

Town Clerk

Registration Renewal

Processing

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INTRODUCTION

Vehicle registrations are renewed annually or, in some cases, biennially should the registrant so choose. Processing renewal registrations is a simple process that requires a minimal amount of knowledge or effort. Although it is not complicated, there are some basic rules to follow. The information in the following document will give you the background you need to undertake this process. Excellent customer service is our goal; we anticipate our partnership will help us attain this goal.

RECENT CHANGES

October 2023, Town Clerks no longer need to submit log sheets (VD-151). You may continue to use for your own purposes if desired, but there is no need to send it to DMV.

November 2023, registrations no longer have a date sticker. This includes Vehicles, Boats, Snowmobiles, ATVs, etc.

Registration renewal by telephone is discontinued.

January 1, 2024, nearly all DMV fees increased. All new fees are posted on the [DMV website](#).

- Follow us on [social media](#) for updates, service alerts, law changes, etc.
- Check our website news page for updates, dmv.vermont.gov/news.

DMV CONTACTS

If you have questions after reviewing the following procedures, you may contact DMV at the following numbers:

- Questions about processing renewals ~ 828-2066
- Questions about your MOU ~ 828-2011

The above numbers are to be used for renewal assistance only and should not be shared with the public.

Inquiries from the public must go through our Call Center 802.828.2000.

PROCEDURES

REGISTRATION RENEWALS

The only form you can accept for renewals is the pre-printed renewal notice (VD-100), not the handwritten registration form (VD-119), the current registration certificate, or a copy of the current registration.

A registration renewal notice contains descriptive information about the vehicle and the owner. It also displays the expiration date of the plate/registration and the cost of renewing the registration.

Town Clerks may also process renewals using **myDMV** (mydmv.vermont.gov).

- ◆ **Web Renewals** – If a customer does not have the renewal notice, and you have access to the Internet, you may process their renewal using myDMV.

AUTHORIZED CHANGES TO RENEWALS

1. The only changes to renewals accepted by Town Clerk agents are to the **address** or the **color of the vehicle**. Town Clerks may not process any change to the owner's name, vehicle ownership, and vehicle information, or expiration date.
 - **Exception:** The **year** of expiration on a **2-year** renewal may be changed by Town Clerks but **not** the **month**.
2. If there is an address change, the form must be signed by at least one of the individual(s) whose name(s) appears on the form. Look for changes on **both** the front and the back of the renewal form.

VEHICLE & MOTORBOAT TYPES & EXPIRATION DATE

1. Occasionally, an individual chooses not to renew a special plate and requests a regular issue plate. If you have a customer who requests this, explain that you cannot issue new plates and therefore, cannot accept the renewal. Advise them that this type of transaction must be processed by DMV. They may mail it using the provided envelope along with a note of explanation. The only way you can handle the renewal is if the customer chooses to keep the special plate.

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2. Expiration Date ~ Vehicles & Motorboats:

- a. The new expiration date on the renewal notice is printed in the upper right-hand corner of the form.
- b. This date can only be one of the following; Two (2) months prior to current month, one (1) month prior, or the current month.
 - **Example:** If the current month is August, you may only accept renewals with expiration dates of June, July and August. If you are presented with a renewal in August, which has a May expiration date, you cannot accept it. This renewal has been expired for more than two (2) month(s).
- c. Changing Expiration Date – Do not make changes to the expiration date except the **year** of expiration on a **2-year** renewal. The month may not be changed.

3. Expiration Date ~ Snowmobiles:

- a. The expiration date on the renewal notice is printed in the upper right-hand corner of the form.
- b. Snowmobile renewals are mailed once annually, at the end of July.
- c. All snowmobile registrations expire in August of the following year but may be accepted for renewal throughout the year.
- d. You may accept renewals expired **up to** twelve (12) months, but do **not** accept the renewal if it has been expired **over** twelve (12) months.
 - Those expired up to the eleventh (11th) month will retain the August expiration for the current year.
 - Those expired for the twelfth (12th) month will be processed by DMV with an August expiration of the following year.

Marking Up the Registration Renewal Notices for DMV Processing

1. All notes on the renewal notice must be in **red ink**. You will need to mark the renewal for DMV processing as follows:
 - a. Write '*TEMP*' and the date the temporary registration is issued at the top center of the renewal i.e., mm/dd/yyyy.
 - b. DMV will issue a pre-assigned Town Clerk number that is to be indicated on all renewals, checks, and order forms (i.e. TC1, TC200, etc.).

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TEMPORARY REGISTRATIONS (VD-108)

1. Temporary registrations are valid for 30 days and must be completed for each renewal. Before completing the temporary registration, be sure to verify with the customer that all information is correct including address.
2. Complete the Temporary Registration, VD-108, as follows:
 - a. **Date of Issue** = **8-digit** number (mm/dd/yyyy).
Example: 11/04/2023 (The date may be stamped or hand printed.)
 - b. **Town & Authorized Clerk Signature** = Indicate the name of your town, your Town Clerk number and the signature of the clerk processing the renewal. May be handwritten or stamped.
 - c. **Plate Number** = Number of the plate, i.e., *AWG347*, *COOLCAT*, etc.
 - d. **Expiration Date** = **4-digit** number (write as **yymm**, excluding slashes)
Example: 2501 (2025, January), 2412 (2024, December), etc.
 - e. **VIN / HIN Number** = Post and verify the entire Vehicle Identification Number (VIN) / Hull Identification Number (HIN). It is **very** important that this number is correct.
 - f. **Name and Address** = Print the name and address (street, city, zip) of the owner. If there is an address change, indicate the new address.
3. Once you have completed the temporary registration, give the customer the white copy.
 - a. Keep the yellow copy of the Temporary Registration for your files. There is no specific retention period required. We recommend keeping copies for at least 3 months. PLEASE **DO NOT** send yellow copies to DMV.
4. **DO NOT ACCEPT CASH FOR RENEWAL FEES.** You may, however, accept the \$3.00 Town Clerk processing fee in cash. The Town Clerks do not deposit the fees collected. All fees are mailed to DMV; therefore, only checks and money orders made out for the correct amount will be accepted. A customer may make out one check for several renewals.

