

## Special Circumstances

**A GIFT OR INHERITANCE** if the vehicle owner was not a Washington State resident and owned the vehicle for less than 7 years, you **Must have proof that the previous owner paid sales tax on the vehicle in the other state., and evidence of ownership for more than 7 years.** If this proof is not available, a current value must be established by the Washington State Department of Revenue (206) 956-3000, and you will be charged a Use Tax on that value.

### PREVIOUS OWNER DECEASED

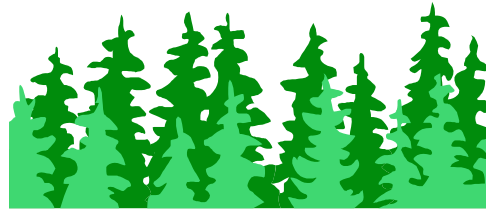
You will need to provide:

- ◆ A certified copy of the death certificate.
- ◆ A copy of the *Letters Testamentary* identifying the Executor of the estate.
- ◆ The Title signed off by the named executor or a notarized *Affidavit of Inheritance* signed by the surviving spouse or family member, if there was no estate.
- ◆ A completed Odometer Disclosure statement if the vehicle is 1998 or newer. This should be signed by the executor or survivor.
- ◆ If the vehicle owner was not a Washington State resident, and the vehicle was owned less than 7 years by the deceased, you will be required to follow the steps under **GIFTS OR INHERITANCE.**

### VEHICLE REGISTERED TO A TRUST

In addition to the documents required in **STEP 1**—You will need to provide:

**A copy of the trust document naming the Trust and the Trustees.**



### PAYMENT OPTIONS:

Payment for all licensing services must be by personal or business check; money order; cashier's check OR cash.

We cannot accept credit or debit cards for payment at this location

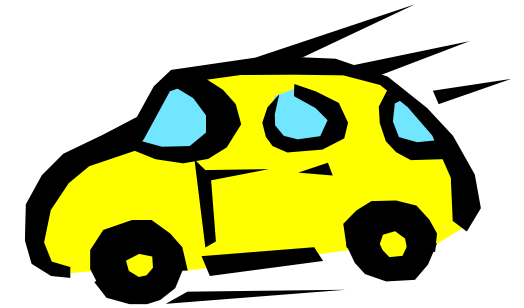
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◆ **?? FOR MORE INFORMATION**

#### ABOUT:

Vehicle Licensing  
Personalized license plates  
Specialized Plates  
Disabled Persons Placards  
Disabled Persons Plates  
Vessel Titles and Registration

Ask your licensing agent for a brochure, or find it on the Department of Licensing internet site:  
[www.dol.wa.gov](http://www.dol.wa.gov)



# A CHECK LIST

#### Service Hours:

Monday 9am-5pm  
Tuesday - Thursday 9am - 5pm  
Friday 9am - 6pm  
Saturday 10am - 3pm

**Closed daily 1pm—2pm for lunch  
except for Saturdays**



Bainbridge Island  
Chamber of  
Commerce Auto  
Licensing Agency

*Private Business serving Washington Citizens*

590 Winslow Way East  
Bainbridge Island, WA 98110

206-780-5306  
Fax 206-842-3713  
E-Mail : [licensing@bainbridgechamber.com](mailto:licensing@bainbridgechamber.com)

## First Time Registration in Washington For Vehicles

## All vehicles must obtain Washington Plates within 30 days of establishing residency in the State of Washington.

### Definition of vehicles required to be licensed and titled in the State of Washington:

All Passenger cars, pick-up trucks, all other trucks, boat trailers, tent trailers, travel trailers, utility trailers, campers, motorcycles, motor homes, and company owned vehicles.

