



# 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				

## **Report Release of Liability via drop-box**

If you have sold or no longer have a vehicle, completing a release of liability is an important step and it can be completed via one of our external drop-boxes.

- This is especially important if you forgot to remove the license plates from a vehicle you sold or traded in.

### **Required documents:**

- Completed cover letter
- Completed DR2444
- Completed DR2842

Once received, please allow 3 business days to complete.

## State of Colorado Statement of Fact

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Name

Vehicle Identification Number (VIN)

Year

Make

Title Number

Statement

### AFFIDAVIT OF TRANSFER OF OWNERSHIP TO RELEASE FROM LIABILITY

The above vehicle has been transferred on \_\_\_\_\_ (date of transfer) at \_\_\_\_\_ AM/PM (time of transfer). This is a bona fide transfer and meeting the requirements of CRS 42-6-109(1) and (2).

### No Fraud Intended

I certify, under penalty of perjury in the second degree, that the above facts are true and accurate to the best of my knowledge.

Signature

Date (MM/DD/YY)

## SUPPLEMENTAL SECURE AND VERIFIABLE IDENTIFICATION INFORMATION AND ATTESTATION CLAUSE

ANY ALTERATION OR ERASURE VOIDS THIS DOCUMENT

This form may be used as an attachment to existing forms inventory which does not contain the secure and verifiable identification information or attestation. Please attach this completed form to the document(s) being presented for Title and/or Registration.

SECURE AND VERIFIABLE IDENTIFICATION OF		
Name as it Appears on Identification		
Agency (If Applicable)		
Identification Information (for acceptable forms of ID please see form DR 2841) <input type="checkbox"/> Colorado DL <input type="checkbox"/> Colorado ID <input type="checkbox"/> Other _____		
ID #	Expires	DOB
This section to be used with DR 2219 Persons with Disabilities Parking Privileges Application. Identification shown above belongs to: <input type="checkbox"/> Individual (Placard holder) <input type="checkbox"/> Guardian <input type="checkbox"/> Parent <input type="checkbox"/> Business		
<b>* Affidavit of one in the same is required if the name on ID differs in any way from name on title assignment.</b>		
* _____ and _____ ARE ONE IN 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		
The undersigned witness affirms that the identification described above was presented to me.		
Witness Printed Name		
Witness Signature	Date	



## Secure and Verifiable ID

### Secure and Verifiable ID is required to obtain:

- New Titles
- Duplicate Titles (vehicles purchased on or after 07/01/2006)
- New Registrations
- New Temporary Registration Permits
- New Placards

### The following types of identification are Secure and Verifiable:

- Any Colorado Driver License, Colorado Driver Permit or Colorado Identification Card, current or expired one year or less. (Valid temporary paper license with invalid Colorado Driver's License, Colorado Driver's Permit, or Colorado Identification Card, expired one year or less is acceptable.)
- Out-of-state issued photo driver's license or photo identification card, photo driver's permit current or expired one year or less.
- U.S. Passport current or expired less than 10 years.
- Valid foreign passport with I-94 or valid processed for I551 stamps. Valid I-94 issued by Canadian government with L1 or R1 status and a valid Canadian drivers license or valid Canadian identification card.
- Valid I551 Resident Alien/Permanent Resident card. No border crosser or USA B1/B2 Visa/BCC cards.
- Valid I688 Temporary Resident, I688B, and I766 Employment Authorization Card with intact photo.
- Valid US Military ID (active duty, dependent, retired, reserve and National Guard).
- Tribal Identification Card with intact photo. (U.S. or Canadian)
- Certificate of Naturalization with intact photo.
- Certificate of (US) Citizenship with intact photo.

If you have questions about Secure and Verifiable Identification, please contact the Title and Registration Sections at 303-205-5608.