

**MOTOR VEHICLE**  
**STANDARD FORMS OF PROOF**  
**TWO FORMS REQUIRED**

1. **PLATE RECEIPT** from DMV indicating that the registration has been **CANCELLED, LOST, or STOLEN.\***
  
2. ANY OF THE FOLLOWING **IN ADDITION TO #1**
  - a. **A copy of the Bill of Sale** – The bill of sale is now on the bottom of the vehicle owner’s registration form and transfer information must be recorded on the back of the registration form before being submitted to DMV. Therefore, the seller’s obligation is to provide a copy of the signed registration form identifying motor vehicle with VIN number and date of sale along with the plate receipt to the Assessor.
  
  - b. **A copy of the Transfer of Title** – The seller must provide the Assessor with a copy of the signed title (both sides) or a copy of the new owner’s registration 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 was stole and NOT RECOVERED. Owner must file a lost or stolen plate form with the DMV.
  
  - e. **Totaled Vehicle** – A statement from the insurance company indicating that the vehicle was totaled and the date of loss indicated. If owner did not return plate then he/she must file a lost or stolen plate form with the DMV.
  
  - f. **Junked Vehicle** – A receipt from the junkyard identifying the vehicle and the date it was junked, along with the plate receipt.
  
  - g. **Trade-in Vehicle** – A copy of the purchase agreement for the new vehicle identifying the trade-in vehicle and a plate receipt.
  
  - h. **Donated Vehicle** – A copy of the donation letter identifying the vehicle and the date it was donated, along with a plate receipt.
  
  - i. **Leased Vehicle** – A copy of the terminated lease papers identifying the vehicle, the date the vehicle was returned, and a plate receipt.

**\*\*NOTE: ALL INFORMATION MUST BE DATED AND HAVE THE YEAR, MAKE, MODEL, AND VEHICLE IDENTIFICATION NUMBER ON ALL DOCUMENTATION.**

*\*If the plates were transferred to another car, then the July bill is due & credit will be applied to the January bill.*

Any questions concerning required proof listed above please call the Assessor’s Office, Monday through Friday @ (203) 736-5950. Fax (203) 736-5959 or mail documents to the City of Ansonia, Assessor’s Office, 253 Main Street, Ansonia, CT 06401.