



INSTRUCTIONS FOR REGISTERING A HOMEMADE VEHICLE

A homemade vehicle is a motor vehicle (car, truck, or motorcycle) constructed or assembled using new or used parts, and is intended for the personal use of the owner/registrant. A homemade vehicle is not the reconstruction or alteration of a motor vehicle produced by a manufacturer, and is not a vehicle constructed or assembled using new or used parts for the purpose of resale.

If there is any question as to whether or not your vehicle will be considered a homemade vehicle, please consult with a Vehicle Safety Technical Analyst at (518) 474-5282 (select option #4), Monday through Friday from 8:30 a.m. to 4:15 p.m.

Follow these steps to register a homemade vehicle:

STEP 1 – Plan Your Project

- Identify the type of vehicle that you will be constructing or assembling, either a passenger vehicle (car), commercial vehicle (truck), or motorcycle.
- Retain the originals of all proofs of ownership and receipts. Be sure that they are in the name of the registration or title applicant.

STEP 2 – Obtain The Application Package

- You can request an application package by mail or phone:
 - Mail: New York State Department of Motor Vehicles
Vehicle Safety Technical Services
6 Empire State Plaza, Room 111
Albany, NY 12228
 - Phone: (518) 474-5282 (select option #4)

STEP 3 – Complete the Vehicle Construction/Assembly

- Be sure your vehicle is properly equipped and that it meets all of the applicable standards (follow the instructions provided in the application package).

STEP 4 – Obtain a Weight Certificate

- Transport the vehicle to a facility that has a certified scale and obtain a certified weight ticket that indicates the actual weight of the completed vehicle. **Please note: The vehicle cannot be driven to the weighing facility.**
- For information on the location of a licensed weighmaster near you, please contact:

New York State Department of Agriculture and Markets
Bureau of Weights and Measures
10B Airline Drive
Albany, NY 12235
(518) 457-3146
agmweigh@agmkt.state.ny.us

STEP 5 – Acquire Vehicle Photographs

- You must provide four photographs that clearly show the front, rear and both sides of the completed vehicle.
- We recommend using a digital camera to photograph your vehicle so that if additional photos are required for examination, they can be e-mailed. This may help eliminate delays in the approval process. Contact Vehicle Safety Technical Services for the proper e-mail address.

STEP 6 – Forward Appropriate Documents to Vehicle Safety Technical Services

- You must submit the following documents to Vehicle Safety Technical Services:
 - The equipment certification form (from the application package) thoroughly completed and signed.
 - Four photographs clearly showing the front, rear and both sides of the completed vehicle.
 - Photocopies of proofs of ownership, bills of sale, and receipts for vehicle and/or major component parts (if you acquired a vehicle in order to use any of its major component parts, you must have proof of ownership for the parts vehicle).
 - Photocopy of the vehicle's weight certificate.
- Mail the preceding documents to:
New York State Department of Motor Vehicles
Vehicle Safety Technical Services
6 Empire State Plaza, Room 111
Albany, NY 12228

Please Note: Not all vehicles will be approved for registration.

STEP 7 – Forward Appropriate Documents to Division of Field Investigation

- You must submit the following documents to the Division of Field Investigation:
 - All copies of form MV-272.1, *Application for Vehicle Identification Number*, (from the application package) thoroughly completed and signed.
 - Photocopies of proofs of ownership, bills of sale, and receipts for vehicle and/or major component parts (if you acquired a vehicle in order to use any of its major component parts, you must have proof of ownership for the parts vehicle).
 - A check or money order for \$25.00 made payable to the “Commissioner of Motor Vehicles”.
- Mail the preceding documents to:
 - New York State Department of Motor Vehicles
Division of Field Investigation
6 Empire State Plaza, Room 433
Albany, NY 12228-0433

Please note: The \$25.00 application fee is not refundable. In order to avoid delays in registering your homemade vehicle, you may mail the *Application for Vehicle Identification Number* to Field Investigation as soon as you wish. However, if Technical Services does not approve your vehicle for registration, the \$25.00 application fee will not be refunded.

The Division of Field Investigation will notify you by mail of the date, time and location of the examination. Contact the Division of Field Investigation at (518) 474-2019 if you have questions regarding vehicle examination and VIN assignment.

STEP 8 – Vehicle Examination

WARNING: All of the manufacturer’s original identification numbers must be legible. Please do not paint over or conceal any identification number.

- Appear at the examination site at the appointed place, date, and time. **Please note: The vehicle must be towed or transported to and from the examination site. The vehicle cannot be driven to the examination facility.**
- Present the originals of proofs of ownership, bills of sale, and receipts for vehicle and/or major component parts to the motor vehicle investigator. Your original proofs of ownership documents will be returned to you before you leave the examination facility.
- After successful completion of the examination, a vehicle identification number (VIN) yellow sticker will be assigned and affixed to the vehicle, usually on the driver’s door post or hinge post. The VIN sticker will be affixed to the steering neck of a motorcycle. The validated form MV-272.1, *Application for Vehicle Identification Number* will be given to you.
- Fax or mail a copy of the validated form MV-272.1 to Vehicle Safety Technical Services.
 - Fax number (518) 473-9903

Once all of the requirements are met and the vehicle is approved for registration, Vehicle Safety Technical Services will mail the applicant a signed and validated form VS-103, *Notice of Registration Acceptability*.

STEP 9 – Obtain the Safety Inspection

- You must get the vehicle inspected at an official motor vehicle inspection station. Take form VS-103, *Notice of Registration Acceptability* with you.
- If the vehicle passes the safety inspection, make sure that the inspector completes the appropriate entries on form VS-103 for you.

**Please note: The vehicle must be towed or transported to and from the public inspection station.
The vehicle cannot be driven to the inspection station.**

STEP 10 – Apply for Registration

- In order to apply for registration, bring the following documents to any Motor Vehicles issuing office:
 - Form VS-103, *Notice of Registration Acceptability*
 - Original copy form MV-272.1, *Application for Vehicle Identification Number*
 - A completed form MV-82, *Vehicle Registration/Title Application*
 - Proofs of identity and date of birth
 - Original copies of proofs of ownership, bills of sale, and receipts for vehicle and/or major component parts
 - Proof of insurance coverage
 - Proof of sales tax payment or exemption. Sales tax for the various parts may be included for customer- assembled vehicles
 - Original weight certificate. A weight certificate or proof of ownership that indicates the vehicle weight (completed vehicle weight)
 - The appropriate fee(s). Payment for the correct fees (sales tax, registration documents, vehicle plates and title certificate)

Please note: If you do not provide a completed form VS-103, you cannot register the vehicle or receive a title certificate.

**Congratulations! You have completed the title and registration process.
Enjoy the safe and legal operation of your homemade vehicle!**

