

Reference guide for dealer, auction, and insurance companies



The material in this guide is for your information and assistance only and should not be regarded as a replacement for the applicable legislation, associated regulations, or administrative documents to which it refers.

It has been developed by Service New Brunswick in conjunction with the Department of Finance and Treasury Board and the Department of Public Safety, with the support of the New Brunswick Auto Dealer Association.



Reference guide for dealer, auction, and insurance companies

Version 2

Service New Brunswick

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1. General information for dealers, auctions, and insurance companies

1.1 Proof of insurance

Proof of valid insurance is required when registering/transferring most vehicles that are licenced for the road. There are some exceptions, such as trailers and off-road vehicles. Proof of valid insurance is required for vehicles being registered in a dealer, company, or personal name.

Some SNB offices keep insurance information on file for dealers/companies for the convenience of the dealer/company; if a valid insurance card is on file, a copy does not need to be sent at the time of the transaction.

1.1.1 For vehicles going into the purchaser's name:

Proof of valid insurance in the purchaser's name is required for every transfer or registration that will be licenced for the road. The date the transfer/registration takes place must be between the effective and expiry dates on the insurance card.

If less than 14 days have elapsed between the purchase date and the date of the transfer, the insurance card for another vehicle presently insured by the purchaser may be used if the insurance company has been notified that the purchased vehicle is being added to the policy.

If more than 14 days have elapsed since the purchase date, proof of valid insurance for the vehicle being transferred/registered is required.

The 14-day automatic coverage does not apply when the purchased vehicle is a motorcycle or scooter. It is always required to provide a copy of insurance to register or to transfer a motorcycle with valid stickers.

When registering a vehicle in more than one name, the insurance card must list at least one of the names on the registration.

1.1.2 For vehicles going into the dealership's name or being renewed by the dealership:

If the dealer/company's proof of insurance is kept on file at SNB, then it is not required to send a copy for each transaction. If the insurance is not on file, then proof of valid insurance is required with every transfer. Not all SNB offices keep a file. Check with your local office.

1.2 Motor vehicle inspections

As of 2020, personal passenger vehicles that pass inspection, require re-inspection, every two years. The required two-year inspection interval applies to personal passenger vehicles, family motor coaches, antique vehicles, light commercial vehicles, and farm trucks with an unladen curb mass of 3,000 kilograms or less.

Proof of original yellow NB vehicle safety inspection is required and must be presented at the SNB office for vehicles transferred with a bill of sale value of \$1000.00 or less completed within the past 30 days (except vehicles transferred to a licenced dealer).

1.2.1 New vehicles

New passenger vehicles, as well as light commercial and farm trucks, with an unladen curb mass of 3,000 kilograms or less, are issued an initial inspection that will be valid for three years.

1.2.2 Taxis

Inspection stickers for Taxis are valid for one year.

1.2.3 Trailers

Homemade trailers with a registered mass of 1,499 kilograms or less require a one-time inspection.

Manufactured trailers with a registered mass of 1,499 kilograms or less are exempt from inspection.

All other trailers require an annual inspection.

For more information, contact The Department of Justice and Public Safety (JPS) at 506 453-2410 or send an email to DPS-MSP.Information@gnb.ca

1.3 Vehicles previously registered in another jurisdiction

When a vehicle is being registered in New Brunswick, which was previously registered in another jurisdiction, a New Brunswick motor vehicle inspection within 14 days from the date of registration in New Brunswick is required.

If the vehicle is displaying a valid inspection from Prince Edward Island or Nova Scotia, their inspection stickers are honored due to a reciprocity agreement.

Please note:

- Prince Edward Island – The reciprocity agreement is for passenger vehicles only
- Nova Scotia – The reciprocity agreement is for passenger and light commercial vehicles only

1.4 Methods of payment

1.4.1 For dealer drop-off transactions

- EFT (Electronic Funds Transfer)
- Cheque (Pre-filled, including total amount, payable to Service New Brunswick)
- Money Order (Pre-filled, including total amount, payable to Service New Brunswick)

***Please note blank cheques will not be accepted. ***

For transactions over the counter:

- EFT (Electronic Funds Transfer)
- Cheque
- Money Order
- Debit
- Cash

1.4.2 Setting up an EFT (Electronic Funds Transfer) account

To setup an EFT (Electronic Funds Transfer) account, please complete the forms in the link below.

[Client Authentication - Part 1 - Client Registration](#)

[Client Authentication - Part 2 - Financial Officer Registration](#)

The completed forms and void cheque can be submitted by mail or email.

To submit by mail, send to:

Service New Brunswick
Client Authentication
Lincoln Place
P.O. Box 1998
Fredericton, NB
E2B 5G4

To submit by email (preferred method), send to: SNBHQFinServAR@snb.ca

1.5 Early renewals

Most registrations can be renewed 6 months prior to the expiry date. If the registration expires more than 6 months from the current date, then it is not eligible to be renewed.

1.6 Altered documents

Documents such as Bills of Sale, [New Vehicle Information Statement](#) (NVIS), Titles, Registrations, Lease Agreements, Applications for Vehicle Registration, Power of Attorneys (POA) and Dealer Declarations which have been altered (including where white-out has been used or information scratched out) will not be accepted. New document(s) will be required prior to registration. A bill of sale document that has been modified to make a correction, can be accepted for tax purposes provided all parties have initialed the changes. Any further verification of this document will be completed by the Canada Revenue Agency (CRA).

1.7 Dealer drop-offs

To meet the 48 hours business day turnaround time, we ask that dealers please inform the dealer counter at least 24 hours prior to dropping off packages containing 50 or more transactions. This will help ensure we meet our commitment of turnaround time. Contact your local SNB office for drop off time(s).

1.8 Vehicles purchased from a NB dealership

All transactions for vehicles that were purchased or leased from a NB dealer must be completed by the NB dealer. The purchaser or lessee cannot complete these transactions unless they are also a NB dealer.

1.9 Information required for all transactions

The standard information we require for all transactions is as follows:

1. A bill of sale or other documentation showing HST was collected is required. All purchasers listed on the bill of sale must be listed as owners on the registration. (**See section 1.25.1** for required information on a bill of sale). The information on the bill of sale and signed off registration must be identical.
2. The signed off and completed registration/ownership title or New Vehicle Information Statement is required.
3. If the purchaser is an individual:
 - a. Legal name (no nicknames) including middle initials.
 - b. Copy of the purchaser's driver licence, if available.
 - c. Date of birth for each person on the registration.
4. The purchaser's complete physical address, as well as the mailing address (if different). If the purchaser's address does not match the driver licence, please refer them to their local SNB office to update their address.
5. If the purchaser is a company, the following is required:
 - a. The company must be registered with an active status in Corporate Registry either in NB or NS.
 - b. The company's proper legal name.
6. If the registration or New Vehicle Information Statement (NVIS) is missing information such as the number of doors, color, number of axles, etc., please fill in the information.
7. Proof of valid insurance in at least one of the purchaser's names (if applicable). For more details (**see section 1.1**) Proof of insurance.
8. Additional documents may be required. (i.e., branding documentation, importation documentation, estate, bankruptcy, repossession, proof of NB motor vehicle inspection dating less than 30 days for transfers valued \$1000.00 or less, etc.)

1.10 HST documentation requirements

For every vehicle purchase, we must have proof that the HST was accounted for. There are several acceptable documents which can be used to account for the HST: a bill of sale, a Dealer Declaration, or a Canada Customs Accounting document (***See note below**). There is a chart, on page 5, showing which documents you may use as proof based on the type of transaction being done (you need only submit one of the choices). If an exemption from the HST has been provided, the dealer (or registrant) is responsible to ensure all pertinent information is provided on the invoice in accordance with CRA regulations/policies.

