

The following information presumes that all documents are properly signed and complete and are subject to review. See list of more out of the ordinary documents such as marriage, divorce, trusts, names changes, etc. below. Not all of these apply in every case but depending on your circumstance it should indicate what you require.

### **NEW VEHICLE PURCHASE: THINGS TO BRING**

If it's a **brand new vehicle**, the MSO (manufacturer statement of origin), if they gave it to you. They usually mail it here if there is a loan on the vehicle. It will usually take at least one week to ten days for the paperwork to get here. The security agreement (lien) if there is a loan. It should have your name, the vehicle VIN, the lenders name and your signature. If we receive all the correct documents to issue a title we mail a courtesy notice to let you know the paperwork is done. Also required is the vehicle purchase agreement. The lease agreement if leased. In some infrequent occasions, if you have bought a new vehicle or leased a new vehicle out of state, the dealer or lender will require that an out of state title be issued prior to titling and registering in Nebraska. This ends up costing you extra money but it then also requires that you bring that title to us or have it sent to us and also your vehicle must be inspected which requires the vehicle and the title to both be brought in for a VIN inspection.

All the paperwork the dealer gave you. In particular, the Nebraska Sales and Use Tax Form #6. Some Iowa dealers provide this also. Dealers do not collect the sales tax in Nebraska. If you want it included in your loan they can arrange it for you.

Current proof of insurance on the newly purchased vehicle.

You old plate number or registration if you sold a vehicle, traded or totaled a vehicle. We will ask if you still have the plates.

Cash, check, credit or debit are the only acceptable forms of payment. There are fees to use the credit card, 2.49%, or the debit card \$2.95. There is an ATM in the hall outside our office.

Non-resident active duty military personnel and/or spouses must produce a current end of month Leave and Earnings Statement (within last two months) and the military ID card of the member or the dependent ID card of their spouse, to claim non-resident status. If these documents are not available we will accept a letter, on letterhead, from your commander, the base JAG or the finance office attesting to your state of legal residence.

### **USED VEHICLE PURCHASE: THINGS TO BRING**

If it's a **used vehicle**, the signed over title and a bill of sale. If it is from out of state, the vehicle must be brought to the courthouse for a VIN inspection. We need the security agreement (lien) if there is a loan. It should have your name, the vehicle VIN, the lenders name and your signature. If there is a loan, it usually takes at least 7 – 10 days before the paperwork will be sent here. The vehicle purchase agreement. The lease agreement if leased.

All the paperwork the dealer gave you. In particular, the Nebraska Sales and Use Tax Form #6. Some Iowa dealers provide this also. Dealers do not collect the sales tax in Nebraska. If you want it included in your loan they can arrange it for you.

If the previous owner of the vehicle had a lien on the vehicle, the lien should be released on the face of the title or they should give you a copy of the notarized lien release document.

The bill of sale if from a private individual.

Current proof of insurance on the newly purchased vehicle.

You old plate number or registration if you sold a vehicle, traded or totaled a vehicle. We will ask if you still have the plates. If it is a watercraft with Nebraska number on the side, write down and bring these numbers.

Cash, check, credit or debit are the only acceptable forms of payment. There are fees to use the credit card, 2.49%, or the debit card \$2.95. There is an ATM in the hall outside our office.

Non-resident active duty military personnel and/or spouses must produce a current end of month Leave and Earnings Statement (within last two months) and the military ID card of the member or the dependent ID card of their spouse, to

claim non-resident status. If these documents are not available we will accept a letter, on letterhead paper, from your commander, the base JAG or the finance office attesting to your state of legal residence.

Main title desk phone 402-593-2108 Fax 402-593-4360

Main registration number 402-593-2150 Fax 402-593-4438

Offices are open to the public Monday through Friday 8:00 to 4:45 and Wednesday 8:00 to 6:00

You should attempt to be here 30 minutes before closing, especially if a vehicle inspection is required. Inspection closes at 4:30 normally and 5:30 on Wednesday.

Where is the courthouse?

