TOWN OF KENNEBUNKPORT, MAINE

– INCORPORATED 1653 –

This form has been created to help people during the COVID-19 emergency to process a **new vehicle registration purchased through a dealer**. Please read the following information carefully:

If you have purchased from an out-of-state dealer, you will only be able to complete the first step of the registration process—paying the excise tax; the second step of obtaining license plates and paying sales tax can ONLY be done when BMV offices reopen.

If you need new license plates, you will only be able to complete the first step of the registration process—paying the excise tax; the second step of obtaining license plates can ONLY be done when BMV offices reopen.

If you are transferring plates you already have AND the names on the bill of sale match the names on the current registration, it is likely that we will be able to complete your transaction here.

All paperwork may be mailed to: Town of Kennebunkport
                                         Attn: Vehicle Registration
                                         P.O. Box 566
                                         Kennebunkport, ME 04046

OR placed in our lockbox at town hall (attached to the building next to the front door)

Please include the following:

1. If purchased in the State of Maine, the blue copy of the Certificate of Title
2. Bill of sale
3. A copy of your current insurance card showing effective dates of coverage for the vehicle. Your insurance company may to fax it to us at 207-967-8470
4. Window sticker aka Monroney label if the car is new/ never been registered anywhere

If you are transferring plates, write-in the plate number: _____

The phone number where you may be reached: _____

When we receive the above information, we will call you with the amount of excise tax due to the Town. At that time, you will be able to choose whether to pay over the phone by credit or debit card, OR by check via mail or our lockbox. Once we have received payment, we will make arrangements to return your documents to you. Once again, you may not be able to complete your transaction until the BMV offices reopen.