



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				

Remove a lien holder from your Colorado Title

If you have paid off your loan and would like to have the lien removed from your title, this can be done via one of our external drop-boxes.

- Your proof that the loan has been paid off is the signature on the front of the title in the lien section.
 - If this has not been signed by the lien holder, you will also need to provide us with a lien release letter from the bank.

Required documents:

- Completed cover letter
- Colorado title
- Lien release letter, if needed
- Completed DR2395 pg 1
- One in the same if needed
- Check for \$7.20 made to Boulder County

Once received, please allow 3 business days to complete. We will call to collect payment if a check isn't included.

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)										Fuel Type		Flex Fuel <input type="checkbox"/> Yes <input type="checkbox"/> No	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>*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. **If more than two lienholders, please attach separate documentation.</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>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>															
I certify, under penalty of perjury in the second degree, that the ABOVE information is true and accurate to the best of my knowledge.															
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					
Witness Signature Required. The undersigned witness affirms that the named owner of the vehicle identified in this document presented the identification described above.															
Witness Printed Name						Witness Signature						Date			
County Use Only (Dealers/Lienholders: Do Not Write Below this Line)															
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 _____			

State of Colorado Statement of One and the Same

Name of Person or Name of Company One

and

Name of Person or Name of Company Two



Are one and the same..... Person 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