<http://maps.google.com/maps?f=q&hl=en&q=1210+GOLDEN+GATE+DR,+PAPILLION,+NE&ie=UTF8&om=0&ll=41.150999,-96.041107&spn=0.116332,0.316544&t=h&z=12&iwloc=addr>

Layout of the courthouse campus: [http://www.sarpy.com/courthouse\\_map.htm](http://www.sarpy.com/courthouse_map.htm)

Visit our web site: <http://www.sarpy.com/>

## **OUT OF THE ORDINARY REQUIRED DOCUMENTS FOR UNIQUE CIRCUMSTANCES**

Court order changing your name, signed and dated by court.

Marriage license changing your name, issued by a government agency.

Divorce decree changing your name, signed and dated by court.

Divorce decree, signed and dated, awarding you ownership of a vehicle with specific identification of the vehicle.

Trust documents to put vehicle into the trust.

Death certificate of any deceased vehicle owners.

Court orders disposing of the estate vehicles of a decedent.

Court appointed Letter of Representation for the personal representative of an estate.

**WHAT DO I NEED TO DO IF I MOVED FROM ANOTHER STATE?** (active duty military see paragraph below.)

**First, WELCOME to Nebraska.**

**Tell the post office:** Go to the post office and fill out the form to change your address or visit USPS.COM and complete their official change of address process. It is located under the manage your mail tab.

**Register your vehicle:** First step is to obtain the title. If you have the title it is relatively simple. All fees discussed can only be paid with cash or check.

If you do NOT have the title, this almost always indicates there is still an outstanding loan on the vehicle; go to our web site <http://www.sarpy.com/forms/> and select the REQUEST FOR OUT OF STATE TITLE option. It will allow you to fill in the relevant information on your vehicle and have the title sent to our office from your lien holder. We must have the previous title prior to re-titling and registering your vehicle. You must mail the request to your Lienholder and click submit. Depending on your internet provider you may need to save the file and email it to us.

If you have the title in your possession or it has been sent here by your lien holder, then you need to bring the vehicle in for a VIN (vehicle identification number) inspection. VIN inspection is on the eastside of the courthouse and there is parking available. They will compare the VIN on the title with the VIN on the car and make sure there are no errors. The fee is \$10 in cash or check only. They will then direct you to the treasurer's department to re-title and register your car.

**Titling your vehicle:** Because each state has different rules on titling a vehicle, exceptions may apply. As long as there are no changes to ownership on the vehicle from out of state, the new Nebraska title will be issued in the same names. If there was a lien on the vehicle, the lien will be transferred to the new Nebraska title unless the lien was released on the face of the title or you have a notarized lien release from the lender. You will have to fill out an application for title. You can do it

ahead of time if you like. <http://www.dmv.ne.gov/dvr/pdf/titleapp.pdf> If you do not have a lien then you will be given the title. If there is a lien, it will be noted electronically on your new title. Titles are \$10 without a loan and \$17 with a loan.

**Registering your vehicle:** After a title is issued, we then will register your car and collect various fees and taxes. Current proof of insurance on each car must be provided. There is a free vehicle estimator at the state web site. <http://clickdmv.ne.gov/> This is in addition to the inspection and title fees. If your car was properly registered in another state there would be no sales tax involved. If you are new to Nebraska, the fees and taxes on vehicle registration are higher than many other states. You will receive your plates and registration when you have registered the car. Vehicle registrations are valid for one year and expire after the last day of the month of expiration. So if you have a June registration your registration is only valid through June 30<sup>th</sup>. We mail out renewal notices the first week of the month of expiration. It will tell you what the fees will be to renew your registration.