***Canada Customs Accounting Documents** are used when a vehicle is purchased outside of Canada. The GST was paid to Canada Customs, and the provincial portion of the HST must be paid at SNB when the vehicle is registered. The Canada Customs Accounting document is given to the importer by Canada Customs and shows the purchase price in US dollars, the purchase price converted to Canadian dollars, any duty/excise taxes paid, and the GST paid at the time of import. When importing a vehicle, a copy of the accounting document or the dealer declaration may be used. If using the Dealer Declaration, you must calculate the amount of HST due to the province.

Transaction Type	Bill of Sale	Dealer Declaration	Canada Customs Accounting
Transferring a vehicle registered in NB to an NB dealer	Yes (if the seller is a registrant)	Yes	N/A
Transferring a vehicle registered in another province to an NB dealer	Yes (if the seller is a registrant)	Yes	N/A
Transferring a vehicle from another country to an NB dealer	No	Yes	Yes
Transferring a vehicle from one NB dealer to another NB dealer	Yes	Yes (Dealer Declaration must be completed by the purchasing dealer)	N/A
Transferring a vehicle registered in NB to a customer	Yes	No	N/A
Registering a new vehicle to a customer	Yes	No	N/A

1.11 Dealer Declaration Form

Anytime a vehicle is going into a dealer's name, a completed Dealer Declaration is required (**See link below**) or a copy of the bill of sale showing that the dealer paid HST to the seller.

<https://www2.snb.ca/content/dam/snb/DealerDeclaration.pdf>

When using a **Dealer Declaration**, start by choosing the "Category" for each vehicle you are listing on the declaration:

- **Category 1** is for vehicles for which you paid 5% GST and for which 10% HST is due.
- **Category 2** is for vehicles purchased in Ontario from a registrant for which you paid 13% HST and 2% HST is due.
- **Category 3** is for vehicles purchased from a registrant for which you have already paid the full 15% HST.
- **Category 4** is for farm tractors (60HP or more) acquired for resale from a registrant.
- **Category 5** is for vehicles that you acquired on trade for resale from a non-registrant. (A person that is not registered to collect GST/HST)
- **Category 6** is for vehicles that you acquired by purchase for resale from a non-registrant. (A person that is not registered to collect GST/HST)

Please note: For categories 5 and 6, additional documentation may be requested.

Complete the rest of the declaration as follows:

1. Indicate the name of the person signing the declaration.
2. Fill in the name of the dealership.
3. Fill in the dealership's licence number.
4. Indicate the GST/HST number for the dealership.
5. List the particulars and choose a category number for each vehicle. If HST is due, you must indicate the amount due in the column titled "Tax Due".
6. The person whose name was indicated at the top of the declaration must sign at the bottom of the declaration.
7. Indicate the date the declaration was completed and signed.

8. Indicate the title held by the person signing on behalf of the dealership. Ex: business manager, owner, receptionist, administrative assistance, etc.
9. Leave the “SNB Representative’s Initials” blank. **This is filled in by the SNB Office.**

1.12 Double transfers

A double transfer is when a vehicle has been acquired by a dealer or insurance company and has since been sold.

The back of the vehicle registration/ownership certificate is not to be used to indicate 2 transfers. It needs to be made out to the dealership or insurance co that acquired the vehicle. **(A)** The seller(s) signature is required **(B)** the purchaser’s information and signature and **(C)** the date of sale is mandatory. The three purchaser’s fields are for joint ownership of a vehicle.

If the vehicle was resold (double transfer) – the **Application for Vehicle Registration** must be used from the Dealer / Insurance Co to the second purchasing client by using the front of the Application and **Section A** on the back. Name of dealer should be indicated on the front of the form, on the right-hand side, “Dealer-Previous Registered Owner”, and the new buyer(s) name and particulars should be filled out using (if need be) the 3 boxes on the lower left-hand side on the front of the form. The front of the form as to be dated and signed at the bottom. **Section A** on the back as to be dated and signed by the seller. (Please see page 8 and 9 for examples.)

Sample Back of Registration / Ownership Certificate

APPLICATION FOR TRANSFER / DEMANDE DE TRANSFERT					
<small>(This Undertaking, to be filled out by the seller and signed, certifies that all requirements for insurance have been met. / Cette déclaration, à compléter par le vendeur et signée, certifie que toutes les exigences relatives à l'assurance ont été satisfaites.)</small>					
VEHICLE INFORMATION / RENSEIGNEMENTS AU SUJET DU VÉHICULE			VEHICLE IDENTIFICATION NUMBER / NUMÉRO D'IDENTIFICATION DU VÉHICULE		
[Redacted]			[Redacted]		
Signature			[Redacted]		
X			[Redacted]		
BILL OF SALE / ACTE DE VENTE					
<small>Transfer of vehicle ownership requires a bill of sale be provided. The following may be used as a bill of sale; however, the purchaser may be required to provide more information depending on the type of sale. / Étant donné un acte de vente pour procéder au transfert de l'immatriculation d'un véhicule. La section suivante peut servir d'acte de vente, mais, selon le type de vente, il se peut que l'acheteur ait à fournir de plus amples renseignements.</small>					
PURCHASER'S NAME / NOM DE L'ACHETEUR		PURCHASER'S NAME / NOM DE L'ACHETEUR		PURCHASER'S NAME / NOM DE L'ACHETEUR	
[Redacted]		[Redacted]		[Redacted]	
STREET ADDRESS / ADRESSE DE VOIE		STREET ADDRESS / ADRESSE DE VOIE		STREET ADDRESS / ADRESSE DE VOIE	
[Redacted]		[Redacted]		[Redacted]	
MUNICIPALITY / MUNICIPALITÉ		MUNICIPALITY / MUNICIPALITÉ		MUNICIPALITY / MUNICIPALITÉ	
[Redacted]		[Redacted]		[Redacted]	
PROVINCIAL CODE / CODE POSTAL	CUSTOMER ID / IDENTIFICATEUR DU CLIENT	POSTAL CODE / CODE POSTAL	CUSTOMER ID / IDENTIFICATEUR DU CLIENT	POSTAL CODE / CODE POSTAL	CUSTOMER ID / IDENTIFICATEUR DU CLIENT
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
PURCHASER 1 / ACHETEUR 1		PURCHASER 2 / ACHETEUR 2		PURCHASER 3 / ACHETEUR 3	
Signature		Signature		Signature	
X		X		X	
DATE OF SALE / DATE DE LA VENTE		SALE AMOUNT / PRIX DE VENTE		CONDITIONS OF SALE / CONDITIONS DE VENTE	
[Redacted]		[Redacted]		[Redacted]	

1.13 Transfer a New Brunswick registered vehicle to the dealer

Documents required:

1. Completed signed off registration. This must be the most recent registration issued and must be completed and signed off for transfer by all registered owner(s). If the most recent registration was lost or destroyed, the previous owner(s) must replace the registration and complete the back of the registration and provide it to the dealer.
2. Completed 1.11 Dealer Declaration Form (**see link on page 5**) or a bill of sale showing HST was paid by the dealer if the vehicle was purchased from a registrant (**see section 1.10** HST documentation requirements for more information).
3. Power of Attorney (if applicable).
4. Proof of valid insurance for the dealership (if not on file).
5. If the vehicle has already been sold to a customer (i.e., requesting a double transfer **see Section 1.12**), an **Application for vehicle registration** and a bill of sale and proof of valid insurance for the new owner(s) are required.
6. Indicate on the registration what is being requested (i.e., transfer only, renew for 12 months, new plates, etc.)
7. Additional information may be required, i.e., bankruptcy, repossession, estate, and transfer, etc.

