



## TOWN OF KENNEBUNKPORT, MAINE

— INCORPORATED 1653 —

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

*If you have purchased from a private party, you will only be able to complete the first step of the registration process—paying the excise tax; the second step of obtaining new plates or transferring license plates can ONLY be done when BMV offices reopen.*

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

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

Please include the following:

1. Bill of sale
2. Original Title signed over to you
3. A copy of your current insurance card showing effective dates of coverage for the vehicle. Your insurance company may fax it to us at 207-967-8470

**If you are transferring plates, write-in the plate number:** \_\_\_\_\_

**The best phone number to reach you:** \_\_\_\_\_

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. Once we have received payment, we will make arrangements to return your documents to you. Once again, you will not be able to complete your transaction until the BMV offices reopen.