Checks or Money Orders should be made out to any of the following:

- Department of Motor Vehicles (or DMV)
- State of Vermont
- Agency of Transportation (or AOT)

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5. DMV will **not** refund any amount up to \$1.00 in excess of the required fee(s). Any fees in excess of \$1.00 will be refunded to the customer.
6. The town clerk fee of \$3.00 (per renewal) **must** be paid separately. Any excess fees that are refunded will be to the customer, not to the Town Clerk's offices.
7. Checks are to be stapled to the front of the renewal notices with only one staple.

PREPARING WEEKLY MAILING

1. Mail the renewals to DMV on a weekly basis (you are required to mail on a weekly basis, unless no renewals were processed in a given week), including all renewals processed prior to 3:00 p.m. on Friday.
2. Secure all renewals in a rubber band (or clip).
3. Insert the renewals into a postage-paid Business Reply Mail envelope (VE-069) and drop in the mail.
 - a. This envelope is sent to the bank, not DMV. Do **not** send supply orders or any correspondence in this envelope.

COMPLETING THE MUNICIPAL SUPPLY ORDER FORM ([VG-018](#))

1. This form is used for ordering envelopes and forms used in processing registration renewals as well as forms and manuals commonly requested by Town Clerks.
2. Complete the Order Form and send it to the DMV Stockroom (instructions on form).

SAMPLE TEMPORARY REGISTRATION



VERMONT
 DEPARTMENT OF MOTOR VEHICLES
 Agency of Transportation
 dmV.vermont.gov

120 State Street
 Montpelier, Vermont 05603-0001
802.828.2000

Issue Date: 13-Nov-2023
 Letter ID: L0000073348
 License Plate: AAR229

PRINTDOC

TEMPORARY REGISTRATION CERTIFICATE

YEAR	MAKE	MODEL	EXPIRES ON
2014	CHEV	SLV	23-Nov-2023
IDENTIFICATION NUMBER		VEHICLE TYPE	PLATE NUMBER
1GC0KVCG3EF164573		Truck/Non-Passenger Van	
BODY		COLOR	AAR229
Pickup		Blue	

The temporary registration expires on **November 23, 2023**, 10 days from the date of issue, and cannot be renewed or extended. Any alterations will void the certificate.

In accordance with 23 V.S.A. §307 this certificate must be carried in your vehicle or stored electronically on a portable electronic device until your permanent registration arrives.

A vehicle not displaying a valid Vermont inspection sticker must be inspected within 15 days of registration. You may use this temporary registration to have your vehicle inspected.

It is your responsibility to provide the necessary documents and information required by law to complete the registration process. If you cannot meet the registration requirements, a permanent registration will not be issued, paperwork will not be returned, and the vehicle cannot be operated on the highway.

You understand that any fees paid in conjunction with this temporary registration will not be refunded pursuant to 23 V.S.A. §312.

Telecommunications Relay Service TTY/TDD: 1-800-253-0191

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SAMPLE RENEWAL NOTICE

 VERMONT
DEPARTMENT OF MOTOR VEHICLES
Agency of Transportation
dmv.vermont.gov

120 State Street
Montpelier, Vermont 05603-0001
802.828.2000

Issue Date: 19-Feb-2024
Letter ID: L0000459109
License Plate: GSK456

PRINTDOC

[REDACTED]

[REDACTED]

[REDACTED]

Vehicle Registration Renewal Notice

The registration for your 2013 CHRY TNC expires on **March 31, 2024**.

RENEW ONLINE

You can visit myDMV.vermont.gov to renew online. Renewing online is fast, easy, and secure. You can renew most types of vehicles including cars, trucks, trailers, motorcycles, snowmobiles, ATVs, and more. Upon completion, you will receive a temporary registration that is valid for ten days and a permanent registration will be mailed to you.



Validation stickers are no longer necessary or provided as of November 2023. For more details, refer to the appropriate bulletin available at dmv.vermont.gov/bulletin.

See reverse side for all renewal options →

↑ Tear along perforation ↑

Letter ID L0000459109

[REDACTED]

Plate: GSK456
Vehicle: 2C4RC1BG1DR632208 (2013 CHRY)
Model: TNC
Body: Minivan/Vanette
Fuel: Gas
Color: White

Registration Expires: 31-Mar-2024

RENEWAL OPTIONS

1-Year \$91.00
 2-Year \$167.00

OTHER OPTIONS

Address change: complete reverse side

000000000000L0000459109 ///GSK456 009100 016700 0324 1

Departmental Procedure
Department of Motor Vehicles
Town Clerks
Subject: Town Clerk Registration Renewal Processing

Rev. 03/2024 MTC

SAMPLE MYDMV EMAIL CONFIRMATIONS