1.14 Transfer a vehicle currently registered in another jurisdiction to the dealer

Documents required:

1. Previous registration or title/registration signed off for transfer by all registered owners. If the last registration or title was lost or destroyed, then the previous owner(s) must contact the respective motor vehicle agency to request a replacement registration or title, sign it off for transfer and provide it to the dealer.
2. Completed **1.11 Dealer Declaration Form** (**see link on page 5**) or a bill of sale showing HST was paid by the dealer if the vehicle was purchased from a registrant, or the Canada Customs Accounting document (**see section 1.10** HST documentation requirements for more information).
3. Valid insurance for dealership (if not on file).
4. If the vehicle is being imported from outside of Canada the Customs - **Vehicle Import Form 1** is required. If you used a broker, you won't always have a paper copy of this form as it can be submitted electronically
5. Completed **Application for Vehicle Registration form** signed at the bottom of first page. If the vehicle has already been sold to a customer (i.e., double transfer) the dealer's name should be added to the first page on the right, and the purchaser's name should be added on the left. Front of the application needs to be signed by the buyer. **Section A** at the top of second page must be signed by dealership.
6. If the vehicle has already been sold to a customer (**see Section 1.12**), a bill of sale and proof of valid insurance for the new owner(s) are also required.
7. Indicate on the application what is being requested (i.e., transfer only, certificate of ownership, renew for 12 months, new plates, etc.)
8. **The Recycle NB Tire Fees** must be paid when a vehicle was previously registered in another jurisdiction and has never previously been registered in NB.

Reset / Effacer

APPLICATION FOR
VEHICLE REGISTRATION



DEMANDE D'IMMATRICULATION
DU VÉHICULE

DEPARTMENT OF PUBLIC SAFETY

78-9291 (2/12)

MINISTÈRE DE LA SÉCURITÉ PUBLIQUE

NOTE / A NOTER

Please sign and complete the appropriate section on the reverse side of this document.
Remplir et signer la partie qui s'applique au verso du présent document.

VEHICLE DESCRIPTION / DESCRIPTION DU VÉHICULE										FEE CALCULATIONS / CALCUL DES DROITS						
Sticker / Vignette			Plate / Plaque			Status				Registration Immatriculation	\$					
Make / Marque		Series / Série		Model / Modèle		Expires / Expire				Plate Plaque	\$					
Year / Année	Cyl.	Fuel / Carb.	Axles / Essieux	Colour / Couleur	RC / CR	Fee Paid / Droits payés		Transfer Transfert		\$						
Serial No. / N° de serie						Mass / Masse				Replacement Remplacement	\$					
Gross Mass / Masse brute						Prev. Plate / Anc. plaque		Off. / Bur.		Date		Owner N° de prop.	\$			
kg												Other Autre	\$			
EXCHANGE FROM CHANGEMENT DE						Prev. Prov. or State Anc. province ou État		Year Année		D J M Y A		K - 22 Date		TOTAL	\$	

I the undersigned, hereby certify that my
Je soussigné, atteste par les présentes que mon / ma / mes

<input type="checkbox"/> Registration Certificate Certificat d'immatriculation	<input type="checkbox"/> Personalized Plates Plaques personnalisées	<input type="checkbox"/> Parking Permit Permis de stationnement] For a person having a disability Pour une personne ayant un handicap	<input type="checkbox"/> has to be replaced doit être remplacé(e)
<input type="checkbox"/> Plate Validation Sticker Vignette de validation de la plaque	<input type="checkbox"/> Dealer or Manufacturer Plates Plaques du concessionnaire ou fabricant	<input type="checkbox"/> Parking Placard Carte de stationnement		<input type="checkbox"/> registration is ready to be renewed L'immatriculation peut être renouvelée
<input type="checkbox"/> License Plate Plaque d'immatriculation				<input type="checkbox"/> registration requires correction: immatriculation doit être corrigée : Details: Détails :

	Expires / Expire	Stickers / Vignettes No. / N°	Plates / Plaques No. / N°
N E W	M Y / A		

NOTE: Proof of liability insurance coverage is required on THIS vehicle, (a photocopy is acceptable) such as a "Canada Inter-Province Motor Vehicle Liability Insurance Card." (Not required for trailers and all-terrain vehicles). This will be returned to you.

AVIS : Une preuve d'assurance-automobile est exigée pour CE véhicule (une photocopie est acceptable) tel qu'un "Certificat d'assurance-automobile responsabilité Canada inter-province". Non nécessaire pour les remorques et véhicules tout-terrain). Ce document vous sera retourné.

Record below the name(s) and address(es) of all owner(s) and driver(s) of this vehicle.
Inscrire ci-dessous le(s) nom(s) et adresse(s) du (des) propriétaire(s) et conducteur(s) de ce véhicule.

Name / Nom	Birth Date de naissance
Address / Adresse	D / J M Y / A
Postal Code postal	Birth Date de naissance
	D / J M Y / A
	Owner / Propriétaire <input type="checkbox"/>
	Driver / Conducteur <input type="checkbox"/>

Validation

Dealer - Previous Registered Owner Concessionnaire - propriétaire immatriculé précédent
Address / Adresse
CAUTION: It is a punishable offence to knowingly make a false statement on this form.

Name / Nom	Birth Date de naissance
Address / Adresse	D / J M Y / A
Postal Code postal	Birth Date de naissance
	D / J M Y / A
	Owner / Propriétaire <input type="checkbox"/>
	Driver / Conducteur <input type="checkbox"/>

Validation

ATTENTION: Toute fausse déclaration sur le présent formulaire constitue une infraction à la loi.

I declare that all the foregoing information is correct.
Je déclare que tous les renseignements ci-dessus sont exacts.

Name / Nom	Birth Date de naissance
Address / Adresse	D / J M Y / A
Postal Code postal	Birth Date de naissance
	D / J M Y / A
	Owner / Propriétaire <input type="checkbox"/>
	Driver / Conducteur <input type="checkbox"/>

