plate Change
- Application for Registration (TR-1)
- Identity document (see list)
- Active RI Insurance Information
- Vehicle information
- Plates to be canceled or Affidavit for Cancelation of Registration / Police Report (if plates are unavailable)
- Gift letter (if plates are coming from another party)
- Governor’s card (only required for Preferred Plates from non-immediate family members)

IMPORTANT INFORMATION
- All registrants must be present, or the Application for Registration (TR-1) signature(s) must be notarized. An ink stamp must be present if notarized in Rhode Island.
- Motorhomes, campervans and coaches have the same registration requirements as other vehicles
- For VIN Check locations, please contact your local police department for hours, locations and fees.
- RI SALVAGE TITLES: All Rhode Island salvage titles, for vehicles with model years 2001 or newer, are required to have a Salvage VIN Inspection (TR-5).
- Additional documents may be required and all documents are subject to review.

Identity documents (legal name and date of birth)
- A valid, unexpired Rhode Island license or identification card
- A valid, unexpired out-of-state license with proof of residency
- A valid, unexpired passport with proof of residency
- A valid, unexpired Permanent Resident Card with proof of residency
- A valid, unexpired Employment Authorization Card with proof of residency

Proof of Residency List (P.O. Boxes not accepted)
Within Valid Effective Dates
- Insurance policy for your home, apartment, or auto with your name and address
- Property tax bill for your residence
- Valid Voter Registration Card

Within 60 Days
- Utility bill (gas, electric, telephone, cable, oil) in your name or in the name of an immediate family member with the same last name
- Personal check or bank statement with your name and address
- Payroll check stub with your name and address

Within 30 Days
- Letter from Rhode Island shelter or halfway house indicating that applicant resides there. Such a letter must be on letterhead, must be dated within presentation and must include name and contact information of an administrator

MORE TRANSACTION INFORMATION ON OTHER SIDE