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# TITLE PACKETS- COLORADO DEALERS

At a minimum, a Title Packet must include:

- DR 2395 Application for Title and/or Registration
- DR 0024 Standard Sales Tax Receipt for Vehicle Sales
- It is very common for more items to be required in a Title Packet. Most commonly, a Title Packet contains the following:

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- DR 2395 Application for Title and/or Registration
- DR 2407 Colorado Dealer's Bill of Sale for a Motor Vehicle
- DR 0024 Standard Sales Tax Receipt for Vehicle Sales

# **Other Required Forms May Also Include:**

- DR 2698 (upper portion) Verification of Vehicle Identification Number; can be completed by any authorized entity
- **DR 2698** (lower portion) Colorado Dealer Statement Concerning an Out of State Vehicle: must be completed by the 1<sup>st</sup> receiving dealer
- Out-of-State title
- Out-of-State Reassignment/Odometer Disclosure Form(s)
- DR 2444 Statement of Fact
- DR 2174 Power of Attorney for a Motor Vehicle (secure form)

# TITLE PACKETS- COLORADO LIENHOLDERS

Title Packet for adding a new lien, adding a name, removing a name or a name change with no change in ownership:

- DR 2395 Application for Title and/or Registration
- Title
- Security Agreement (if filing a new lien)

# Other forms that may be included and/or required:

- DR 2698 Verification of Vehicle Identification Number (upper portion)- can be completed by any authorized entity
- DR 2698 Colorado Dealer Statement Concerning and Out of State Vehicle (lower portion)- must be completed by the 1<sup>st</sup> receiving Colorado dealer
- Out-of-State title, current out of state registration
- Out-of-State Reassignment/Odometer Disclosure Forms(s)

• **Check** for the Title Fee and Lien Filing Fee (if filing a new lien)

• Title/MSO

Title/MSO

**Security Agreement** 

remaining Use Tax due upfront

• **Check** for the Title Fee plus any remaining Use Tax due upfront

Check Title Fee, Lien Filing Fee, and any

- DR 0024 Standard Sales Tax Receipt for Vehicle Sales
- DR 0026 Tax Statement for Leased Motor Vehicle
- DR 2421 Statement of One and the Same

- DR 2444 Statement of Fact
- DR 2174 Power of Attorney for a Motor Vehicle (secure)
- **DR 2175** Power of Attorney for Motor Vehicle only (non-secure)
- DR 2421 Statement of One and the Same

# **TITLE AND/OR REGISTRATION APPLICATION (DR2395)**

This form is **two pages** "cover sheet" for the Title Packet and contains up to five sections for completion. Statute for the Title Application C.R.S. 42-3-105, 42-3-304(25)(c) Statute for the Registration Application C.R.S. 42-6-116, 42-6-117

**Required** fields must be **complete** and **legible**. Any **alterations** must be initialed, and some alterations may **void** the document. The State of Colorado periodically revises this and all Motor Vehicle-related forms. Verification of form revision dates can be found <a href="https://www.colorado.gov/pacific/dmv/forms-vehicles">https://www.colorado.gov/pacific/dmv/forms-vehicles</a> This form can be electronically

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#### 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.

$\prec$						
L	_		If any owner chooses Tenancy in Common of Certificate of Title will be issue			he Colorado
		Owner One	I (print name) re described above be issued in:	Tenanc		
			Connect Sonature			Dete
		Owner Two	I (print name) re described above be issued in:	Tenanc	ado Certificate of Titi y in Common e that the above info	
L	$\geq$			and the Onless	ado Certificate of Titi	a dha iba Mabiala
~		Owner Three	described above be issued in: Joint Tenancy With Rights of Survivorship Per C.R.S. 42-6-116; I certify under penalty of perjury in the correct to the best of my knowledge.	Tenanc	y In Common	
						Date
		Ŭ	Access Senature			Dete
		Owner Four 0		Tenanc	ado Certificate of Titi y in Common e that the above info	e for the Vehicle

# **Section 1 Required Fields for Vehicle Information**

DR 2395 (03/15/22) COLORADO DEPA Division of Motor W Vehicle Services Se DMV Colorado gov	ARTMENT O shicks scilon		A	pp	-3-	105	, 42	2-3		4(2)	5)(•	e),	42	-6-	107	7, 4	2-6	stration -116, 42-6-117		
Vehicle Identifica Number (VIN)	ation																	Fuel Type	Flex Fuel Yes	If electric, is it plug-in electric?
Year	Make		•	Body	( )		Mod	iei			Colo	r	C	WT				Off-Highway Vehicle Yes No	Snowmol	No
Dealer#	Date Purc	hase	d			-	merci Yes		Jae No		MSF	P				Size	(W)	× L) Bus Cap.	Juven	le

- VIN
- Fuel Type
- Plug-in Electric Vehicle indicator- Electric or Electric/Gasoline Hybrid Vehicles only
- Year
- Make
- Body Type
- Model
- Color
- CWT (empty weight)

- Off-Highway Vehicle
- Snowmobile (for OHV sales only)
- **Dealer #** (for Dealer sales only)
- Date Purchased
- Commercial Use indicator
- MSRP (for MSO sales only)
- Size (for Trailer sales only)
- Bus Cap. (for Bus sales only)

If the information is not applicable, N/A should be written by the dealership in the field. For example, the **Dealer number** is required for **Dealer Sales only** so lienholder submitting paperwork for a refinance shall enter N/A in the dealer field.

