



TOWN OF CONWAY

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TOWN CLERK
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MOTOR VEHICLE REGISTRATION RESIDENCY REQUIREMENTS CHECKLIST

In order to establish 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 home in Conway 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

(your document must be dated within 60 days to be considered current)

- Current utility bill (electric, cable, propane, oil, etc.) ***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 & local mailing address, even if you receive your bills online or mailing and home address are the same.
- Current bank statement with a local mailing address, or
- Current 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 3:00pm Monday - Friday