



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				

New Purchase: temporary permit only

If you just bought a car and do not have the title, we can complete a temporary permit only via our external drop-box.

- This usually happens when you buy a vehicle and the previous owner needs to pay off their loan to get the title.
- Statute requires we collect sales tax before issuing a temporary permit

Required documents:

- Completed cover letter
- Bill of sale signed by the seller and the buyer
- Proof the seller owned the vehicle- if vehicle does not have a Colorado title, you will need to provide proof of ownership
 - Copy of out of state registration or photocopy of the title
- Completed DR2395 pg 1
- Proof of insurance

Once received, please allow 3 business days to complete. We will call to collect payment. There is an extra fee to use a card.

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>															
<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.</p>															
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					
<p>Witness Signature Required. The undersigned witness affirms that the named owner of the vehicle identified in this document presented the identification described above.</p>															
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 _____			

MOTOR VEHICLE BILL OF SALE

State of Colorado County of Boulder

In consideration of \$ _____ the receipt of which is hereby acknowledged, I/We do hereby sell and deliver on this date: _____ unto: _____
Date of Sale Buyer's Printed Name

X _____
Buyer's Signature Buyer's Address

Year _____ Make _____ VIN# _____

I/We do vouch to be the true and lawful owner(s) of the above listed vehicle. I do affirm that this vehicle is free of all liens and encumbrances, and that I/We have the right and power to dispose of said vehicle.

I/We certify, under the penalty of perjury in the second degree, that the above statements are true and correct to the best of my knowledge.

_____ A.M. / P.M.
Seller's Printed Name Date Time of Sale

X _____
Seller's Signature Seller's Address

County use only: Date Title/Dup. Title Applied for _____ Seller's Title# _____

**Pursuant to C.R.S 42-6-109(3) a person transferring ownership of a vehicle may voluntarily notify the Department within 5 days of transfer of ownership at mydmv.colorado.gov. If properly notified, the person transferring ownership may not be held liable in or subject to any civil or criminal action brought against the transferring vehicle pursuant to C.R.S. 42-6-109(3)(d).

ENGLISH

Seller must remove license plates at time of sale. The buyer may operate the motor vehicle upon the highway before registering the vehicle if the vehicle was purchased within the last 36 hours from a person who is NOT a licensed motor vehicle dealer.

The requirements are:

1. The vehicle must have been purchased either on a Saturday, Sunday, legal holiday or between 5:00 p.m. & 7:30 a.m.
2. The vehicle is being driven from the place where the seller stored the vehicle to the place where the buyer intends to store the vehicle.
3. The buyer possesses in the vehicle a Bill of Sale that shows the time, date of sale and is signed by both the seller and buyer.
4. The buyer must also possess proof of insurance as required by statute.

SPANISH

El vendedor debe remover las placas en el momento de la venta. El comprador puede operar el vehiculo motorizado en las carreteras antes de registrar el vehiculo si el vehiculo fue comprado dentro de las ultimas 36 horas de una persona que NO es un concesionario autorizado de vehiculos.

Los requerimientos son:

1. El vehiculo debe haber sido comprado ya sea en un Sabado, Domingo, Dia Festivo or entre las 5:00 p.m. y 8:00 a.m.
2. El vehiculo esta siendo manejado desde el lugar donde el vendedor tiene el vehiculo al lugar donde el comprador tiene la intencion de mantener el vehiculo.
3. El comprador posee en el vehiculo una factura de venta que muestra la hora, la fecha de venta y que esta firmado por vendedor y comprador.
4. El comprador tambien debe poseer prueba de aseguaranza como lo require la ley.