



## NEW PURCHASE- CASH SALE- PRIVATE PARTY

### Be prepared before you visit us:

Step One: Decide if this is option is right for your transaction.

- You are a current resident of Adams County
- Must be listed as an owner of the vehicle

Step Two: What do you need?

- Secure and Verifiable Identification (SVID)** This identification must be provided by the owner of record. For example of acceptable SVID visit [www.adcogov.org/motor-vehicle](http://www.adcogov.org/motor-vehicle)
- Proof of current insurance that complies with Colorado insurance requirements.**
  - \$25,000 legal liability for bodily injury or death to any one person in any one accident
  - \$50,000 legal liability coverage for bodily injury or death to all persons in any one accident
  - \$15,000 property damage
- DR 2698 Verification of Vehicle Identification Number (also known as a VIN Verification) (if applicable)
  - Required for any Out of State Titles
- Weight slip (if applicable) will be required on all motor homes and trucks with an empty weight of more than 4500 pounds. (If the weight is not displayed on the out-of-state title or registration.)
- Proof of Emissions Test (if applicable) - see [www.aircarecolorado.com](http://www.aircarecolorado.com) for requirements.
- Original Title to the vehicle, properly assigned (Copies not acceptable).**
  - All owners on the face of the title have hand printed and signed their name in the seller section of the title- releasing their interest in the vehicle
  - If a lien is noticed on the face of the title that must be released by the lienholders name, agents signature and date.
  - All new owners (buyers) have hand printed and signed in the buyers section of the title (only one signature required for multiple owners).
  - The odometer section is completed and the odometer indicator is checked. This only applies to vehicles 9 years old or newer. Transferring the odometer is not necessary for vehicles 10 years or older.
  - The date of sale is listed on the title.
  - The agreed upon purchase price is listed on the title (sales taxes are calculated from this purchase price).
- DR 2175 Colorado Motor Vehicle Power of Attorney (if applicable)
- DR 2444 Statement of Fact (if applicable)
- DR 2395 Application for Title**
- DR2421 Statement of One in the Same (listing all variations of your name)(if applicable)
- Plate Number, if you wish to transfer plate from another vehicle (there must be at least one owner in common on both vehicles).
- Cash, Check, Credit Card or Debit card (\$0.75 +2.25% additional fee for credit and debit card transactions)**

**Note: A late fee of \$25.00 per month up to \$100.00 is applied on vehicles registered 61 days after purchase, with no temporary tag issued.**



## Additional Information

The Verification of Vehicle Identification Number form (DR2698) and the gas emissions test can be completed at any Air Care Colorado station. Visit [www.aircarecolorado.com](http://www.aircarecolorado.com) for a list of locations near you.

Diesel Emission Testing stations and requirements can be located at <https://www.colorado.gov/pacific/dmv/diesel-vehicles>

If any emissions test is not required for your vehicle you can pull up to the side of the emissions station and request a VIN Verification only. Adams County can also complete a VIN Verification for you (the cost is \$17.00)

## Adams County Motor Vehicle Locations

Appointments scheduled Tuesday-Friday, 7 a.m. – 5:30 p.m.\* [Appointments can be scheduled online](#), up to 60 days out.

**\*Appointments are available until 4:30 p.m. Branches are closed each day from 11 a.m. – noon.**

### **Brighton (Main Office)**

Adams County Government Center  
4430 S. Adams County Pkwy., Suite E2001  
Brighton, CO 80601  
Ph: 720.523.6010  
Fx: 720.523.6011

### **Aurora**

3449 Chambers Rd  
Aurora, CO 80011  
This office is closed until further notice.

### **Bennett**

355 S. First Street  
Bennett, CO 80102  
  
Fx: 720.523.7651.

### **Commerce City**

4201 E. 72nd Ave.  
Suite A  
Commerce City, CO 80022  
  
Fx: 720.322.1616

### **North Pecos**

12200 Pecos St.  
Westminster, CO 80234  
  
Fx: 303.453.8528

### **Westminster**

8452 Federal Blvd.  
Westminster, CO 80031  
  
Fx: 303.428.2294

# 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) <input style="width: 90%;" type="text"/>					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><b>*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.</b>  <b>**If more than two lienholders, please attach separate documentation.</b></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><b>I certify, under penalty of perjury in the second degree, that the above information is true and accurate to the best of my knowledge.</b></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		
<b>County Use Only (Dealers/Lienholders: Do Not Write Below this Line)</b>							
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 and Joint Tenancy is desired

## 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
<b>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.</b>			
<b>Owner One</b>	I _____ (print name) request the Colorado Certificate of Title for the Vehicle described above be issued in: <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <input type="checkbox"/> Joint Tenancy With Rights of Survivorship           <input type="checkbox"/> Tenancy in Common         </div> <p style="margin-top: 5px;">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.</p>		
	Owners Signature		Date
<b>Owner Two</b>	I _____ (print name) request the Colorado Certificate of Title for the Vehicle described above be issued in: <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <input type="checkbox"/> Joint Tenancy With Rights of Survivorship           <input type="checkbox"/> Tenancy in Common         </div> <p style="margin-top: 5px;">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.</p>		
	Owners Signature		Date
<b>Owner Three</b>	I _____ (print name) request the Colorado Certificate of Title for the Vehicle described above be issued in: <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <input type="checkbox"/> Joint Tenancy With Rights of Survivorship           <input type="checkbox"/> Tenancy in Common         </div> <p style="margin-top: 5px;">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.</p>		
	Owners Signature		Date
<b>Owner Four</b>	I _____ (print name) request the Colorado Certificate of Title for the Vehicle described above be issued in: <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <input type="checkbox"/> Joint Tenancy With Rights of Survivorship           <input type="checkbox"/> Tenancy in Common         </div> <p style="margin-top: 5px;">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.</p>		
	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
<b>I certify under penalty of perjury in the second degree, that the above statements are true and accurate to the best of my knowledge.</b>
Signature _____