

Motor Vehicle

New Colorado Resident Vehicle Registration

Required Documents:

- Registration no more than 6 months expired (copy or original)
OR
Title (copy or original) *
 - *Must be original to receive a new issued Colorado title
- Paperwork Cover Sheet (attached)
 - Front and back completed in its entirety
- VIN Verification DR 2698 (attached)
 - Must be completed in its entirety by one of the following agencies: emissions station, Colorado dealer, Colorado law enforcement.
- Colorado Residency Establishment DR 2504 (attached)
 - Must be completed/signed by owner
- Joint Tenancy with Rights of Survivorship Acknowledgment DR 2395 (attached)
 - Only required if there are multiple owners
- Enhanced emissions test required for the following:
 - Passenger Vehicles, Buses, Light trucks, Recreational trucks, GVW trucks GVW tractors, Motor homes
 - Gas Vehicles 7 years and older
 - Locations: aircarecolorado.com
 - Diesel Vehicles 4 years and older
 - Locations: [Diesel Emissions Centers](#)
- Certified weight slip required for any truck, cargo van, or motor home weighing between 4,501 lbs 10,000 lbs or trailer weighing more than 1,900 lbs
 - If empty weight is listed on the title/registration, weight slip not required.
- Proof of insurance
 - Must be current, for the vehicle you are registering, and meet Colorado's minimum requirements (Liability 25K/50K, Property Damage 15K)

Drop off paperwork in an envelope with your name on the front at one of our three locations:

- 9350 Heritage Hills Cir. Lone Tree, CO 80124
- 2223 W Wildcat Reserve Pkwy #G-1 Highlands Ranch, CO 80129
- 301 Wilcox St Castle Rock, CO 80104

Paperwork Cover Sheet

A Motor Vehicle Specialist will contact you if necessary.

Full Name: _____ **Today's Date:** _____

Phone Number(s): _____ **Address:** _____

Email Address: _____ **Vehicle Plate Number:** _____

Vehicle ID Number (VIN): _____ **Vehicle Title Number:** _____

If applicable, select from the options below:

- Reuse plates and credit _____ (plate#)
- New plates, no credit
- New plates, need credit from _____ (plate #)
- Plate Type Selection: Regular Other _____ (Certain plate types have additional requirements, fees)

What service do you need to complete?

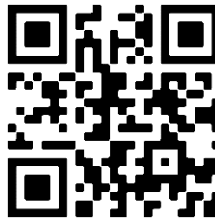
- Registration Renewal (Complete online at mydmv.colorado.gov)
- Disability Services (Placards/Plates) (Complete online at mydmv.colorado.gov)
- Private Party Purchase
- Colorado Dealer Purchase (Complete online at mydmv.colorado.gov)
- Out of State Dealer Purchase
- New Colorado Resident Vehicle Registration
- Title Only Transaction – Duplicate Title, Lien Release, Name Change, Add/remove Name from Title
- Driver's License Transaction (Castle Rock location only)
- Other Reason: _____

For all transactions: The back of this sheet must be completed, signed, and witnessed



Before you drop your paperwork in the box:

Visit DouglasDrives.com or scan for list of required documents:



For internal Douglas County office use only:

<input type="checkbox"/> Hold for Payment	<input type="checkbox"/> Hold for Documents:			<input type="checkbox"/> Rejected
<input type="checkbox"/> Copy of ID Provided <input type="checkbox"/> Current Insurance Verified <input type="checkbox"/> DR 2482 SVID Included				
	Phone Call	Voicemail	Email	Letter
Contact #1 Date/Time				
Contact #2 Date/Time				
Contact #3 Date/Time				
<input type="checkbox"/> Appointment	<input type="checkbox"/> Pick Up	Date:	Time:	Office:

Notes:

SUPPLEMENTAL SECURE AND VERIFIABLE IDENTIFICATION INFORMATION AND ATTESTATION CLAUSE

ANY ALTERATION OR ERASURE VOIDS THIS DOCUMENT

This form may be used as an attachment to existing forms inventory which does not contain the secure and verifiable identification information or attestation. Please attach this completed form to the document(s) being presented for Title and/or Registration.

SECURE AND VERIFIABLE IDENTIFICATION OF		
Name as it Appears on Identification		
Agency (If Applicable)		
Identification Information (for acceptable forms of ID please see form DR 2841)		
<input type="checkbox"/> Colorado DL <input type="checkbox"/> Colorado ID <input type="checkbox"/> Other _____		
ID #	Expires	DOB
This section to be used with DR 2219 Persons with Disabilities Parking Privileges Application. Identification shown above belongs to:		
<input type="checkbox"/> Individual (Placard holder) <input type="checkbox"/> Guardian <input type="checkbox"/> Parent <input type="checkbox"/> Business		
* Affidavit of one in the same is required if the name on ID differs in any way from name on title assignment.		
* _____		
and _____		
ARE ONE IN THE SAME <input type="checkbox"/> PERSON <input type="checkbox"/> 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		
The undersigned witness affirms that the identification described above was presented to me.		
Witness Printed Name		
Witness Signature	Date	

VERIFICATION OF VEHICLE IDENTIFICATION NUMBER

C.R.S. 24-32-3323, 38-29-122, 42-3-105(I)(c), 42-6-107(I)(b)
ANY ALTERATION OR ERASURE MAY VOID THIS DOCUMENT

Type of Vehicle ➔

<input type="checkbox"/> Passenger	<input type="checkbox"/> Tractor	<input type="checkbox"/> Motor Home	<input type="checkbox"/> Motorcycle
<input type="checkbox"/> SUV	<input type="checkbox"/> Bus	<input type="checkbox"/> Special Mobile Machinery	<input type="checkbox"/> Off-Highway Vehicle
<input type="checkbox"/> Truck	<input type="checkbox"/> Trailer	<input type="checkbox"/> Manufactured Home	

