

Moving Here from Another State

Instructions for Submitting Paperwork Through Email:

Complete and email this coversheet and all required documents to the following secure email address.

This form cannot be saved. Download it (if necessary), fill it out, print it, sign it, scan it, and email it to: MVTitles@adcogov.org

Payment options: e-check (an additional \$1.00 fee applies), credit card or debit card (\$.75 + 2.25% additional fee). No cash option available.

Vehicle Owner Information:

Name:

Phone number:

Email address:

Best day/time to call:

This is a three-step process to get a temporary permit, title the vehicle, and apply for registration:

1. Email all the documents listed below to our secure email address.
 - Upon approval of the documents, we will contact you for payment of the \$7.08 permit fee and sales tax based on the purchase price. Find your tax rate [here](#).
2. Mail the documents previously submitted by email and a check for \$7.20, made payable to Adams County Clerk, in the self-addressed, stamped envelope included in the permit packet mailed to you.
 - We will process the title and send you a title complete notice.
 - Credit cards cannot be accepted for this part of the process. A check or money order must be provided to process the title.
3. Upon receipt of the title complete card, apply for initial registration online or contact us by phone at 720-523-6310 to complete registration.
 - A passing emission test (if required) and proof of insurance are required.

The following documents are required to title and receive a permit:

- If you have your out-of-state title:
 - [DR2395](#) Completed Application for Title and/or Registration Out-of-State Title
 - [DR 2698](#) Verification of Vehicle Identification Number
 - Completed by an emission station or Colorado law enforcement
 - [DR 2504](#) Colorado Residency Establishment Colorado Proof of Insurance
- If your out-of-state title is being held by a lienholder:
 - [DR2395](#) Completed Application for Title and/or Registration Proof of ownership, which could be any one of the following
 - Photocopy of your Out-of-State Title or
 - Out-of-state registration expired less than 6 months or
 - Print out from your state of origin showing your title record or
 - Electronic Title Record from your lienholder
 - [DR 2698](#) Verification of Vehicle Identification Number
 - Completed by an emission station or Colorado law enforcement (we will hold your paperwork until you can obtain this form at a later date)
 - [DR 2504](#) Colorado Residency Establishment Proof of a passing [emission test](#) if required
 - If a test is required, and you are not in possession of one, we can issue a temporary 60-day permit.

Colorado Proof of Insurance is required for registration or temporary permit

***A title will not be issued until all original documents are received in our office. Once we have approved your application and you have acquired all documents please mail them to:

**Adams County Clerk and Recorder
Motor Vehicle
4430 S. Adams County Pkwy., #E2001
Brighton, CO 80601**

Application For Title and/or Registration

C.R.S. 42-3-105, 42-3-304(25)(c), 42-6-107, 42-6-116, 42-6-117

Any Alteration or Erasure may Void this Document

Vehicle Identification Number (VIN) _____						Fuel Type*: *If electric, is it plug-in electric? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Year	Make	Body	Model	Color	CWT	Off-Highway Vehicle <input type="checkbox"/> Yes <input type="checkbox"/> No	Snowmobile <input type="checkbox"/> Yes <input type="checkbox"/> No
Dealer #	Date Purchased	Commercial Use <input type="checkbox"/> Yes <input type="checkbox"/> No	MSRP	Size (W x L)	Bus Cap. <input type="checkbox"/> Adult <input type="checkbox"/> Juvenile		
Legal Name(s) as it Appears on Identification* and Address of Owner(s) or Entity				Lease Buy-Out <input type="checkbox"/> Yes <input type="checkbox"/> No	Legal Name(s) as it Appears on Identification and Physical Address of Lessee		
* <input type="checkbox"/> DR 2421 Attached				Indicate Alternate Address Here if The Registration Renewal Should be Sent to a Different Address			
First Lienholder Name and Address or ELT E- Number				Second Lienholder Name and Address**			
Lien Amount				Lien Amount			
Indicate Alternate Address Here if The Title Should be Sent to a Different Lienholder Address				Indicate Alternate Address Here if The Title Should be Sent to a Different Lienholder Address			
<p>*DR 2421 Statement of One in the Same is required when the owner's name on the Secure and Verifiable ID differs from the owner's name on the application/title. **If more than two lienholders, please attach separate documentation.</p> <p>Motor vehicle insurance or operator's coverage is compulsory in the State of Colorado. Proof of insurance is required prior to issuance of a registration. Non-compliance with this requirement is a misdemeanor traffic offense. Pursuant to 42-4-1409, C.R.S., the penalties for failure to have motor vehicle insurance coverage is a Class 1 Misdemeanor Traffic Offense punishable by a mandatory minimum ten days imprisonment, or three hundred dollar fine, or both or a mandatory maximum one year imprisonment, or one thousand dollar fine, or both shall be imposed by section 42-4-1701(3)(a)(II)(A), C.R.S.; and</p> <p>a. A minimum mandatory fine of not less than five hundred dollars or greater if imposed by the court; and</p> <p>b. At the discretion of the court, not less than forty hours of community service, subject to the provisions of section 18-1.3-507, C.R.S.</p> <p>c. A second or subsequent conviction within a period of five years following a prior conviction, a minimum mandatory fine of not less than one thousand dollars.</p> <p>After obtaining a registration, you will be required to sign an affirmation clause indicating compliance with insurance requirements.</p> <p>Unless a person waives his or her confidentiality, the information contained in the person's motor vehicle record shall not be used for any purpose other than a purpose authorized by law, pursuant to C.R.S. 42-2-121 (4)(a).</p> <p>I certify, under penalty of perjury in the second degree, that the above information is true and accurate to the best of my knowledge.</p>							
Owner or Agent Signature						Date	
Printed name of Owner/Agent as it appears on Identification:							
Secure and Verifiable ID of Owner/Agent: <input type="checkbox"/> Colorado DL <input type="checkbox"/> Colorado ID <input type="checkbox"/> Other:							
ID#				Expires		DOB	
The undersigned witness affirms that the named owner of the vehicle identified in this document presented the identification described above.							
Witness Signature						Date	
County Use Only (Dealers/Lienholders: Do Not Write Below this Line)							
Previous Title Number				Title Number			
Date Accepted	Purchase Price	Odometer Reading & Indicator	GVWR	Fleet #	Unit #		
First Lienholder #				Second Lienholder #			
Lien File No.	Lien Amount	Maturity Date	Date of Lien	Lien File No.	Lien Amount	Maturity Date	Date of Lien
Taxes Paid:				Filing Fees:			
Additional Comments:							
Clerks Initials _____							

