

2016.06.24

Tax Assessor's Process to correct/change information provided on a DMV registration record.

1. Determine if the registration record change is a CORRECTION or A CHANGE OF ADDRESS
2. Select the appropriate DMV form; Change of Address (B-58) or Address and/or Tax Town CORRECTIONS by Municipal Assessors;

Situation Examples:

- Address and city is incorrect because registrant moved and did not notify DMV; Have customer complete the Change of Address (B-58) and provide the completed form to assessor;
- Address and City is correct but the tax town/domicile/garaged town is incorrect; Assessor completes an Address and/or Tax Town CORRECTIONS by Municipal Assessors;
- City and tax town/domicile/garaged town is correct but the street address is incorrect, misspelled or missing the street number; Assessor completes an Address and/or Tax Town CORRECTIONS by Municipal Assessors

How to have a customer complete a Change of Address (B-58) Form:

Individuals:

- Complete Change of Address Form (B-58)
- Include License Number
- Include Tax Town
- Include Former address/New address
- Signature of registration owner- THIS IS A MUST!

When individuals list plate number(s) they must understand that the listed vehicles must leave and return to the new resident address. If the vehicles are garaged at a location other than the resident address, they should provide a street, city, town in the area marked tax town on the B-58 card. Please note that any vehicles listed on the B-58 form will be changed to the resident or if a different garage address is listed all vehicles on the B-58 card will be changed to reflect the tax town that matched that garage or resident address. If only one vehicle has a different garage address than all other owned vehicles, a separate change of address card should be done for that specific vehicle.

Organizations

- Complete Change of Address Form (B-58)
- Include Correct name of organization

- Include Former address/New address
- Include Secretary of State number where space allows on the form please

IMPORTANT INFORMATION CONCERNING ORGANIZATION/COMPANY RECORDS:

A Name or address change must have been completed at the Secretary of State Office prior to completing the B-58.

- If no vehicles are listed then the entire fleet will be changed to the resident address listed on the change of address card.
- If vehicles are garaged in separate locations we strongly recommend a letter be sent to the Agency that lists the vehicle identification number, the plate number and the street, city where that vehicle is garaged.

Secretary of the State web site:

<http://www.sots.ct.gov/sots/site/default.as>

Secretary of the State Business Inquiry:

<http://www.concord-sots.ct.gov/CONCORD/online?sn=PublicInquiry&eid=9740>

Assessors collecting the Change of Address (B-58) Form and/or notifying DMV of Corrections:

- Please group the two types of changes separately;
- 1x a week please send your two types of grouped changes to DMV;
- Note on the package: COA/CORRECTIONS FROM TOWN NAME;
- Mail to DMV 60 State Street, Rm 307- ATTN: Data Entry, Wethersfield, CT 06161

THANK YOU FOR YOUR COOPERATION

CHANGE OF ADDRESS AND ORGAN/TISSUE DONOR STATUS
B-58 REV. 8-2015

STATE OF CONNECTICUT
 DEPARTMENT OF MOTOR VEHICLES
 On The Web At ct.gov/dmv

INSTRUCTIONS - PLEASE PRINT INFORMATION

1. Joint owners may use this form if both operators' license/non-driver ID numbers are listed.
2. Form must be signed and dated by all applicants.
3. Copy information from your current registration. If more than four (4) marker plate numbers, use additional change of address forms.
4. Keep your license/non-driver ID(s) and registration(s). On the registration(s), cross out the old address and write the new address in the space provided. Affix the new address label to the **back** of your license/non-driver ID(s). Labels can be obtained from any Police Department or by calling DMV's Phone Center.
5. In addition to DMV, PLEASE contact your local post office to change your official mailing address.

CHECK CHANGES

OPERATOR'S LICENSE/NON-DRIVER ID MOTOR VEHICLE REGISTRATION VESSEL REGISTRATION

I CONSENT TO ORGAN AND TISSUE DONATION AND WISH TO BE IN THE DONOR REGISTRY I NO LONGER WISH TO BE IN THE DONOR REGISTRY

CHANGE OF ADDRESS IS NOT FOR VOTER REGISTRATION PURPOSES REMOVE E-MAIL ADDRESS

NAME (Last, First, Middle Initial) - APPLICANT 1

NAME (Last, First, Middle Initial) - APPLICANT 2

(NEW) MAILING ADDRESS (No. and Street, City or Town, State, Zip Code)

RESIDENT ADDRESS, IF DIFFERENT FROM MAILING ADDRESS

Tax Town - Connecticut town where vehicle in the normal course of operation most frequently leaves from, returns to or remains. ➔

SIGNATURE	DATE	SIGNATURE	DATE
X		X	

The information provided to the Commissioner of Motor Vehicles herein is subscribed by me, the undersigned, under penalty of false statement, in accordance with the provisions of Section 14-110 and 53a-157b of the Connecticut General Statutes. I understand that if I make a statement which I do not believe to be true with the intent to mislead the commissioner, I will be subject to prosecution under the above-cited laws.

OPERATOR'S LICENSE/NON-DRIVER ID NUMBER(S) (9 digits)

1.	2.
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VESSEL INFORMATION

STATE	NUMBER	EXPIRATION DATE
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REGISTRATION INFORMATION

TYPE OF PLATE (Camper, Passenger, Comb., etc)	MARKER PLATE NUMBER	EXPIRATION DATE	
		Month	Year

FORMER ADDRESS

Mail this form to: DMV Data Entry, 60 State Street, Wethersfield CT 06161