VEHICLE INFORMATION											
Vehicle Identification Number (VIN)											
Year	Make	Body	Model	Width	Length						
Color		CWT	GVWR		Print Fuel Type						
License Plate Number			State		Expiration Date						
Temporary Tag Number			State		Expiration Date						

Additional Vehicle Identification Number													
<input type="checkbox"/> Motor Number _____ <input type="checkbox"/> Coach Number _____													
Reason for Inspection:				Verified by:									
<input type="checkbox"/> Out of State				<input type="checkbox"/> Manufactured Home Dealer				<input type="checkbox"/> County Assessor (at their discretion)					
<input type="checkbox"/> Title correction				<input type="checkbox"/> Licensed Colorado Dealer				<input type="checkbox"/> County Clerk (at their discretion)					
<input type="checkbox"/> Other (Explain) _____				Dealer Number _____				<input type="checkbox"/> Colorado Law Enforcement					
				<input type="checkbox"/> Licensed Colorado Emission				<input type="checkbox"/> Other _____ *					
				Station Number _____									
Name of Business or Agency													
Address						City			State		ZIP Code		
I certify, under penalty of perjury in the second degree, that I have completed a physical inspection of the vehicle/manufactured home described above and the information is true and correct to the best of my knowledge.													
Printed First and Last Name of Inspector								Date					
Signature of Inspector								Title					

COLORADO DEALER STATEMENT CONCERNING AN OUT OF STATE VEHICLE C.R.S. 42-6-119(3)

Dealer	Dealer Number
I certify, under penalty of perjury in the second degree, that the vehicle as described above met the following conditions at the time of sale: <ul style="list-style-type: none"> Was free and clear of all liens and encumbrances, Was not stolen, The dealership has a sure and adequate title to the vehicle; and The dealership has the right and authority to sell and transfer this vehicle. 	
Dealer Agent (printed name)	
Dealer Agent Signature	Date

(*Out of state law enforcement, military police or commanding officer)

COLORADO RESIDENCY ESTABLISHMENT

C.R.S. 42-1-102 (81)

Residency is established when one of the following occur (whichever shall occur first):

- Any person who owns or operates any business in this state.
- Any person who has resided within this state continuously for a period of ninety days.
- Any person who has obtained gainful employment within this state.

Owner Name		
Owner Address		
Year	Make	VIN
PROVIDE DATE OF RESIDENCY PER ABOVE STATUTE:		
Date		
PROVIDE THE DATE THE VEHICLE WAS BROUGHT INTO COLORADO:		
Date		
<i>I certify, under penalty of perjury in the second degree, that the above statements are true and accurate to the best of my knowledge.</i>		
Signature		Date

State Of Colorado

Joint Tenancy with Rights of Survivorship Acknowledgement of Intent

C.R.S. 38-11-101

Any Alteration or Erasure may Void this Document

To create joint tenancy with rights of survivorship, there must be specific language declaring such intent, signed under penalty of perjury in the second degree by all owners. This form is only applicable to multiple owners.

Joint Tenancy with rights of Survivorship is defined as: A form of legal co-ownership of property (also known as survivorship). At the death of one co-owner, the surviving co-owner becomes sole owner of the property. Transfer of ownership requires copy of death certificate and signature of survivor.

Tenancy in Common is defined as: The equal or unequal holding of property by two or more persons. At the death of one co-owner, the deceased share of the property goes to his/her estate and is to be divided according to his/her will or the law in the absence of a will. Transfer of ownership requires documents appointing a personal representative for the decedent.

Vehicle Identification Number	Year	Make.	Model
If any owner chooses Tenancy in Common or if neither box is checked; the Colorado Certificate of Title will be issued as Tenancy in Common.			
Owner One	I _____ (print name) request the Colorado Certificate of Title for the Vehicle described above be issued in: <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <input type="checkbox"/> Joint Tenancy With Rights of Survivorship <input type="checkbox"/> Tenancy in Common </div> <p style="margin-top: 5px;">Per C.R.S. 42-6-116; I certify under penalty of perjury in the second degree that the above information is true and correct to the best of my knowledge.</p>		
	Owners Signature		Date
Owner Two	I _____ (print name) request the Colorado Certificate of Title for the Vehicle described above be issued in: <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <input type="checkbox"/> Joint Tenancy With Rights of Survivorship <input type="checkbox"/> Tenancy in Common </div> <p style="margin-top: 5px;">Per C.R.S. 42-6-116; I certify under penalty of perjury in the second degree that the above information is true and correct to the best of my knowledge.</p>		
	Owners Signature		Date
Owner Three	I _____ (print name) request the Colorado Certificate of Title for the Vehicle described above be issued in: <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <input type="checkbox"/> Joint Tenancy With Rights of Survivorship <input type="checkbox"/> Tenancy in Common </div> <p style="margin-top: 5px;">Per C.R.S. 42-6-116; I certify under penalty of perjury in the second degree that the above information is true and correct to the best of my knowledge.</p>		
	Owners Signature		Date
Owner Four	I _____ (print name) request the Colorado Certificate of Title for the Vehicle described above be issued in: <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <input type="checkbox"/> Joint Tenancy With Rights of Survivorship <input type="checkbox"/> Tenancy in Common </div> <p style="margin-top: 5px;">Per C.R.S. 42-6-116; I certify under penalty of perjury in the second degree that the above information is true and correct to the best of my knowledge.</p>		
	Owners Signature		Date