



MOTOR VEHICLE STANDARD FORMS OF PROOF

TWO FORMS REQUIRED

1. PLATE RECEIPT from DMV

indicating the registration (plate) has been **CANCELLED, LOST or STOLEN.**

2. ANY OF THE FOLLOWING IN ADDITION TO #1

- a.) **A copy of the bill of sale** that is completely executed (dated AND signed and must include make, model and VIN#) **along with the plate receipt.**
- b.) **A copy of the transfer of Title.** The seller must provide the assessor with a completed copy of the signed title (must be completely filled out) **and the plate receipt.**
- c.) **Out of State Registration** – proof of residency and a copy of registration showing the date the vehicle was registered outside the State of Connecticut **along with the plate receipt.**
- d.) **Stolen vehicle** – a statement from the insurance company indicating that the vehicle (must state make/model/VIN) was stolen and **NOT RECOVERED. In addition,** owner must file a *lost or stolen plate form* with the DMV to obtain a **plate receipt.**
- e.) **Totaled vehicle** – a statement from the insurance company indicating that the vehicle was totaled AND noting date of loss AND that owner did not retain possession of the vehicle. Letter must identify make, model and VIN#. **In addition,** if owner did not retain plate then he/she must file a *lost or stolen plate form* with the DMV to obtain a **plate receipt.**
- f.) **Junked Vehicle** – a dated receipt from junkyard identifying vehicle and VIN# **in addition to the plate receipt.**
- g.) **Trade-in vehicle-** a copy of the purchase agreement identifying the trade-in vehicle by VIN# and date of trade-in, **in addition to the plate receipt.**
- h.) **Donated vehicle-** a copy of the letter from the charity the vehicle was donated to identifying the donated vehicle (including VIN#) and date donated **in addition to the plate receipt.**
- i.) **Repossessed vehicle-** a copy of the letter from the repossessing company, showing the date the vehicle was sold at auction, **in addition to the plate receipt.**
- j.) **Lease Agreement or Odometer Statement** which reflects the VIN of the returned vehicle and date of return, **in addition to the plate receipt.**
- k.) **If you are unable to obtain any of the above information (a-j)** request a letter from your insurance company identifying the vehicle (make, model AND VIN#) showing the date AND **REASON REMOVED** (i.e. sold, totaled, etc.) **in addition to the plate receipt.** Please note if your insurance letter does not state the reason the vehicle was removed it is not acceptable as proof of the disposition of your vehicle.
- l.) **Carfax report** for your vehicle may be used showing the disposition of the vehicle if *no other document conditions* can be met from a-k. **in addition to your plate receipt.**