



# Paperwork Cover Sheet

\*Indicates required field - if we are unable to contact you, we will mail paperwork back to address listed.

**Full Name\*:** \_\_\_\_\_ **Today's Date\*:** \_\_\_\_\_

**Phone Number(s)\*:** \_\_\_\_\_ **Address\*:** \_\_\_\_\_

**Email Address\*:** \_\_\_\_\_ **Vehicle Plate Number:** \_\_\_\_\_

**Vehicle ID Number (VIN)\*:** \_\_\_\_\_ **Vehicle Title Number:** \_\_\_\_\_

**If you were working closely with someone over the phone, please include their name here:** \_\_\_\_\_

**What service do you need to complete?** Note: If you prefer, many of these services can be completed online at [MyDMV.Colorado.gov](http://MyDMV.Colorado.gov).

- Registration renewal
- Initial vehicle registration:
  - Did you sell or trade in a car to make this purchase? Yes \_\_\_ No \_\_\_
  - Are those plates still valid? Yes \_\_\_ No \_\_\_
  - If yes, what is the plate # \_\_\_\_\_ What date did you relinquished the vehicle? \_\_\_\_\_
- Add/Remove name from Colorado title
- Persons with disabilities placard (Placards/Plates)
- Lost or stolen license plates or plate replacement
- Remove a lien
- Collector plate renewal
- Colorado title transfer (private party purchase)
- Duplicate title request
- Emissions extension
- Release of liability
- Temporary permit only
- Colorado dealer purchase
- Other reason: (add notes)

**How would you like to receive this:** Mail \_\_\_ pickup \_\_\_?

Additional information, if applicable:

For internal Boulder County office use only:

<input type="checkbox"/> Hold for Payment:	<input type="checkbox"/> Hold for Documents:	<input type="checkbox"/> Rejected		
Staff Notes:				
	Phone Call	Voicemail	Email	Letter
Contact #1 Date/Time				
Contact #2 Date/Time				
Contact #3 Date/Time				

## **Renewals and Initial registrations via drop-box**

If you need to complete a registration renewal or a first-time registration, we can process these transactions via one of our external drop-boxes.

**Registration renewal:** Please place the following in a sealed envelope into the drop-box

- Completed cover letter
- Renewal postcard (or completed collector's item renewal letter)
  - Notice on your postcard if an emissions test or proof of insurance is required
    - If so, please include with paperwork
- If you don't have your postcard, please write your license plate number on the cover letter
  - If you are unsure if an emissions test is due, please call us at 303-413-7710
- Check made to Boulder County
  - Late fees are due after the grace period- \$25 per month or \$100 max
    - Trailer late fees are \$10

**Initial Registration:** If you just bought a car and are plating it for the first time, please include the following in a sealed envelope in the drop-box.

- Completed cover letter
- Title complete notice
- If you didn't receive a title complete notice, but are sure the vehicle has already been titled on your name, please include the vin number for the new vehicle on the cover letter
- Passing emissions test, if required
  - Gas vehicles more than 6 years old
  - Diesel vehicles 4 years old or older
- Proof of insurance

Once received, please allow 3 business days to complete. We will call to collect payment if a check isn't included. There is an extra fee to use a card.