Validation

Date _____
Signature of Owner or Agent
Signature du propriétaire ou de l'agent X

A.	TRANSFER	TRANSFERT						
<p>I hereby give notice of the change of ownership of the vehicle described on the front side of this form and make application for the transfer of the permit to the person or company shown.</p>		<p>Je vous avise, par les présentes, du changement de propriétaire du véhicule décrit au recto du présent formulaire et demande le transfert de l'immatriculation à la personne / entreprise indiquée.</p>						
Date	<p>A Signature of Registered Owner Signature du propriétaire immatriculé X</p>							
B.	PURCHASED OR REPOSSESSED VEHICLE	VÉHICULE ACHETÉ OU REPRIS						
<p>I, Je soussigné, _____ representing / représentant _____</p> <p>declare that on / atteste que le _____ the vehicle described on the front side of this form was / le véhicule décrit au recto du présent formulaire a été</p> <p>validly and legally / valablement et légalement <input type="checkbox"/> purchased / acheté <input type="checkbox"/> repossessed / repris from: (Name:) / de: (Nom:) _____</p>								
Date	<p>Signature: Purchaser or Repossessor / Signature: Acheteur ou acquéreur X</p>							
GUARANTEE		GARANTIE						
<p>I undertake to save Her Majesty the Queen in the right of the Province harmless in respect of all claims which may arise in respect of the transfer of the registration of the vehicle described on the front side of this form.</p>		<p>Je garantis Sa Majesté la Reine du chef de la province contre toute réclamation pouvant résulter du transfert de l'immatriculation du véhicule décrit au recto du présent formulaire.</p>						
Date	Witness / Témoin X	Transferee / Guarantor / Cessionnaire / garant X						
C.								
Remarks: / Remarques: _____								
Date		Authorized Signature / Signature autorisée X						
MEANING	CODE	SIGNIFICATION	MEANING	CODE	SIGNIFICATION	MEANING	CODE	SIGNIFICATION
VEHICLES Convertible CV Décapotable 2 - Door 2D 2 portes 2 - Door Hatchback 2B 2 portes et hayon 4 - Door 4D 4 portes 4 - Door Hatchback 4B 4 portes et hayon 2 - Door Stationwagon 2W 2 portes familiale 4 - Door Stationwagon 4W 4 portes familiale Van VN Fourgon Motor Home MH Caravane motorisée Dune Buggy DB Autodune School Bus BS Autobus scolaire Parcel Delivery Van PD Fourgonnette de livraison Sedan Delivery SD Sedan de livraison Wrecker WR Dépanneuse Pick-Up PK Camionnette Utility Vehicle TY Véhicule utilitaire Motorcycle MS Motocyclette Motor-Driven Cycle MY Mopède Snowmobile SM Motoneige Backhoe BH Rétrocaveuse Farm Tractor FT Tracteur agricole Loader LO Chargeuse			TRAILERS: Utility Trailer TY Remorque utilitaire Pole Trailer PL Semi-remorque à poutre télescopique Boat Trailer BT Remorque à bateau Travel Trailer TV Caravane classique Tent Trailer TT Tente roulotte Horse Trailer HR Van à chevaux Freight Van Trailer FV Semi-remorque fourgon Open Top Van Trailer OV Semi-remorque découverte Platform Trailer PF Semi-remorque plateau Lowbed Trailer LB Semi-remorque surbaissée Dump Trailer DP Semi-remorque à benne Livestock Trailer LV Bétaillère Auto Transport Trailer AT Remorque porte-auto Liquid Tanker Trailer LT Semi remorque-citerne pour liquides Dry Bulk Tanker Trailer DT Semi remorque-citerne à vrac Fixed Machine Trailer FM Remorque à engin fixe Converter Dolly CD Diabolo convertisseur à simple timon Trailer Mounted Mixer MX Malaxeur sur remorque			ALL - TERRAIN VEHICLES 2 - Wheel (Dirt Bike) MF 2 Roues (Moto hors route) 3 - Wheel (Tricycle) ATC 3 Roues (Tricycle) 4 - Wheel or More ATV 4 Roues ou Plus Snow Vehicle SV Motoneige Snowmobile SM Autoneige Dune Buggy DB Autodune Amphibious AP Amphibie Off-Road Utility ORU Véhicules utilitaires hors route		
COMMERCIAL Unknown Blank / Vide Inconnu Bus BU Autobus Freight Van FV Fourgon de frêt Dump DP À benne Tanker / Pumper TK Citerne / autopompe Wrecker WR Dépanneuse Packer PR Benne tuseuse Crane CN Grue Fixed Machine FM Engin fixe Open-Top Van OV Fourgon decouvert Stake-back ST Camion a ridelles Platform PF Plate-forme Transit Mixer MX Camion malaxeur Utility TY Utilitaire Incomplete chassis IC Châssis incomplet Conventional tractor CT Tracteur classique Cab-over tractor CO Tracteur à cabine avancée			FUEL Unknown Blank / Vide Inconnu Diesel D Diesel Gasoline G Essence Natural Gas N Gaz naturel Propane P Propane Butane B Butane Electric E Électrique Gasoline / Alcohol H Essence / alcool Gasoline / Electric L Essence / électrique Other S Autre Diesel / Propane T Diesel / propane Gasoline / Natural Gas U Essence / gaz naturel Diesel / Butane F Diesel / butane Diesel / Natural Gas R Diesel / gaz naturel Gasoline / Propane W Essence / propane			COLOUR Unknown Blank Vide Inconnue Beige BGE Beige Black BLK NOI Noir Blue BLU BLE Bleu Dark Blue DBL BLF Bleu foncé Light Blue LBL BLP Bleu pâle Bronze BRZ BRZ Bronze Brown BRN BRN Brun Copper CPR CVR Cuivre Cream CRM CRM Crème Gold GLD OR Or Green GRN VRT Vert Dark Green DGR VRF Vert foncé Light Green LGR VRP Vert pâle Multi-Colored MUL MUL Multi-couleur Grey GRY GRI Gris Maroon MRN MRF Rouge foncé Orange ONG ORA Orange Pink PNK RSE Rose Purple PLE MVE Mauve Red RED RGE Rouge Silver SIL ARG Argent Tan TAN CHM Havane Turquoise TRQ TRQ Turquoise White WHI BLA Blanc Yellow YEL JAU Jaune		

Top/Haut

1.15 Transfer a NB registered vehicle from the dealer to a customer

Documents required:

1. Signed off registration. This must be the last registration issued and must be signed off for transfer by the dealer. The vehicle must be registered in the purchaser's name(s) listed on the registration. You must also fill in the full name for each purchaser and include their complete physical address and date of birth, if available. The transfer cannot be completed unless all the required information for the purchaser(s) is provided. A copy of the purchaser's driver licence should be provided, if available. The information on the bill of sale and signed off registration must be identical
2. Bill of sale showing HST was collected. (**See section 1.26.1** for required information on bill of sale).
3. Proof of valid insurance (**see section 1.1**) in the name of at least one of the purchasers (**see section 1.9** Information required for all transactions for more information).
4. If vehicle is being leased, **see section 1.19** for required documents.
5. Indicate on the registration what is being requested (i.e., transfer only, renew for 12 months, new plates, etc.).
6. Additional documentation may be required.


1.16 Register a new vehicle to a customer

Documents required:

1. Original New Vehicle Information Statement (NVIS) filled out and signed by the dealer. This must include the full name for each purchaser and their complete physical address and date of birth (if sold to an individual). The registration cannot be issued unless all the required information for the purchaser(s) is provided. The vehicle must be registered in the purchaser's name(s) listed on the New Vehicle Information Statement (NVIS). **The information on the bill of sale and NVIS must be identical.**
2. A legible copy of the purchaser's driver licence, if available
3. Bill of sale showing HST was collected. (**See section 1.26.1** for required information on bill of sale).
4. Proof of valid insurance in the name of at least one of the purchasers (**see section 1.1** Proof of insurance for more information).
5. If the vehicle is being leased, **see section 1.19** for required documents.

**Space reserved for manufacturer's logo.
Espace réservé à l'identification
du fabricant (logo).**

**N.V.I.S. / D.V.N.
New vehicle information statement
Description du véhicule neuf**

Vehicle / Véhicule					
Vehicle Identification Number / Numéro d'identification du véhicule				Plate or Registration No. N° de plaque d'immatriculation	
					
Make Marque	Model Modèle	Series Série	Model Year Année du modèle	Colour Couleur	Body Type Type de carrosserie
No. of Cyl. Nombre de cyl.	Motive Power Force motrice	Shipping/Curb/GV Weight (kg) Masse nette	G.V.W.R. (kg) P.N.B.V.	Wheelbase (mm) Empattement	OFFICE USE ONLY À L'USAGE DU BUREAU
Engine Serial No. (if applicable) / N° de série du moteur (si applicable)				Displacement / Cylindrée	Off Road Vehicle / Véhicule Hors-Route
					Yes / Oui <input type="checkbox"/> No / Non <input type="checkbox"/>
Manufacturer's Comments / Commentaires du fabricant					

Manufacturer or Importer / Fabricant ou importateur	
Name and Location / Nom et adresse	N.S.M. / M.N.S. No.
Final Stage Manufacturer — Name and Location / Dernier fabricant — Nom et adresse	N.S.M. / M.N.S. No.