## Section 2 Required Fields for Owner/Lessee Information:

Legal Name(s) as It Appears on Identification*	Lease	Legal Name(s) as it Appears on Identification
and Address of Owner(s) or Entity	Buy-Out	and Physical Address of Lessee
	Yes No	
		Indicate Alternate Address Here If The Registration Renewal Should be Sent to a Different Address
*  DR 2421 Attached		
		• ••• • •• • •• •

- Legal Name of Owner(s) as it appears on Identification:
  - Purchases list all owners of the vehicle as the names appear on identification and/or list the legal business name
  - Leases list the Lessor name
  - Lease Buy-out indicator-Lease Buyouts only
- Address of Owner(s) or Entity:
  - Purchases list the current physical address of the owner or business
  - Leases list the physical or mailing address of the Lessor
- Legal Name of Lessee(s) as it Appears on Identification:
  - > Leases only list all Lessees as the name appears on identification AND/OR list the legal business name
- Physical Address of Lessee:
  - Leases only list the current physical address of the Lessee(s)
- Indicate Alternate Address Here:
  - Required only if registration renewal should be sent to a different address

# Section 3 Required Fields for Lienholder Information:

First Lienholder Name and Addre	as 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 Si	hould be Sent to a Different Lienholder Address
*DR 2421 Statement of One in the Same is n plication/title. **If more than two lienholders			s from the owner's name on the ap-
Motor vehicle insurance or operator's coverage pliance with this requirement is a misdemeanor is a Class 1 Misdemeanor Traffic Offense punis maximum one year imprisonment, or one thous a. A minimum mandatory fine of not less than b. At the discretion of the court, not less than c. A second or subsequent conviction within	traffic offense. Pursuant to 42-4-1 shable by a mandatory minimum te sand dolar fine, or both shall be im five hundred dollars or greater fi forty hours of community service, i	409, C.R.S., the penalties for failure to h n days imprisonment, or three hundred posed by section 42-4-701(3)(a)(II)(A), mposed by the court, and subject to the provisions of section 18-1.	ave motor vehicle insurance coverage dolar fine, or both or a mandatory C.R.S.; and 3-507, C.R.S.
Unless a person walves his or her confidentialit purpose authorized by law, pursuant to C.R.S.		person's motor vehicle record shall not b	e used for any purpose other than a
I certify, under penalty of perjury in the seco	nd degree, that the ABOVE Info	rmation is true and accurate to the be	st of my knowledge.
Gunnar or Agent Signature			Date

- Lienholder name and address if the title will be printed Or
- **14-digit ELT E-number** assigned to lien holder by the State of Colorado required for all Electronic Lien Titles, no title will be printed
- Lien Amount lien amount must match the lien amount on the security agreement
- Alternate address for lienholder if applicable (this address will only be accepted for titles that will be printed not ELT)
- In the event of a Second Lien, the information is in the Second Lienholder Name and Address Section
- The lienholder name and address listed on the security agreement must match the 14-digit ELT E-number on record with DRIVES
- DR 2421 information
- Insurance disclosure and statute
- Confidentiality disclosure
- Perjury statement

## Section 5 Secure and Verifiable Identification (SVID)

ALL COLORADO DEALERS AND LIENHOLDERS MUST PROVIDE SVID OF THE OWNER OR LESSEE. THE FOLLOWING TYPES OF IDENTIFICATION ARE ACCEPTED:

- Any Colorado Driver License, Colorado Driver Permit or Colorado Identification Card, current or expired one year or less
- Out-of-state issued photo Driver License, photo Driver Permit, or photo Identification Card, current or expired one year or less.
- U.S. Passport or U.S. Passport Card, current or expired less than 10 years
- Valid Foreign Passport with valid I-94 status (F, H, J, and M) or valid processed for I551 stamps. Exception: Canadian Passport may not have I-94 attached. Valid I-94 issued by U.S. Immigration with L1 or R1 status and a valid Canadian driver's license or valid Canadian identification card
- Valid I551 Resident Alien/Permanent Resident card; no border crosser or USA B1/B2 Visa/BCC cards
- Valid I688 Temporary Resident, I688B, and I766 Employment Authorization Card with intact photo
- Valid US Military ID (active duty, dependent, retired, reserve and National Guard)
- Tribal Identification Card with intact photo (U.S. or Canadian)
- Certificate of Naturalization with intact photo
- Certificate of (US) Citizenship with intact photo

