



Vehicle Registration Checklist: Private Sale

Did you recently purchase a vehicle from a private party? Here's a list of what you need to register your vehicle. Gather the items below and then [make an appointment](#) for one of our Motor Vehicle offices (locations below).

Important Information about License Plates

In Colorado, the seller must retain their license plates. Visit our website to learn more about [operating a vehicle prior to registration](#).

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.

Vehicle Title

The title must be notarized only if required on the title. The title [must be properly endorsed](#), and an odometer reading must be included if the vehicle is under 10 years old.

Bill of Sale

A [bill of sale](#) that includes the vehicle information (year, make, model, and VIN number), purchase price, date of sale, and the names, addresses, and signatures of the buyer and seller.

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](#).

Emissions Test (if required)

Unless the vehicle is exempt, the seller must provide you with a new emissions test (even if there is still time remaining on the current inspection report). Please note that if ownership of the vehicle is transferred in the last year of the vehicle's exemption period, it will require an emissions test. Visit our [Emissions Testing page](#) for information about exemptions, requirements, testing locations, and cost.

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.

Complete Paperwork from Lien Holder (for financed purchases only)

If the lien holder did not send these items directly to our office, you will need to provide all paperwork from the lien holder, including the security agreement or loan documents.

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.

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.

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 (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

Once you have gathered all the required documents listed above, schedule an appointment with us [by visiting our website](#) or calling 303-413-7710.

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