



# City of Old Town

265 Main Street  
Old Town, Maine 04468  
Telephone (207) 827-3965  
Fax (207) 827-3979

This form has been created to help during the COVID-19 Emergency to process  
**a new registration purchased through a dealer, a private sale registration,  
and a re-registration**

You can mail required documents to ; City of Old Town, 265 Main Street, Old Town,  
ME 04468; fax to us (INSURANCE CARD ONLY) to 207-827-3979, drop in drop box  
out behind City Hall or email to [Dberube@old-town.org](mailto:Dberube@old-town.org)

## **PLEASE INCLUDE A CONTACT NUMBER**

Once processed we will call you with the amount due. We can accept a check  
made payable to City of Old Town or you can pay over the phone (using a  
debit-credit card will add a 2.5%  
third-party processing fee).

## **NEW REGISTRATION FROM DEALER SEND;**

- Application for Certificate of Title (MVT-2) (Blue): Must have the previous title number found in box 15 and State of Origin.
- Buyers Order or Bill of Sale (from dealer)
- Window Sticker (if vehicle is brand new)
- Insurance card
- If you are transferring plates, please provide the plate number & Color of vehicle
- Date of Births of all registrants
- Current mileage
- Do you need new plates? YES \_ NO \_\_ (If yes, standard passenger plates will be issued)

**REGISTRATION FROM PRIVATE SALE SEND;**

- Title (properly signed over by the seller) (1995 and newer) we will need the original
- Bill of Sale (needs to include the seller's address)
- If you are transferring plates, old registration, plate number and color of vehicle
- Do you need new plates? YES \_ NO \_\_ (If yes, standard passenger plates will be issued)
- Current mileage
- Insurance card

**RE-REGISTRATION SEND;**

- Old registration
- Current mileage
- Insurance card

**\*\*\* If anyone on the registration files an SR-22, we will not be able to process the registration at this time**

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