

How to fill out Cancellation Affidavit — Affidavit for Cancellation of Registration

Rhode Island · written against Cancellation Affidavit (Rev 04/10/2023), issued under R.I. Gen. Laws § 31-4-1 and § 31-47

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cancellation-of-registration/

The single most important piece of paper a Rhode Island seller signs, and the one that has nothing to do with the buyer. The registration expired the moment ownership transferred; this is what tells the DMV, which is what stops the town's excise bill and closes the insurance verification file. It goes in a branch drop box or by certified mail with the plates, because the DMV no longer takes cancelled plates over a counter.

This sheet is not the form. Download the blank Cancellation Affidavit from the Rhode Island Division of Motor Vehicles at <https://dmv.ri.gov/media/221/download?f=ri-cancellation-affidavit.pdf> — always take the current revision from the agency rather than a copy. Print this and keep it beside you while you complete theirs.

Every line, in the order you meet it

1	YOU	Pick how it is getting there	DMV Drop Box, By Mail or In Person - three ticks across the head of the sheet. Watch out: In Person is on the form and is no longer the DMV's practice for plates; its cancellation page says it no longer accepts canceled plates in person. Drop box during branch hours, or certified mail to the Plate Office.
2	YOU	Owner information	Name or lessee name, licence or CID number, physical address, phone and email. Watch out: Use the name and address the registration carries. The Plate Office is matching this sheet to a registration record, not to your current post.
3	YOU	Plate or registration number and expiration date	Two boxes on the vehicle row. Watch out: The expiration date is printed on the registration certificate. If you have already handed the certificate to the buyer by mistake, the plate number alone will do - but photograph the certificate before it goes.
4	YOU	Year, make and model	Three boxes identifying the car the plates came off. Watch out: No identification number is asked for here. This form is about the registration rather than the vehicle, which is why it is the plate number that does the work.
5	YOU	Number of plates returned, and the reason	A count and a free-text reason on the same row. Watch out: Two is the usual answer for a Rhode Island passenger car. Write the reason as a fact with a date - vehicle sold to a private buyer on 14 August 2026 - because that date is what the town will be asked to accept.
6	YOU	Sign and print, both owners	Signature, printed name and date, with a second row for a co-owner or co-lessee. Watch out: The affirmation above the rules cancels the plates as of the date listed. Date it the date of the sale rather than the date you got round to posting it, and keep a copy showing that you did.
7	YOU	Add the photocopy the form does not ask for	A photocopy of the owner's photo identification, or a copy of the vehicle registration, in the envelope with the plates. Watch out: There is no box for this anywhere on the sheet - it is on the DMV's page instead, with the consequence attached: plates returned without this documentation will not be cancelled.
8	YOU	Enclose a stamped self-addressed envelope for the TR-3	The cancellation receipt is only posted back if you provide one. Watch out: It is the document that ends an excise argument two years later. Without the envelope, there is no receipt and no proof except your own copy of this affidavit.

What gets this one rejected

- Plates handed in at a counter. The DMV states it twice on its own page - it no longer accepts canceled plates in person, and you should not make a reservation to cancel your registration.
- Plates posted or dropped without identification. Be sure to include a photocopy of the owner's photo identification OR a copy of the vehicle registration; plates returned without this documentation will not be cancelled.
- An expectation of a receipt with no envelope. To receive a receipt (Form TR-3), a postage paid self-addressed envelope is required - if this is not included, the receipt of cancellation will not be sent.
- Plates returned to a AAA branch. The DMV's instruction is not to return cancelled plates to any DMV or AAA Branch.
- One signature where the registration names two owners or lessees - the sheet gives both a row.
- A blank reason for return. It is the box that tells the Plate Office whether this is a sale, a scrapping or a move out of state.
- Using this form for lost or stolen plates without saying so. Lost plates go on the Affidavit for Cancellation of Registration for Lost Plates; stolen plates need a copy of a police report with a letter requesting cancellation.

☒ Amber is what you write ☐ Grey is a block somebody else completes The completed example follows overleaf.



STATE OF RHODE ISLAND
DIVISION OF MOTOR VEHICLES
 PLATE OFFICE
 600 New London Avenue
 Cranston, RI 02920-3024
 Email: DMV.PLATEOFFICE@DMV.RI.GOV
 www.dmv.ri.gov

AFFIDAVIT FOR CANCELLATION OF REGISTRATION

This is to certify that the registrant(s) wish to cancel the registration of the vehicle described below.

Please indicate the method used to submit this form and the plate(s):

1 ☒ DMV Drop Box ☐ By Mail ☐ In Person

OWNER INFORMATION

2 Owner/Lessee: Lucienne R. Sirois License/CID number: 6104725
 Physical Address: 214 Tillinghast Row, Pawtucket, RI 02861
 Phone: (401) 555-0173 Email: l.sirois@example.com

VEHICLE INFORMATION

3 Plate/ Registration Number: ZC-486 Expiration Date: 04/30/2027
 4 Year: 2000 Make: Volvo Model: V70
 Number of Plates Returned: 2 State Reason Plate(s) are being returned: Vehicle sold 08/14/2026 5

SIGNATURE(S)

I, THE UNDERSIGNED, HEREBY AFFIRM THAT I WISH TO CANCEL THE AFOREMENTIONED PLATES FOR THE ABOVE LISTED VEHICLE AS OF THE DATE LISTED. ALL STATEMENTS HEREIN ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

<u>Lucienne Sirois</u>	<u>Lucienne R. Sirois</u>	<u>08/14/2026</u>
FIRST OWNER/LESSEE SIGNATURE	FIRST OWNER/LESSEE PRINTED NAME	DATE
SECOND OWNER/LESSEE SIGNATURE	SECOND OWNER/LESSEE PRINTED NAME	DATE

INFORMATION OF PERSON PRESENTING THIS AFFIDAVIT (If not vehicle owner)

Name: License Number: License State:
 Residential Address:

 SIGNATURE DATE