

TOWN OF CONWAY

1634 EAST MAIN ST. CENTER CONWAY, NEW HAMPSHIRE 03813

Louise Inkell
Town Clerk/
Tax Collector

(603) 447-3811
Fax (603) 447-1348

MOTOR VEHICLE REGISTRATION RESIDENCY REQUIREMENTS CHECKLIST

In order to establish residency in the Town of Conway for the purpose of motor vehicle registrations you must appear in person and submit to the Town Clerk two (2) supporting documents, ONE FROM EACH LIST (A+B) as follows:

A. PRIMARY DOCUMENT

- Monthly Rental/Lease Agreement, signed by property owner and tenant, or**
- NOTARIZED statement from the property owner, or**
- Deed or Purchase & Sale agreement, or**
- Tax bill with a local mailing address*****

**** Property owners who have permanently relocated to their existing Conway home must submit a written request for an address change to our Assessing Department.*

In addition, we require:

- Homeowner Insurance Policy/Binder which provides confirmation of**
 - “PRIMARY RESIDENCE” for your home in Conway**

(Or a letter from your insurance agent which acknowledges your primary residence here)

B. SECONDARY DOCUMENT

- Current utility bill (electric, cable, propane, oil) ***no cell phone bills*****

****The name of the individual who is establishing residency must appear on the bill. We need to verify both the service address **and** a local mailing address, even if you receive your bills online or mailing and home address is the same.*

Or, if you have no utilities in your name, please provide one of the following:

- Bank statement with a local mailing address, or**
- Payroll check/stub with a local mailing address, or**
- Letter from your employer verifying employment and your address of record**

✓ PHOTO ID REQUIRED

*✓ Individuals wishing to establish residency must appear IN PERSON with the appropriate supporting documents prior to **3:00 Monday - Friday***