Dealer / Commerçant		
<p>I, the undersigned, authorized representative of the company, firm or corporation named below, hereby certify that the new vehicle herein described is assigned on this date for registration and certify that the vehicle is new and has not been registered previously. Je soussigné, représentant autorisé de la compagnie, firme ou corporation désignée ci-dessous, déclare par la présente que le véhicule neuf ci-décri est cédé à cette date, afin d'être immatriculé, et je certifie que ce véhicule est neuf et qu'il n'a pas été immatriculé précédemment.</p>		
Name / Nom	Prov. / Terr.	Dealer's No. / N° du commerçant
Authorized Signature / Signature autorisée	Printed Surname and First Name / Nom et prénom en lettres moulées	Date of sale / Date de vente Yr. / A. Mo. / M. Day / J.
		Odometer Reading / Kilomètres au compteur KM

Purchaser / Acheteur			
Name (Surname, First Name) / Nom (nom de famille, prénom)			
Address (No., Street, Apt.) / Adresse (No., Rue, App.)			
City — Municipality / Ville — Municipalité	Province	Postal code / Code postal	Phone Number / Numéro de téléphone

Lessee (if applicable) / Locataire (si applicable)			
Name (Surname, First Name) / Nom (nom de famille, prénom)			
Address (No., Street, Apt.) / Adresse (N°, Rue, App.)			
City — Municipality / Ville — Municipalité	Province	Postal code / Code postal	Phone Number / Numéro de téléphone

MV1407 (122006)

**This is not a titling document / Ce document ne constitue pas un titre de propriété
Personal information must be used in accordance with applicable privacy laws/Renseignements
personnels qui ne doivent être utilisés qu'en conformité avec les lois sur la confidentialité**

1.17 Transfer a vehicle from the dealer to an out of province purchaser

Documents required:

1. Signed off registration or certificate of ownership (must be the last registration issued). You must also fill in the full name for each purchaser and include their complete physical address and date of birth. The transfer cannot be completed unless all the required information for the purchaser(s) is provided. A legible copy of the purchaser's driver licence, if available. **The information on the bill of sale and signed off registration must be identical.**
2. Bill of sale showing HST was collected. (See section 1.26.1 for required information on bill of sale).
3. NB plates currently assigned to the vehicle must be surrendered to SNB prior to the transfer.
4. Additional documentation may be required.

1.18 Transfer a vehicle from your dealership to another NB dealership

Documents required:

1. NB registration or certificate of ownership signed off for transfer by the dealer selling the vehicle (must be the last registration issued). You must fill in the proper legal name of the purchasing dealership and their dealer number on the back of the registration. The transfer cannot be completed unless all the required information for the purchasing dealer is provided.
2. Bill of sale showing HST was collected or a dealer declaration from the purchasing dealer. (See Section 1.26.1 for required bill of sale information.)
3. Proof of valid insurance for the purchasing dealership, if not kept on file at your local SNB office.
4. Additional documentation may be required.

1.19 Leases

The following documentation is required (These are not tax requirements, but registration requirements):

New vehicle

- New Vehicle Information Statement (NVIS) signed and completed with the Lessor and Lessee name and complete physical address, date of birth, if applicable. If Lessee is a NB company, see **section 1.9.5**
- Proof of valid insurance, if applicable (**see section 1.1**).
- Additional information may be required.

Used vehicle – NB Registered vehicle being leased through a NB dealer

- Signed off NB registration / ownership certificate.
- Complete name, physical address date of birth (if applicable), of lessor and lessee and valid insurance.
- If Lessee is a NB company, **see section 1.9.5**

When a vehicle is being leased by an out of province company with a NB operator, we need the following information:

- The name of the leasing company (must be registered and active with NB or NS Corporate Registry) and their address.
- The legal name of the lessee/company.
 - The company must be registered with NB or NS Corporate Registry and must be in good standing.
 - We need the company's physical head office address. **Do not** list the driver's NB address as the company's address.

- The NB Operator/driver's legal name, address, and date of birth
- Proof of valid insurance (**see section 1.1**).
- All the above should be reflected on the New Vehicle Information Statement (NVIS) or vehicle registration/ownership certificate

Transfer of Lease:

- Current registration, (as owner is not changing - no sign off is needed)
- Letter from the leasing company stating who the new lessee is and that they are authorized to plate the vehicle in NB or a new assignment of lease document showing the new lessee.
- Proof of valid insurance.

1.20 Temporary permits

The dealership would issue these permits to vehicles sold by them, (i.e., when vehicles are not plated or for which the registration has expired.) Only one temporary permit can be issued per sale of a vehicle. These permits are valid for fourteen days from the date of issuance. This allows time for the dealer to obtain a valid registration certificate and plates or allows the individual to move the vehicle to his/her home jurisdiction. The vehicle must display a valid NB vehicle safety inspection sticker. These permits must not be used to move a vehicle to the dealer's premises. Dealer plates would be used for this purpose. (**See section 1.25**)

Dealers can obtain temporary permits directly from the Department of Justice and Public Safety.

Telephone: 506-453-2410

Mail: PO Box 6000, Fredericton, NB E3B 5H1.

1.21 Registration corrections

Documents required:

1. Current registration
2. Valid insurance (if applicable)
3. Letter from dealer explaining the required correction

No Charge when current registration / ownership is returned...

Cancelled sale requires signed off registration by the client and a letter from the dealership stating the sale was cancelled and why.

A fee will be charged when...

A registration in a Dealer's name is not available, (i.e., lost or stolen), and needs to be replaced. An **Application for Vehicle Registration** must be completed. (**See section 1.22**)

If a vehicle is registered to the wrong purchaser...

The current registration along with a letter from Dealer, with an explanation is required. This will be looked at on a case-by-case basis and our Service Delivery Support branch will advise. If approved, the dealer will have to return the registration, corrected bill of sale etc. for the correct purchaser.

1.22 Replacement registrations

When the vehicle is a trade in from a customer, the customer must supply the dealership with the original registration signed off by all owners. If the customer does not have the most recent registration, the dealership must advise the customer to obtain a replacement registration from SNB or the home jurisdiction. Replacement fees may apply.

Vehicle already in the dealership's name: Documents required

1. Completed **Application for Vehicle Registration** (signed and dated).
2. Valid insurance card if the vehicle is licenced.
3. Replacement fee.

Completing the Application for Vehicle Registration for replacement registrations:

- Fill in the vehicle details on the 1st page, including the current NB plate number, if available, serial number for vehicle and the current owner's information.
- Identify the item(s) that need replacing (i.e.: plate, sticker, registration etc. in the middle of the front page of the Application for Vehicle Registration.)
- Sign and date the application, bottom right.

Sample Application for Vehicle Registration to obtain a Replacement registration

Reset / Effacer

**APPLICATION FOR
VEHICLE REGISTRATION**



**DEMANDE D'IMMATRICULATION
DU VÉHICULE**

DEPARTMENT OF PUBLIC SAFETY

78-9291 (2/12)

MINISTÈRE DE LA SÉCURITÉ PUBLIQUE

NOTE / A NOTER

Please sign and complete the appropriate section on the reverse side of this document.

Remplir et signer la partie qui s'applique au verso du présent document.

