



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.

- 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				

Colorado dealer purchase

If you purchased a vehicle from a Colorado dealer and you don't have a loan, the dealer may send the title paperwork directly to you. If you've received title paperwork from the dealer, we can transfer the title into your name and process the initial registration via one of our external drop-boxes.

- We can process your new title and registration and send it via mail or, if you'd prefer, we can set your plates at our info desk to be picked up at your convenience.
 - Please indicate your preference on the attached cover letter.

Required documentation:

- Completed cover letter
- Packet of paperwork from the dealer which may include the following:
 - DR2395
 - Title signed over to you
 - Dealer bill of sale
 - Sales tax receipt
 - Misc. docs to supplement purchase
- Copy of insurance card
- Passing emissions test*
 - Gas vehicles more than 6 years old
 - Diesel vehicles 4 years old or older

(*If you have all of the above except for a passing emissions test, we will issue you a temporary permit good for up to 60 days from the date of purchase)

Once received, please allow 3 business days to complete. We will call to collect payment for remaining sales taxes due as well as registration fees.