

# Purchased for Cash from a Colorado Dealer

## 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](mailto:MVTitles@adcogov.org)**

Payment options: e-check (\$1 fee applies), credit card or debit card (\$0.75 + 2.25% additional fee\*). No cash option available. *\*Fee is passed on to our credit card vendor.*

## Vehicle Owner Information:

Name:

Phone number:

Email address:

Best day/time to call:

Additional Information:

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

1. Email all documents listed below to our secure email address.
  - a. 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.
  - a. We will process the title and send you a title complete notice.
  - b. 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. A passing emission test (if required) and proof of insurance are required.

**The following documents are required to title and register the vehicle:**

- The entire packet you received from the dealership in person or via certified mail. This packet should include the following:
  - DR2395 Application for Title and/or Registration
  - Title or MSO
  - DR0024 Standard Sales Tax Receipt and/or DR0026 Standard Sales Tax Receipt for a Lease
  - DR2407 Colorado Dealers Bill of Sale (if applicable)
  - DR2174 Secure Power of Attorney (if applicable)
  - DR2175 Colorado Motor Vehicle Power of Attorney (if applicable)
  - DR2444 Statement of Fact (if applicable)
  - DR2842 Supplemental Secure and Verifiable Identification (if applicable)
  - DR2421 Statement of One in the Same (if applicable)
  - DR2698 Verification of Vehicle Identification Number (if applicable)
- Proof of a passing [emission test](#) for 2014 and older: gasoline, E85, Hybrids, natural gas, or propane, and 2017 and older diesel vehicles.
  - Your dealer should have given you a voucher or proof of a passing emission test.
  - If the test is not available, a permit can be issued to allow you to take the vehicle for testing.
- Current proof of insurance for this vehicle to issue plates or a temporary permit.

If an emission test is not required, we can issue new plates or transfer license plates from another vehicle if there is at least one owner in common on both vehicles.

- Plate number to transfer to this vehicle: \_\_\_\_\_

**\*\*\*\* A title cannot 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