



COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS

Department of Public Safety

DIVISION OF MOTOR VEHICLE/RECORD & FIREARMS IDENTIFICATION SECTION



Claudio Norita
Commissioner, DPS

Benigno R. Fitial
Governor

Timothy P. Villagomez
Lieutenant Governor

Checklist Requirement for Motor Vehicle Transaction

Emergency (24 hrs.) 911

DPS Main Switchboard
(670) 664-9000

Office of the
Commissioner
Tel : 664-9022
Fax: 664-9027

Police Division
Tel : 664-9001/2

Fire Division
Tel : 664-9003/4
Fax: 664-9009

Bureau of Motor Vehicle
Tel : 664-9066
Fax: 664-9067

Training and Development
Tel : 664-9094
Fax: 664-9096

Administrative Support
Tel : 664-9000
Fax: 664-9019

Criminal Investigation
Tel : 664-9042
Fax: 664-9051

Traffic Investigation
Tel : 664-9084
Fax: 664-9086

Office of Special Services
Tel : 664-9120
Fax: 664-9141

Rota DPS
Tel : (670) 532-9433
Fax: (670) 532-9434

Tinian DPS
Tel : (670) 433-9222
Fax: (670) 433-9259

RENEWAL

- Motor Vehicle Registration Card
- Motor Vehicle Safety Inspection
- Motor Vehicle Liability Insurance
- Payment at Window #6 (**note: revise to current payment procedures**)
- Fill out Vehicle Registration Application to be accompanied with I.D.

TRANSFER

- Fill out Vehicle Registration Application
- Fill out Certification Application
- Copy of Driver's License or any I.D. bearing their signature
- Motor Vehicle Liability Insurance
- Bill of Sale must be notarized, otherwise, acknowledge presence of both seller & buyer.
- Certificate of Ownership must be signed off on lines 1 & 2, relinquishing rights to the car. If the registration read (**and**) as two registered owners, then both must sign, if (**or**) it's either one of the registered owner(s).
- Payment at windows #6 (**note: revise to current payment procedures**)

TRANSFER/RENEWAL

- Fill out Vehicle Registration Application
- Fill out Certification Application
- Copy of Driver's License or any I.D. bearing their signature
- Motor Vehicle Liability Insurance
- Bill of Sale must be notarized, otherwise, acknowledge presence of both seller & buyer.
- Certificate of Ownership must be signed off on lines 1 & 2, relinquishing rights to the car. If the registration read (**and**) as two registered owners, then both must sign, if (**or**) it's either one of the registered owner(s).
- Motor Vehicle Safety Inspection
- Payment at window #6 (**note: revise to current payment procedures**)

DUPLICATION

- Fill out Duplication of Vehicle Registration/Certificate of Ownership Application
- Authorization letter from registered owner of vehicle
- Copy of Driver License whomever is obtaining the duplication
- Payment at window #6 (**note: revise to current payment procedures**)