VEHICLE DESCRIPTION / DESCRIPTION DU VÉHICULE						FEE CALCULATIONS / CALCUL DES DROITS	
Sticker / Vignette		Plate / Plaque		Status		Registration Immatriculation	\$
Make / Marque		Series / Série		Model / Modèle		Plate Plaque	\$
Year / Année	Cyl.	Fuel / Carb.	Axles / Essieux	Colour / Couleur	RC / CR	Fee Paid / Droits payés	\$
Serial No. / N° de série						Mass / Masse	kg
Gross Mass / Masse brute		Prev. Plate / Anc. plaque		Off. / Bur.		Date	Owner N° de prop.
kg							
EXCHANGE FROM CHANGEMENT DE						TOTAL	
Prev. Prov. or State Anc. province ou État		Year Année		D J M Y A K - 22 Date		\$	

I the undersigned, hereby certify that my
Je soussigné, atteste par les présentes que mon / ma / mes

<input type="checkbox"/> Registration Certificate Certificat d'immatriculation	<input type="checkbox"/> Personalized Plates Plaques personnalisées	<input type="checkbox"/> Parking Permit Permis de stationnement] For a person having a disability Pour une personne ayant un handicap	<input type="checkbox"/> has to be replaced doit être remplacé(e)
<input type="checkbox"/> Plate Validation Sticker Vignette de validation de la plaque	<input type="checkbox"/> Dealer or Manufacturer Plates Plaques du concessionnaire ou fabricant	<input type="checkbox"/> Parking Placard Carte de stationnement		<input type="checkbox"/> registration is ready to be renewed L'immatriculation peut être renouvelée
<input type="checkbox"/> License Plate Plaque d'immatriculation				<input type="checkbox"/> registration requires correction: immatriculation doit être corrigée : Details: Détails :

N E W	Expires / Expire		Stickers / Vignettes No. / N°	Plates / Plaques No. / N°
	M	Y / A		

NOTE: Proof of liability insurance coverage is required on THIS vehicle, (a photocopy is acceptable) such as a "Canada Inter-Province Motor Vehicle Liability Insurance Card." (Not required for trailers and all-terrain vehicles). This will be returned to you.

AVIS : Une preuve d'assurance-automobile est exigée pour CE véhicule (une photocopie est acceptable) tel qu'un "Certificat d'assurance-automobile responsabilité Canada inter-province". Non nécessaire pour les remorques et véhicules tout-terrain. Ce document vous sera retourné.

Record below the name(s) and address(es) of all owner(s) and driver(s) of this vehicle.
Inscrire ci-dessous le(s) nom(s) et adresse(s) du (des) propriétaire(s) et conducteur(s) de ce véhicule.

Name / Nom	Birth Date de naissance D / J M Y / A	Dealer - Previous Registered Owner Concessionnaire - propriétaire immatriculé précédent
Address / Adresse	Address / Adresse	
Postal Code postal	Validation	CAUTION: It is a punishable offence to knowingly make a false statement on this form. ATTENTION: Toute fausse déclaration sur le présent formulaire constitue une infraction à la loi. I declare that all the foregoing information is correct. Je déclare que tous les renseignements ci-dessus sont exacts.
Name / Nom	Birth Date de naissance D / J M Y / A	
Address / Adresse	Owner / Propriétaire <input type="checkbox"/> or / ou Driver / Conducteur <input type="checkbox"/>	
Postal Code postal	Signature of Owner or Agent Signature du propriétaire ou de l'agent X	Date

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I hereby give notice of the change of ownership of the vehicle described on the front side of this form and make application for the transfer of the permit to the person or company shown.		Je vous avise, par les présentes, du changement de propriétaire du véhicule décrit au recto du présent formulaire et demande le transfert de l'immatriculation à la personne / entreprise indiquée.																																																																																																																																																																																																																																																																																																																																														
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I undertake to save Her Majesty the Queen in the right of the Province harmless in respect of all claims which may arise in respect of the transfer of the registration of the vehicle described on the front side of this form.		Je garantis Sa Majesté la Reine du chef de la province contre toute réclamation pouvant résulter du transfert de l'immatriculation du véhicule décrit au recto du présent formulaire.																																																																																																																																																																																																																																																																																																																																														
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<td>4 - Wheel or More</td> <td>ATV</td> <td>4 Roues ou Plus</td> </tr> <tr> <td>4 - Door</td> <td>4D</td> <td>4 portes</td> <td>Travel Trailer</td> <td>TV</td> <td>Caravane classique</td> <td>Snow Vehicle</td> <td>SV</td> <td>Motoneige</td> </tr> <tr> <td>4 - Door Hatchback</td> <td>4B</td> <td>4 portes et hayon</td> <td>Tent Trailer</td> <td>TT</td> <td>Tente roulotte</td> <td>Snowmobile</td> <td>SM</td> <td>Autoneige</td> </tr> <tr> <td>2 - Door Stationwagon</td> <td>2W</td> <td>2 portes familiale</td> <td>Horse Trailer</td> <td>HR</td> <td>Van à chevaux</td> <td>Dune Buggy</td> <td>DB</td> <td>Autodune</td> </tr> <tr> <td>4 - Door Stationwagon</td> <td>4W</td> <td>4 portes familiale</td> <td>Freight Van Trailer</td> <td>FV</td> <td>Semi-remorque fourgon</td> <td>Amphibious</td> <td>AP</td> <td>Amphibie</td> </tr> <tr> <td>Van</td> <td>VN</td> <td>Fourgon</td> <td>Open Top Van Trailer</td> <td>OV</td> <td>Semi-remorque découverte</td> <td>Off-Road Utility</td> <td>ORU</td> <td>Véhicules utilitaires hors route</td> </tr> <tr> <td>Motor Home</td> <td>MH</td> <td>Caravane motorisée</td> <td>Platform Trailer</td> <td>PF</td> <td>Semi-remorque plateau</td> <td>COLOUR</td> <td></td> <td>COULEUR</td> </tr> <tr> <td>Dune Buggy</td> <td>DB</td> <td>Autodune</td> <td>Lowbed Trailer</td> <td>LB</td> <td>Semi-remorque surbaissée</td> <td>Unknown</td> <td>Blank</td> <td>Vide</td> </tr> <tr> <td>School Bus</td> <td>BS</td> <td>Autobus scolaire</td> <td>Dump Trailer</td> <td>DP</td> <td>Semi-remorque à benne</td> <td>Beige</td> <td>BGE</td> <td>Beige</td> </tr> <tr> <td>Parcel Delivery Van</td> <td>PD</td> <td>Fourgonnette de livraison</td> <td>Livestock Trailer</td> <td>LV</td> <td>Bétailière</td> <td>Black</td> <td>BLK</td> <td>Noir</td> </tr> <tr> <td>Sedan Delivery</td> <td>SD</td> <td>Sedan de livraison</td> <td>Auto Transport Trailer</td> <td>AT</td> <td>Remorque porte-auto</td> <td>Blue</td> <td>BLU</td> <td>Bleu</td> </tr> <tr> <td>Wrecker</td> <td>WR</td> <td>Dépanneuse</td> <td>Liquid Tanker Trailer</td> <td>LT</td> <td>Semi remorque-citerne pour liquides</td> <td>Dark Blue</td> <td>DBL</td> <td>Bleu foncé</td> </tr> <tr> <td>Pick-Up</td> <td>PK</td> <td>Camionnette</td> <td>Dry Bulk Tanker Trailer</td> <td>DT</td> <td>Semi remorque-citerne à vrac</td> <td>Light Blue</td> <td>BLP</td> <td>Bleu pâle</td> </tr> <tr> <td>Utility Vehicle</td> <td>TY</td> <td>Véhicule utilitaire</td> <td>Fixed Machine Trailer</td> <td>FM</td> <td>Remorque à engin fixe</td> <td>Bronze</td> <td>BRZ</td> <td>Bronze</td> </tr> <tr> <td>Motorcycle</td> <td>MS</td> <td>Motocyclette</td> <td>Converter Dolly</td> <td>CD</td> <td>Diabolo convertisseur à simple timon</td> <td>Brown</td> <td>BRN</td> <td>Brun</td> </tr> <tr> <td>Motor-Driven Cycle</td> <td>MY</td> <td>Mopède</td> <td>Trailer Mounted Mixer</td> <td>MX</td> <td>Malaxeur sur remorque</td> <td>Copper</td> <td>CPR</td> <td>Cuivre</td> </tr> <tr> <td>Snowmobile</td> <td>SM</td> <td>Motoneige</td> <td></td> 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1.23 Surrendering plates

