



SANDY RIVER PLANTATION
33 Townhall Road
Sandy River Plantation, ME 04970
207-864-2234
sandyriverPlantation@outlook.com

Registration & Licensing Policy: Required Lookup Information & Processing Guidelines

I. Purpose

To ensure accurate, efficient service and compliance with applicable regulations, this policy outlines the identifying information required for processing registrations and licenses. It also clarifies the limitations of historical record access and sets expectations for service timelines, especially near the close of business.

II. Policy Statement

Customers must provide complete and accurate identifying information when requesting registrations or licenses for motor vehicles, trailers, recreational vehicles, boats, or hunting/fishing activities. Staff may decline to process incomplete requests or those submitted too close to closing time, as this can compromise accuracy and fairness.

III. Required Lookup Information

Depending on the type of service requested, customers must present at least one of the following:

- **Motor Vehicles / Trailers / Campers:**
Previous registration, Vehicle Identification Number (VIN), license plate number, or title.
- **ATVs / Snowmobiles:**
Previous registration, VIN, or registrant's MOSES ID, along with the year and make of the vehicle.
- **Boats / Watercraft:**
Previous registration, Hull Identification Number (HIN), or registrant's MOSES ID, along with the year, make, length, and engine horsepower.
- **Hunting / Fishing Licenses:**
Prior license or a valid MOSES ID number.

If the necessary information is not provided, the request may be deferred until the required details are supplied.

IV. Processing Time Restrictions

To maintain accurate records and prevent last-minute errors, new registrations will not be accepted within the final 15 minutes of the business day. This applies to:

- First-time vehicle or trailer registrations
- New recreational vehicle (ATV, snowmobile, etc.) registrations
- Initial boat or watercraft registrations
- New resident conversions from out of state

Customers arriving within this time frame will be asked to return on the next business day with all required documentation.

V. Special Notes

A. Out-of-State Visitors

Out-of-state customers are not exempt from this policy. Please bring the necessary identifying information for the vehicle or license to avoid delays. Staff may not have access to external state databases.

B. "You Have It in the Computer"

While local registration records are maintained, not all are digitized. Staff cannot guarantee immediate access to—or the accuracy of—historical data without complete identifying details. Customers are responsible for providing relevant information so staff can locate and verify records efficiently.

VI. Review & Amendment

This policy shall be reviewed annually within 60 days of the start of the new fiscal year and may be amended by a majority vote of the Board of Assessors at a publicly posted meeting.

VII. Effective Date

This policy is effective as of **8/12/2025** and shall remain in force until amended or rescinded by the appropriate authority.