**This form is only required if there is more than one owner,
 Joint Tenancy is desired, and a title is being submitted**

State Of Colorado
Joint Tenancy with Rights of Survivorship
Acknowledgement of Intent
 C.R.S. 38-11-101

Any Alteration or Erasure may Void this Document

To create joint tenancy with rights of survivorship, there must be specific language declaring such intent, signed under penalty of perjury in the second degree by all owners. This form is only applicable to multiple owners.

Joint Tenancy with rights of Survivorship is defined as: A form of legal co-ownership of property (also known as survivorship). At the death of one co-owner, the surviving co-owner becomes sole owner of the property. Transfer of ownership requires copy of death certificate and signature of survivor.

Tenancy in Common is defined as: The equal or unequal holding of property by two or more persons. At the death of one co-owner, the deceased share of the property goes to his/her estate and is to be divided according to his/her will or the law in the absence of a will. Transfer of ownership requires documents appointing a personal representative for the decedent.

Vehicle Identification Number	Year	Make.	Model
If any owner chooses Tenancy in Common or if neither box is checked; the Colorado Certificate of Title will be issued as Tenancy in Common.			
Owner One	I _____ (print name) request the Colorado Certificate of Title for the Vehicle described above be issued in: <input type="checkbox"/> Joint Tenancy With Rights of Survivorship <input type="checkbox"/> Tenancy in Common Per C.R.S. 42-6-116; I certify under penalty of perjury in the second degree that the above information is true and correct to the best of my knowledge.		
	Owners Signature	Date	
Owner Two	I _____ (print name) request the Colorado Certificate of Title for the Vehicle described above be issued in: <input type="checkbox"/> Joint Tenancy With Rights of Survivorship <input type="checkbox"/> Tenancy in Common Per C.R.S. 42-6-116; I certify under penalty of perjury in the second degree that the above information is true and correct to the best of my knowledge.		
	Owners Signature	Date	
Owner Three	I _____ (print name) request the Colorado Certificate of Title for the Vehicle described above be issued in: <input type="checkbox"/> Joint Tenancy With Rights of Survivorship <input type="checkbox"/> Tenancy in Common Per C.R.S. 42-6-116; I certify under penalty of perjury in the second degree that the above information is true and correct to the best of my knowledge.		
	Owners Signature	Date	
Owner Four	I _____ (print name) request the Colorado Certificate of Title for the Vehicle described above be issued in: <input type="checkbox"/> Joint Tenancy With Rights of Survivorship <input type="checkbox"/> Tenancy in Common Per C.R.S. 42-6-116; I certify under penalty of perjury in the second degree that the above information is true and correct to the best of my knowledge.		
	Owners Signature	Date	

STATE OF COLORADO

Statement of One and the Same

and _____
Are one and the same <input type="checkbox"/> Person <input type="checkbox"/> Company
I certify under penalty of perjury in the second degree, that the above statements are true and accurate to the best of my knowledge.
Signature

COLORADO RESIDENCY ESTABLISHMENT

C.R.S. 42-1-102 (81)

Residency is established when one of the following occur (whichever shall occur first):

- Any person who owns or operates any business in this state.
- Any person who has resided within this state continuously for a period of ninety days.
- Any person who has obtained gainful employment within this state.

Owner Name		
Owner Address		
Year	Make	VIN
PROVIDE DATE OF RESIDENCY PER ABOVE STATUTE:		
Date		
PROVIDE THE DATE THE VEHICLE WAS BROUGHT INTO COLORADO:		
Date		
<i>I certify, under penalty of perjury in the second degree, that the above statements are true and accurate to the best of my knowledge.</i>		
Signature		Date