When a vehicle registered in NB is sold to someone from another jurisdiction, the current NB plates and stickers must be surrendered before the transfer can take place. A Certificate of Ownership will then be issued in the purchaser's name.

If the plates cannot be located, a letter, on company letter head, explaining that the plates have been lost is required. The letter must be dated, signed, and include the vehicle details such as year, make, model and serial number.

1.24 Replacement plates

Documents required for the following scenarios: (see section 1.26.4 when authorization letter is required)

1.24.1 Loss of one plate

- Current registration or an Application for Vehicle Registration
- Valid insurance card for the vehicle
- Remaining licence plate, if applicable
- Plate replacement fee

1.24.2 Loss of two plates (i.e., Large Commercial, IRP, Miscellaneous, Farm)

- Current registration or an Application for Vehicle Registration
- Valid insurance card for the vehicle
- Plate replacement fees

1.24.3 Requesting new plates

- Current registration or an Application for Vehicle Registration
- Valid insurance card for the vehicle
- Current plate(s) must be surrendered
- Plate replacement fee or no charge if defective / peeling and issued the years 2009 to current

1.24.4 Requesting Conservation plates instead of regular plates

- Current registration or an Application for Vehicle Registration
- Current plates must be surrendered
- Valid insurance card for the vehicle
- Indicate the type of Conservation plate being requested (i.e., Deer, Chickadee, Violet, or Salmon)
- Plate replacement fee and conservation fee

1.24.5 Swapping plates

Swapping plates allows for the plates on two different vehicles to be switched. To complete this transaction both vehicles must have the same owner and one of the plates must be a personalized or "special" plate (veteran's, firefighter, etc.).

- Current registrations for both vehicles.
- Proof of valid insurance for both vehicles.
- If the vehicles are the same type (i.e., 2 passenger vehicles or 2 pick-ups, etc.) then you do not need to surrender the plates. If the vehicles are different types (i.e., 1 passenger and 1 pick-up) then the regular/stock plate must be surrendered.
- Plate replacement fee for both vehicles (i.e., the replacement fee is \$50.00 per vehicle, then the cost will be \$100.00 as there are two vehicles involved).

1.24.6 Personalized plates issued for the first time

- Current registration or New Vehicle Information Statement (NVIS).
- Proof of valid insurance for the vehicle.
- If the vehicle currently has plates assigned to it, then the plates must be surrendered.
- There is no charge for the first-time assignment of a personalized plate. However, registration fees may be applicable.

1.24.7 Take personalized/special plates off a vehicle and assign to a purchased vehicle

Note: If the personalized plates are still assigned to a different vehicle, we cannot proceed without that registration and clear instructions if that vehicle needs to be re-plated or just an ownership certificate is required.

- New Vehicle Information Statement card for the new vehicle or signed off registration.
- Current registration for the vehicle the personalized/special plates are on now (signed off for transfer if this vehicle is to be transferred to dealer).
- Proof of valid insurance - customer's and dealership's (if dealership is on file at the local SNB office).
- Plate replacement and registration fees for the new vehicle. Plate replacement fee for the vehicle being traded in if new plates are being requested.
- Put the plate # on the registration(s) so there is a clear understanding of which plate goes on each vehicle.

1.25 Dealer plates

The *Motor Vehicle Act* 50(1) states the purpose of a dealer plate is to allow the dealer to demonstrate, test or deliver a vehicle owned by the dealer. Dealer plates must not be used to transport a vehicle which is not owned by the dealer. Also, these plates are not to be used for the dealer's personal use. Vehicles owned by the dealer and NOT being demonstrated to a purchaser, tested, or delivered are to be issued regular plates.

If the vehicle is new and has never been registered before, it need not display a valid inspection sticker, but if the vehicle was registered previously, the vehicle must display a valid inspection sticker when displaying a dealer plate.

1.26 Miscellaneous notes

1.26.1 Bill of sale/invoice

All bills of sale/invoices must include, at minimum, the following:

- A description of the vehicle including the VIN/serial number.
- Supplier's business name and address.
- The purchaser's legal names, date of birth and physical address (i.e., as it appears on their individual driver's licence, or the company name as shown in NB Corporate Registry or Registry of Joint Stock Companies for NS).
- The date of the purchase.
- The purchase price before taxes.
- The amount of tax collected, if applicable.
- The seller's GST/HST number.

1.26.2 Commercial Tractors

When registering a Commercial Tractor, it is good to note VIN's are not required to follow the standard. If a NVIS is provided, the VIN will be accepted as given, no letter from manufacturer is required. If a bill of sale is provided along with an **Application for Vehicle Registration** that too is acceptable. For all other inquiries - please contact your local SNB office.

1.26.3 When a **Power of Attorney (POA)** is required

- When a dealership is signing on behalf of a leasing or insurance company.
- When an auction is signing on behalf of the owner of a vehicle (individuals, dealerships, or insurance companies etc.)

1.26.4 When an **Authorization Letter** is required

- If replacing a vehicle registration, stickers, and/or plate on behalf of a client - an authorization from the registered owner must be provided.

2 Information for insurance companies

- Once a vehicle has been marked non-repairable, it can no longer be transferred or exchanged from another jurisdiction.
- **The Recycle NB Tire Fees** must be paid when a vehicle was previously registered in another jurisdiction and has never previously been registered in NB.
- Insurance Companies are not required to surrender plates for vehicles branded as salvage.
- White out or alterations on documents cannot be accepted. (**See section 1.6**)
- Disposition of Salvage Report (Proof of Loss) or Application for Vehicle Status Change must be the original document, it cannot be a copy.

2.1 Transfer a NB registered vehicle to an insurance company

Documents required:

- Signed off NB registration. This must be the last registration issued and must be signed off for transfer by all registered owner(s). The insurance companies full name, client ID (if available) and physical address (mailing address alone is not enough) must be filled out on the back of the registration. If this information is not provided, a registration cannot be generated.
- Branding document Disposition of Salvage or Application for Vehicle Status Change.
- Original Proof of Loss form is required if the last registration cannot be signed off by current owner, along with an Application for Vehicle Registration. (The proof of loss is signed off by the owner of the vehicle, that is why we need the original. The Application for Vehicle registration is signed by the insurance company.)
- Indicate on the registration what is being requested (i.e., transfer only, etc.)
- Additional documentation may be required.

2.2 Transfer a vehicle currently registered in another province to the insurance company

Documents required:

- Previous jurisdiction registration/title completed and signed off for transfer by all owners. If lost, owner is to contact the previous jurisdiction for a replacement.
- Branding document Disposition of Salvage or Application for Vehicle Status Change.
- Completed Application for Vehicle Registration.
- Additional documentation may be required.

