

Name of service	Transfer of Ownership – Online Dealer Program
Description	<ul style="list-style-type: none"> This transaction occurs when the Online Dealer sells a used vehicle and the ownership is changed to another individual(s) or dealership.
Fee	See Motor Vehicle fee schedules
Required Documents	<ul style="list-style-type: none"> Current registration signed off Proof of valid insurance, if applicable Proof of inspection, if applicable For vehicles transferred under the Motor Vehicle Act (except vehicles transferred to a licensed dealer) with a taxable value of \$1000.00 or less, the dealer must keep in the dealership files proof that the vehicle has passed a NB inspection within the last 30 days. Dealer declaration (where applicable)
How to	<ol style="list-style-type: none"> Ensure that the previous registered owner has properly signed off the transfer portion of the registration. Ensure that the complete name, address, date of birth, etc. for the new owner is properly recorded on the transfer portion and that it is dated. Verify the purchaser has valid proof of insurance, if applicable. Open Auto Dealer Registration Services Click on Transfer and Renew Existing Vehicle Enter Plate Number and VIN, click Find. You will also have the option to Reset, this will bring you back to the previous screen or Cancel, and this will bring you back to the main page. Confirm vehicle information displayed is correct. Select Term if renewing vehicle when doing the transfer (if applicable). Under Ownership Information select Ownership Type as Own. Select Register to as Current Dealership, Other Dealership or Individual/Company. Search for client by entering Client ID and date of birth or driver's license # and date of birth. Once all owners and operators have been added, click on drop down box on each Owner and choose appropriate ownership (Owner or Operator). Click REVIEW ORDER button. RESET button – All vehicle information will need to be re-entered. CANCEL button - this will cancel the transaction and take you back to the main page. Click PROCESS ORDER. CANCEL button – this will cancel the transaction and take you back to the main page. You will see at bottom of page: Vehicle Registration was successfully completed.

	<p>16. Click on PRINT TEMPORARY PERMIT.</p> <p>17. You will have the option to open, save or cancel, choose open and then print the Temporary Registration Permit and Certificate of Vehicle Registration for client. You can reprint the Temporary Registration Permit and Certificate of Vehicle Registration for your files before you return to the home page.</p> <p>18. Click Home link at top of page to return to home to register another vehicle.</p> <p>19. Have the client (if registered owner) sign the temporary registration certificate which was issued and give to client.</p>
Customer Receives	<ul style="list-style-type: none"> • Temporary Registration Permit • Certificate of Vehicle Registration marked as Temporary