



January 15, 2021

Adams County Commercial Customer:

Thank you for your business and cooperation during the COVID-19 pandemic. Our specialized dealer and company desks in our Brighton and Commerce City offices will be resume services as of Wednesday, January 20, 2021. There will be an appointment option only for drops and a walk-in option for processing transactions in person. (*Max 3 transactions per day**).

Dealer & Company Desk Locations and Hours of Operation:

Dealer and Company desks are available at our Brighton and Commerce City offices:

- Appointment Only for drops between the hours of 9:00 AM and 1:00 PM, Tuesday through Friday. Please note the time frames are for drop off services only, no transactions will be processed and are limited to 10-minutes. Late arrivals will be required to reschedule. *Pick-up appointments will be scheduled internally once the transactions have been completed.*
- Walk-in transactions between the hours of 7:00 AM and 3:00 PM, Tuesday through Friday.

Brighton Motor Vehicle

4430 South Adams County Parkway, STE E2001
Brighton, CO 80601

Commerce City Motor Vehicle

4201 E. 72nd Ave. STE A
Commerce City, CO 80022

Mailing Address:

PO BOX 5011, Brighton, CO 80601-8215
4430 South Adams County Parkway, STE E2001
Brighton, CO 80601

*During the walk-in hours, an authorized agent may choose from one of the following:

- Process up to **three** motor vehicle dealer or business transactions or **one** manufactured home transactions per walk-in ticket
- Be issued Dealer Plates, including Replacements, and process Dealer Plate Renewals
- Add Vehicles to a Fleet and process Fleet Renewals
- CFRP – Permanent Fleet Program

For your convenience, if you have *no more than one* title transaction to process for the day, you may visit any of our other offices during business hours.

Do you want to optimize your convenience even more? You can schedule an appointment and drop off any number of items at our Commerce City or Brighton Motor Vehicle offices utilizing the on-line appointment link on our website.

Requirements for Drop Offs:

- Include the completed [Drop Sheet](#) with Specific Instructions (i.e. dealership information, VIN, shipping label/envelope, transaction type, payment method, etc.), fleets numbers, 2% number when applicable, tax-exempt information, and contact method.
- Paperwork must be complete and accurate. Incomplete or inaccurate documents cannot be processed and will be returned for correction.
- Include completed title application ([DR2395](#)) for each title or MSO we are processing.
- A Heavy Vehicle Use Affidavit is required for all vehicles weighing over 10,001 lbs.
- An SMM Worksheet is required for any new equipment.
- A check for each transaction can be made payable to Adams County Clerk, a pre-authorized check payment with the [authorization letter](#), or an escrow account with adequate funds. Call the Service Center at 720-523-6010 to set up or add funds to an escrow account, for more information visit our Dealer and Company [website](#).
- Payment is required at the time of drop. We cannot call for payment. Please do not include credit card or banking information in your drop.

Useful Links:

[Schedule a Drop Appointment](#)

[Check a Title Status](#)

[Adams County Dealer & Company Website](#)

Sincerely,

Josh Zygielbaum

Adams County Clerk & Recorder

Motor Vehicle
720-523-6010