



Vehicle Registration Checklist: Out-of-State Dealership Purchase

Did you recently purchase a vehicle from an out-of-state 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 with Title Complete Notice

If the dealer sends us complete paperwork and we can title your vehicle, you will receive a Title Complete Notice (white postcard). Once you have the notice and all other items on this checklist, you can [register your vehicle online](#). If you are unable to register online or wish to reuse license plates from a previously owned vehicle, please contact us or visit one of our Motor Vehicle offices (locations below).

Cash Purchase OR Financed Purchase with Missing Paperwork

You will need to visit one of our Motor Vehicle offices (locations below) if you purchased your vehicle with cash or if you made a financed purchase but received a letter from our office notifying you of missing paperwork. Gather the items on this checklist (and any missing documents) 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.

Title Complete Notice

(If dealer sends paperwork directly to Motor Vehicle office)

If your dealer sends the title paperwork to our office, you will receive a white postcard (Title Complete Notice) when the paperwork is completed. If any paperwork is missing, we will send you a letter instead. You can [check the status of your title paperwork online](#). If you haven't received a letter or 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

(If dealer sends paperwork directly to you instead of to our office)

For cash purchases and some financed purchases, the dealer will mail the paperwork directly to you. If you receive the paperwork, bring all documents provided by your dealership (including the vehicle title and dealer invoice / bill of sale) when you come to our office to register your vehicle.

Vehicle Identification Number (VIN) verification (if required)

Required if a vehicle has never been titled in Colorado or was titled in another state after being titled in Colorado. A [VIN Inspection](#) can be done when completing an emissions test at [Air Care Colorado](#) or at a [Boulder County Motor Vehicles location](#) at the time of registration. The cost of a VIN inspection is \$25.

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.

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. 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.

Proof of Paid Sales Tax

You will be required to pay [Colorado Sales Tax](#) at the time of registration, but you may receive credit for any sales tax you already paid to another state if you provide [valid proof of tax paid](#).

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

(Cash Purchase OR Financed Purchase with Missing Paperwork)

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: <https://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