3 Information for auction companies

Plates must be surrendered by auctions in the following scenarios:

1. When the NB vehicle safety inspection isn't completed within the 30 days when sold for \$1000 or less.
2. When vehicle is sold out of province.
3. Any plate displaying "Permanent Stickers".
4. No valid insurance.

3.1 Transfer a NB registered vehicle through an auction

Documents required:

- Signed off NB registration. This must be the last registration issued and must be signed off for transfer by all registered owner(s). The purchaser's full legal name and complete physical address (mailing address alone is not enough). If this information is not provided a registration cannot be generated.
- If the vehicle was acquired through a repossession, we need the repossession documents (i.e., the original sales contract, bankruptcy document including the VIN/serial number, Repossession Warrant, Notice of Intent to Sell, or Personal Property Registry System document) and an Application for Vehicle Registration will need to be completed with **section-B** and **Guarantee** must also be completed (see below).
- If the auction is required to sign **section B** on the back of the Application for registration, written authorization from the financial institution stating the auction is acting on their behalf is required when repossessing the vehicle. This allows the auction to act as an agent on behalf of the financial institution.
- An exemption from the tax is applied only when a repossessed vehicle is being transferred to the financial institution responsible for the repossession. Any other transfer is subject to the imposition of tax.
- Bill of sale showing HST was collected. **See section 1.26.1** for required bill of sale information.
- Proof of valid insurance (if the registration is valid) in the name of at least one of the purchasers (**see section 1.1** Proof of insurance for more information).
- A valid NB motor vehicle safety inspection within the last 30 days must be completed and brought to SNB for viewing if the vehicle was purchased for \$1000.00 or less. If the NB vehicle safety inspection was not done in the last 30 days, then the plates must be surrendered at the time of transfer (if plates cannot be located then a letter stating that the plates were lost must be submitted).
- Power of Attorney and consignment form if the auction is acting on behalf of a client. Licensed dealers are not exempt.
- Indicate on the registration what is being requested (ie., transfer only, renew registration, replace plates, etc.)

A.	TRANSFER	TRANSFERT
I hereby give notice of the change of ownership of the vehicle described on the front side of this form and make application for the transfer of the permit to the person or company shown.		Je vous avise, par les présentes, du changement de propriétaire du véhicule décrit au recto du présent formulaire et demande le transfert de l'immatriculation à la personne / entreprise indiquée.
Date	Signature of Registered Owner Signature du propriétaire immatriculé X	
B.	PURCHASED OR REPOSSESSED VEHICLE	VÉHICULE ACHETÉ OU REPRIS
I, _____ representing _____		B
Je soussigné, _____ représentant _____		
declare that on _____ the vehicle described on the front side of this form was		atteste que le _____ le véhicule décrit au recto du présent formulaire a été
validly and legally validement et légalement	<input checked="" type="checkbox"/> purchased acheté	<input type="checkbox"/> repossessed repris
	from: (Name:) de: (Nom:)	_____
Date	Signature: Purchaser or Repossessor Signature: Acheteur ou acquéreur X	
	GUARANTEE	GARANTIE
I undertake to save Her Majesty the Queen in the right of the Province harmless in respect of all claims which may arise in respect of the transfer of the registration of the vehicle described on the front side of this form.		Je garantis Sa Majesté la Reine du chef de la province contre toute réclamation pouvant résulter du transfert de l'immatriculation du véhicule décrit au recto du présent formulaire.
Date	Witness Témoïn X	Transferee / Guarantor Cessionnaire / garant X
C.		C
Remarks: Remarques: _____		
	Date	Authorized Signature Signature autorisée X

3.2 Transfer a vehicle currently registered in another province or state through auction

Documents required:

- Previous jurisdiction registration/title signed off for transfer by all owners. If lost, the owner(s) must contact the previous jurisdiction for a replacement.
- If the vehicle is coming from another country, the **Canada Customs Import Form 1** and the Canada Customs accounting document (this is to show what tax was paid at the Canadian Border crossing) are needed. If GST was paid to Canada Customs, then the provincial portion of the HST will need to be paid when the vehicle is registered in NB. The provincial portion of the HST will be collected based on the value indicated on the Canadian Border Services Agency document.
- Bill of sale showing GST/HST collected. The bill of sale must also show each purchaser's name. (See **section 1.26.1** for required bill of sale information).
- Proof of valid insurance (if the registration is valid) in the name of at least one of the purchasers (see **section 1.1** for more information).
- A NB Motor Vehicle Safety Inspection approved within the last 30 days, if the vehicle was purchased for \$1000.00 or less. If the NB vehicle safety inspection was not done in the last 30 days, then the plates must be surrendered at the time of transfer (if plates cannot be located then a letter stating that the plates were lost must be submitted).
- Power of Attorney and consignment form if the auction is acting on behalf of a client.

- Where the supplier has collected only the 5% GST, or the 5% GST and the PST of a non-participating province, the provincial portion of the HST must be paid at SNB at the time of registration. The provincial portion of the HST will be collected based on the value used by the supplier to collect the 5% GST.
- Completed Application for Vehicle Registration - the front of application must signed and indicate what is being requested (ex: transfer only, renew registration, replace plates, etc.)
- If the auction is required to sign **section B** on the back of the application for registration, written authorization from the financial institution stating the auction is acting on their behalf is required when repossessing the vehicle. This allows the auction to act as an agent on behalf of the financial institution.
- The repossession exemption is applied only when the vehicle is being transferred to the financial institution responsible for the repossession. Any other transfer is subject to the imposition of tax.

4 Annex A: Dealer checklist

Check these items before sending your package:

- All information on bill of sale/New Vehicle Information Statement or registration match. – Names, Address, Lessor, Lessee, Operator on all documents. A copy of the purchaser's driver licence, if available.
- Customer valid insurance.
- Plate to surrender, if going out of province or require credit. Plate letter if plates cannot be found.
- Dealer declaration filled out, dated, and signed.
- A copy of bill of sale or power of attorney that we can keep, if required
- Everything signed off and filled out.
- Is New Vehicle Information Statement filled out completely including color/weights/model/axles.
- EFT sheet.
- Large Commercial "Application to register commercial vehicle having a gross mass of 4500 KG or more", if needed

Importing a vehicle from the United States:

- The Title/Certificate of Origin.
- Form 1 (K-22 form) stamped at 2 places and filed out properly. **In most cases, a form is not actually issued now.** The information can be verified at the SNB office at time of registration.
- A dealer declaration completed OR Customs/Broker tax for, if applicable

Registering vehicle from out of province:

- The vehicle registration or certificate of ownership
- Dealer declaration and/or a bill of sale
- Application for Vehicle Registration, is **mandatory** if coming from out of province
- Plates must be surrendered

Transfer from dealer to customer:

- Current registration or certificate of ownership, signed off
- Bill of sale
- Insurance card
- Date of birth for each individual purchaser (if applicable). A copy of the purchaser's driver licence, if available.
- Legal spelling of the company name i.e., Ltd, Inc. if applicable
- If the client wishes to put Special NB plates (Firemen, Veteran, Personalized, etc.) on the vehicle they purchased, they can use their old ones or purchase new ones. To use the old ones, bring the registration for the vehicle that is presently registered with those plates, as well as the insurance card.

Sale to Status Indian:

- The bill of sale must state that the vehicle was delivered to a reserve, or that sale took place on reserve.
- The bill of sale must identify the purchaser's Certificate of Indian Status Card number * if bill of sale has two owners and the Status Indian Exemption is being used – only 1 Status Indian Card is required - Federal policy.