## Step 1

### A ) IF YOU HAVE A BRAND NEW VEHICLE THAT HAS NEVER BEEN LICENSED IN ANY STATE OR COUNTRY:

You will need to provide the Licensing Agent with:

A bill of sale - showing sales tax paid,  
A manufactures statement of origin and

- ◆ An odometer disclosure statement signed by the Dealer and yourself as new owner .  
(Required for vehicles only not trailers

### B) Previously Licensed & Titled Vehicles

- ◆ You will need to provide your licensing agent with:
- ◆ \*Title to your vehicle
- ◆ Actual mileage of vehicle
- ◆ Effective January 1, 2008 A Current Washington Drivers License for all registered owners



**\*NOTE:** if your title is being held by a lending institution, or if you are leasing your vehicle, you will be required to contact your lien holder, or leasing agent, and obtain a photocopy or FAX copy of your title showing the complete name and address of the lien holder. (The copy of your title may be faxed directly from your lien holder to this office (206) 842-3713. **If it is an electronic title a screen print will be acceptable.**

### C) LEASED VEHICLES

You need to contact your leasing agency and have them give you their Washington State Department of Revenue Tax Reporting Number (UBI Number). **If the title being held by your leasing company does not also show you as the registered lesee of this vehicle**, your leasing company will be required to surrender the title, and have a Washington State title issued to replace it. The new title will meet Washington State naming conventions required by law.

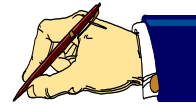
A Power of Attorney from the leasing company is also required.

**IF A LIEN HOLDER IS TO BE SHOWN ON THE TITLE, YOU MUST PROVIDE:** the institutions Washington State Department of Revenue Unified Business Code Number; a complete name and current address of the institution to the licensing agent.

A photocopy or FAX of your title is required if you have an out of state lending institution holding the title.

### SIGNATURES REQUIRED

The State of Washington requires that ALL signatures on license and title applications be notarized, by your license agent or a licensed Notary Public. Spouses cannot sign for one another unless **you** have a notarized **\*\*Power of Attorney**.



- ◆ If you need to take the required documents out of the office to obtain a notarized signature - - ask your licensing agent for a **Manual Title Application** form.
- ◆ **\*\*Special limited Power of Attorney forms** are available from your local licensing agent).

### ANY CAR,SUV,TRUCK OR TRAILER



that does not have an unladen scale weight shown on the current title or registration the vehicle **MUST** be weighed on an official scales **BEFORE** it can be licensed in this

state.

The location for the public scale In Bremerton is located at:

**Bekins Van Lines -4901 Kean Street - Bremerton- Open WEEKDAYS only - charge \$3 - \$5 (360) 373-2521**

In Poulsbo at:

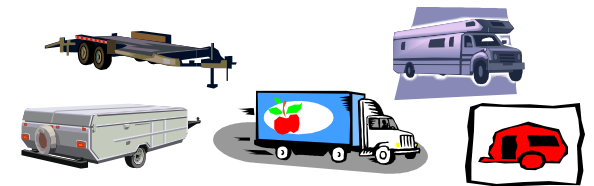
**Hill Moving Services -26394 Pioneer Way Poulsbo Open weekdays (360) 697-3969 Open Saturdays by appointment \$10 fee**



## Step 2

### Sales and Use Tax Requirements

**ANY VEHICLES OWNED LESS THAN 90 DAYS** in a previous state or country **MUST** show proof of Sales Tax paid to the other jurisdiction, **or** the licensing agent will be obligated to collect Use Tax on the current Retail Value of the vehicle at the Washington rate. You will be given full credit for the Sales Tax you paid to the other state. You will only pay any difference between Washington and the other state.



**ANY Non-powered Trailer (boat, tent, utility, travel), Camper, Motorhome, OR Company owned vehicle - - MUST HAVE** a bill of sale showing sales tax has been paid. If no tax was paid - the licensing agent will be obligated to collect Washington Use Tax based on the current **retail value** of the vehicle. The tax you paid in the previous state will be used as full credit against any Washington State Use Tax due.

**ANY VEHICLE PURCHASED IN A FOREIGN COUNTRY** must also have the following documents:.

- ◆ A Customs Entry Report - showing U.S. Duty paid.
- ◆ A Bill of Sale showing the value in U.S. dollars
- ◆ A FOREIGN COUNTRY TITLE **OR** IF A BRAND NEW CAR - A MANUFACTURER'S STATEMENT OF ORIGIN.