



Vehicle Registration Checklist: Colorado Dealership Purchase

Did you recently purchase a vehicle from a Colorado Dealership? Here's a list of what you need to register your vehicle. Expect your new Colorado title to be mailed to you within 4 - 6 weeks upon registration of your vehicle.

Financed Purchase

Gather the items below and [register your vehicle online](#). If you are unable to register online or wish to transfer the remaining credit from a previously owned vehicle, please contact us or make an appointment to visit one of our Motor Vehicle offices (locations below).

Cash Purchase

Gather the items below and then [make an appointment](#) for one of our Motor Vehicle offices (locations below).

Registration Checklist

New Owner Identification

You must show a [Secure and Verifiable ID](#) in order to register your vehicle. The vehicle's owner must be present with their ID to register their vehicle. Copies of spouse or related person's ID will not be accepted. For jointly owned vehicles, either owner may register the vehicle. If the owner has asked someone else to complete the transaction on their behalf (besides a co-owner), a [Power of Attorney for Motor Vehicle Only](#) (Form DR2175) must be completed, signed, and presented at the time of registration.

Postcard Notice from the Motor Vehicle Division (Financed/Leased Purchases)

At the time of purchase, your dealer will send the title paperwork to the Motor Vehicle Division for financed or leased vehicles. You will receive a white postcard (Title Complete Notice) when the paperwork is completed. You can [check the status of your title paperwork](#) online. If you haven't received your notice within 7-10 days prior to the expiration of your temporary tags, please call us at (303) 413-7710.

Complete Paperwork from the Dealer (Cash Purchases)

Bring all document provided by the dealership with you when you come into our office, including the vehicle title and the Standard Sales Tax Receipt for Vehicle Sales (Form DR0024 – the dealer will complete this for you).

Proof of Insurance

Vehicles must be covered by insurance before they can be registered. Provide proof of insurance (card, copy of policy, or letter from insurance provider on company letterhead) that includes the vehicle's year, make, model, vehicle identification (VIN), effective date and expiration date of the policy. You may use out-of-state insurance to register your vehicle, but you will need to provide proof that it meets [Colorado's minimum standards](#).

License Plates and/or Current Registration from Previously Owned Vehicle

If you have **specialty** Colorado plates from a previously owned vehicle, **you may reuse them** on your new vehicle. However, **standard** Colorado plates from a previously owned vehicle **cannot be reused or transferred**. In either case, **you can transfer credit** for any remaining valid registration regardless of plate type.

Emissions Test (if required)

Unless your vehicle is exempt, you must show proof of passing a Colorado vehicle emissions test. The dealership should provide proof of emissions (or a voucher for an emissions test) to you at the time of purchase. Visit our [Emissions Testing page](#) for information about exemptions, requirements, testing locations, and cost.

Certified Weight Slip (if required)

A certified weight slip is required for trucks and cargo vans that have been modified more than 300 pounds. A weight slip may also be required for motor homes and used buses based on what supporting documentation you have. Many local private companies (such as [Pioneer Sand](#) – locations in Boulder, Longmont, & Broomfield) can provide a certified weight slip.

Payment

Please see our [Fees & Taxes page](#) for details about how Motor Vehicle fees are calculated. You can also [estimate your registration fees online](#). For an accurate estimate, be sure to enter the original MSRP (usually different from the purchase

price - you may need to look this up online). Payment can be made by check, cash, or major credit/debit card. A [non-refundable fee](#) is added for credit/debit cards.

Schedule an Appointment (for cash purchases)

All Motor Vehicle in-person services require an appointment. Once you have gathered all the required documents listed above, schedule an appointment with us [by visiting our website](#) or calling 303-413-7710. If you financed your purchase, you can [register your vehicle online](#) using your postcard notice.

Contact Boulder County Motor Vehicle Division

Phone: 303-413-7710

Fax: 303-413-7706

Email: motorvehicle@bouldercounty.gov

Website: BoulderCounty.gov/MV

Office Locations

Boulder: 1750 33rd Street

Longmont: 529 Coffman Street

Lafayette: 1755 S. Public Road

Office Hours (all locations)

7:30 a.m. – 5 p.m.

Monday – Thursday

Closed Friday