**Active Duty Military, stationed in Nebraska, that are not Nebraska residents.** Non-resident active duty military personnel and/or spouses must produce a current end of month Leave and Earnings Statement (within last two months) and the military ID card of the member or the dependent ID card of their spouse, to claim non-resident status. If these documents are not available we will accept a letter, on letterhead, from your commander, the base JAG or the finance office attesting to your state of legal residence. If you already have a stateside title, you do NOT have to obtain a Nebraska title. We will register the vehicle using the registration from the previous state. If you are bringing the vehicle in from overseas and do not have a previous stateside title, please review the following: <http://www.dmv.ne.gov/dvr/mvtitles/import.html>

**Driver's License:** Obtaining a new Nebraska driver's license is normally very straightforward. The key is to make sure you bring two documents with your new Nebraska address and your name. <http://www.dmv.ne.gov/examining/index.html> The state web site lists the acceptable ADDRESS VERIFICATION documents. If you want to be an organ donor, you can do it during the licensing process. Effective July 1, 2014 your old driver's license must be real ID compliant and have a small gold star on it. Please review the following: <http://www.dmv.nebraska.gov/examining/pdf/realidposterforwebsite.pdf> to ensure you bring all the proper documents. **PLEASE NOTE:** A driver's license is issued by the State of Nebraska and they are **NOT** at our location. They are at 4502 Maass Rd, which is about three miles East of us. Hwy 370 & 48<sup>th</sup> St.

<https://www.google.com/maps/place/4502+Maass+Rd,+Papillion,+NE+68133/@41.1394141,-95.9847941,17z/data=!3m1!4b1!4m5!3m4!1s0x879389f63a3dadd9:0x86be7af702e877e4!8m2!3d41.1394141!4d-95.9826054>

**Register to Vote:** You can register to vote as part of the driver's licensing process or you can also go to the election commissioner's office.

**If You Bought a House:** Make sure you know who is paying your taxes. If you are paying the taxes there is one tax notice sent out per year and it is mailed in December of the preceding year. Visit our web site for further details. [http://www.sarpy.com/treasurer/real\\_estate.html](http://www.sarpy.com/treasurer/real_estate.html)

## I MOVED FROM ANOTHER LOCATION IN NEBRASKA, WHAT DO I NEED TO DO?

**Driver's License:** You should change your address on your driver's license with the State of Nebraska DMV, within 60 days of moving. The key is to make sure you bring two documents with your new Nebraska address and your name. <http://www.dmv.ne.gov/examining/index.html> The state web site lists the acceptable ADDRESS VERIFICATION documents. If you want to be an organ donor, you can do it during the licensing process. **PLEASE NOTE:** A driver's license is issued by the State of Nebraska and they are **NOT** at our location. They are at 4502 Maass Rd, which is about three miles East of us. Hwy 370 & 48<sup>th</sup> St.

<https://www.google.com/maps/place/4502+Maass+Rd,+Papillion,+NE+68133/@41.1394141,-95.9847941,17z/data=!3m1!4b1!4m5!3m4!1s0x879389f63a3dadd9:0x86be7af702e877e4!8m2!3d41.1394141!4d-95.9826054>

**Registering your vehicle:** You cannot change the address on your vehicle registration until the month of renewal or the immediate month prior (state requirement). At that time we will update the address on your registration. Cost is the same in every county unless you paid a wheel tax in your previous location. We do not have one.

**Register to Vote:** You can register to vote as part of the driver's licensing process or you can also go to the election commissioner's office.

**If You Bought a House:** Make sure you know who is paying your taxes. If you are paying the taxes there is one tax notice sent out per year and it is mailed in December of the preceding year. Visit our web site for further details.

[http://www.sarpy.com/treasurer/real\\_estate.html](http://www.sarpy.com/treasurer/real_estate.html)

**Tell the post office:** Go to the post office and fill out the form to change your address or visit USPS.COM and complete their official change of address process. It is located under the "manage your mail" tab.

**Active Duty Military, stationed in Nebraska, that are not Nebraska residents.** Non-resident active duty military personnel and/or spouses must produce a current end of month Leave and Earnings Statement (within last two months) and the military ID card of the member or the dependent ID card of their spouse, to claim non-resident status. If these documents are not available we will accept a letter, on letterhead, from your commander, the base JAG or the finance office attesting to your state of legal residence. If you already have a stateside title, you do NOT have to obtain a Nebraska title. We will register the vehicle using the registration from the previous state. If you are bringing the vehicle in from overseas and do not have a previous stateside title, please review the following: <http://www.dmv.ne.gov/dvr/mvtitles/import.html>