

1-609-292-6500 ext. 5076

## **Instructions for NJ Residents to Title & Register a Vehicle While Temporarily Located Out of State**

If you are a New Jersey resident and you purchased a new or used vehicle while out of state, listed below is the information needed to title and register the vehicle in New Jersey by mail. If you purchased the vehicle while out of state and have since returned to New Jersey, these instructions do not apply. If you purchased a new vehicle, the dealer should mail all title paperwork to the NJ Motor Vehicle Agency most convenient for you to visit. If you purchased a used vehicle, it is recommended that you visit your local Motor Vehicle Agency.

All requests to title and register your vehicle while out of state must be accompanied with the following documentation:

1. **Evidence of Ownership:** The MVC must receive original documents (memorandums of title, photocopies, or non-negotiable documents are not acceptable). Please follow the appropriate instructions depending on whether your vehicle is "New" or "Used".
  - a. **New vehicle** – If you purchased a new vehicle, the MVC requires an original Manufacturer's Certificate of Origin (MCO). The selling dealer will provide you with this document.
    - If you purchased a new vehicle, it may be subject to New Jersey's Luxury and Fuel Inefficient Surcharge (LFIS). In addition, all new vehicles purchased must be accompanied with the New Vehicle Title Application (Form OS/SS-14). This form is available at [www.njmvc.gov](http://www.njmvc.gov) and will help you determine if you are required to pay an additional surcharge for the purchase of your vehicle. Your dealer should complete this form.
  - b. **Used vehicle** – If you purchased a used vehicle out of state or purchased a used vehicle last registered in another state, that state's title, with a proper ownership assignment, can serve as proof of ownership.
    - For a used vehicle purchased or last registered in a state that does not issue titles, the registration issued to you or the former owner's registration properly assigned to you is required. You will have to supply the Vehicle Identification Number (VIN) in a signed statement certifying that you have physically checked the VIN and that it is accurate. If the former registration is unavailable, a certification from the Motor Vehicle Agency of that state is required stating that the vehicle was registered to you. However, you must also supply the above-mentioned VIN statement. The VIN can be found on the dash in the lower left corner of the windshield, immediately in front of the driver's seat, for vehicles manufactured after 1968. **You can see the number by looking through the windshield from the outside.** The VIN on vehicles manufactured before 1968 is not uniformly located; please check with a local dealer if you cannot locate the number.
2. **Mileage statement** - The seller of a vehicle must supply an accurate odometer reading at the time of sale and state whether the odometer has passed its mechanical limitations and is on an additional cycle. If the actual odometer reading is inaccurate, the seller must so state and give an estimate of what the actual reading is.
3. **Applications/Forms:** The MVC must receive the following completed, signed, original documents:
  - a. The completed, signed, original Application for Certificate of Ownership ([Form OS/SS-7](#)).
  - b. The completed, original Registration Application (BA-49). NOTE: Your items will not be processed unless you supply your New Jersey driver license number in the space provided on the BA-49.
  - c. If you purchased a new vehicle, the completed, original New Vehicle Title Application ([Form OS/SS-14](#)).

4. **Supporting Documents:** The MVC must also receive the following documents:
- A photocopy of your current NJ vehicle insurance card.
  - A photocopy of your current NJ driver's license.
5. **Fees:** When applying by mail you must submit either a check or money order made payable to: NJ MVC.
- Title Fee - \$60 or \$85 if the vehicle has a lienholder (financed).
  - Registration Fee – The registration fee is based on the model year of the vehicle and the shipping weight. You may visit [www.njmvc.gov](http://www.njmvc.gov) to determine the proper registration fee for your vehicle or call 1-609-292-6500.
    - If you are transferring an existing registration you must submit your current registration certificate. If this certificate is not available, an additional duplicate registration fee is required for a duplicate in order to transfer the remaining equity to your new vehicle. Supply your New Jersey license plate number and state that a duplicate registration is to be issued. If your existing registration is due for renewal or expires within 60 days, do not include a transfer fee.
  - Sales Tax - 7% sales tax based on the purchase price of the vehicle is required. If a trade-in is indicated on the dealer's invoice, subtract the trade in price from the price of the new vehicle and calculate the 7% sales tax based on the adjusted price. If you paid the sales tax to the state where the vehicle was purchased, include the receipt made out to the purchaser. If you paid less than 7%, you must pay the difference to New Jersey.
  - Luxury and Fuel Inefficient Surcharge (LFIS) - If you purchased a new vehicle and it is subject to New Jersey's Luxury and Fuel Inefficient Surcharge (LFIS) you must calculate an additional 0.4% of the gross sales/lease price.
6. **Mailing your documents:** Please mail all the above documents to the Motor Vehicle Commission, Government Unit to the address listed on the first page. If you have any questions or if you are unsure about exact fees, please call prior to submitting your request. Titles issued with a lienholder will be mailed directly to that institution. Please also include a daytime telephone number with your request. If there is no lienholder on your vehicle the paperwork will be returned to the out of state dealer. If you are completing you own title work, please provide an out of state address for it to be returned. Paperwork will not be mailed to a New Jersey address.

<b>Checklist</b>
<i>Please use the below checklist as a guide to ensure you have all required documents and fees to acquire your New Jersey Certificate of Title.</i>
<input type="checkbox"/> - If New Vehicle, Manufacturers Certificate of Origin (MCO) & a completed LFIS Form (OS/SS-14)
<input type="checkbox"/> -If Used Vehicle, an original, properly assigned certificate of title or the above listed not-titled documents
<input type="checkbox"/> -Title Application (Form OS/SS-7)
<input type="checkbox"/> -Registration Application (Form BA-49)
<input type="checkbox"/> -A photocopy of your NJ Insurance card (if registering vehicle)
<input type="checkbox"/> -A photocopy of your NJ driver's license.
<input type="checkbox"/> -A check or money order made payable to: NJMVC for the following items: <ul style="list-style-type: none"> <li><input type="checkbox"/> -Title fee \$60, or \$85 if vehicle is financed</li> <li><input type="checkbox"/> -Registration fee depending of vehicle type visit <a href="http://www.njmvc.gov">www.njmvc.gov</a> or call for fees.</li> <li><input type="checkbox"/> - Sales tax 7% (or proof sales tax was already paid)</li> <li><input type="checkbox"/> - LFIS surcharge (if applicable)</li> </ul>