1	Owner or Agent	Signature							Date	
	MARK HAGEILL									
	Printed name of	Owner/Ag	ent as It appears (	on Identification:						
	Secure and Vert	lable ID o	f Owner/Agent:							
	Colorado I	DL I	Colorado ID	Other:						
- [	ID#				Expires			DOB		
				igned witness a	firms that the n	amed owner of the	vehicle identifie	d in this docu	ment pres	ented the
L	identification de		bove.							
	Witness Printed	Name			Witness Si	gnature			Date	
					Mile and					
			Coun	ty Use Only (De	alers/Lienhold	ers: Do Not Write B	elow this Line)			
	Previous Title Nu	mber				Title Number				
-				1.5.1			1		las et e	
	Date Accepted	Purchase	e Price	Odome	er Reading & In	dicator GVWR	Fleet #		Unit#	
ł	First Lienholde	L				Second Lienholde				
- H	Lien File No.	*	Lien Amount	Maturity Date	Date of Lien	Lien File No.	Lien Amou	nt Math	irity Date	Date of Lien
	Lien File No.		Lien Amount	Maturity Date	Date of Lien	Lien File No.	Lien Amou	nt i Matt	inty Date	Date of Lien
	Taxes Paid:					Filing Fees:				
	rakeo r ara.					r migrees.				
	Additional Comm	nante:								
								Olectro Jelliek		
								Clerks Initiak		

- Signature of the Owner, Lessee or Agent of the Dealership and Date Electronic signature accepted
  - The printed name of the Owner/Lessee as it appears on Identification
    - o Secure and Verifiable Identification (SVID) required for one owner only
- Secure and Verifiable ID Type, ID Number, Expiration Date and Date of Birth of the Owner/Lessee
  - $\circ$  Colorado issued SVID information is verified within our DRIVES system
- Witness Signature and Date
  - o This can be completed by any person
- Errors in the SVID section will void the SVID section
  - > Provide a DR 2841 for SVID if there is a mistake on the DR 2395

## **Other Notes on SVID:**

- SVID is required for one owner or lessee
- The name of each owner on the title *should* match their SVID exactly
- If the owner's name on the title does not match the name as it appears on their SVID a DR 2421 Statement of One and the Same or a DR 2842 Supplemental Secure and Verifiable Identification Information and Attestation form is required

# Joint Tenancy with Rights of Survivorship (JTWROS) or Tenants In Common (TIC) Acknowledgement: CRS 38-11--101

The Joint Tenancy with Rights of Survivorship Acknowledgement section allows the owners to designate how the vehicle will be retitled after the death of one owner. If an intent box is not selected the title will default to TIC

- Joint Tenancy with Rights of Survivorship at the death of one co-owner, the surviving co-owner becomes the sole owner of the property. Transfer of ownership requires a copy of the death certificate and proper release of interest of the surviving owner
- **Tenancy in Common** 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 and proper release of interest by the personal representative and surviving owner

Divisio Vehick	s (03/15/22) ADO DEPARTMENT OF REVENUE of Mator Vehiclas Services Section Services Section							
	Joint Tenancy with Rights of Survivorship Acknowledgement of Intent							
	Any Alteration or Erasure may Vold this Document							
	eate joint tenancy with rights of survivorship, there must be specific language declaring such intent, rjury in the second degree by all owners. This form is only applicable to multiple owners.	signed under penalty						
survi	Tenancy with rights of Survivorship is defined as: A form of legal co-ownership of proporship). At the death of one co-owner, the surviving co-owner becomes sole owner of the property. res copy of death certificate and signature of survivor.	perty (also known as Transfer of ownership						
co-o In the	ncy in Common is defined as: The equal or unequal holding of property by two or more person oner, the deceased share of the property goes to his/her estate and is to be divided according to absence of a will. Transfer of ownership requires documents appointing a personal representative absence of a will.	his/her will or the law						
Vehic	e Identification Number Year Make.	Model						
	If any owner chooses Tenancy in Common or if neither box is checked; th Certificate of Title will be issued as Tenancy in Common.	ne Colorado						
	I (print name) request the Colorado Certificate of Title described above be issued in:	for the Vehicle						
lő	Joint Tenancy With Rights of Survivorship     Tenancy In Common							
Owner One	Per C.R.S. 42-6-116; I certify under penalty of perjury in the second degree that the above infor correct to the best of my knowledge.	mation is true and						
	Seneral Schelure	Dete						
M0	I described above be issued in:							
Owner 1	Image: Construction of the second degree that the above information is true and correct to the best of my knowledge.							
	Seneral Someture	Dete						

- VIN
- Year
- Make
- Model
- Owner One's Printed Name & signature & date
- Appropriate intent box checked

- Owner Two's Printed Name Printed Name & signature & date
- Appropriate **intent box** checked
- This portion of the form is only **required** when there are **two** or more owners
- Titles with a business name or lessees cannot be listed in JTWROS

# JOINT TENANCY WITH RIGHTS OF SURVIVORSHIP (JTWROS) AND TENANTS IN COMMON (TIC) ACKNOWLEDGEMENT:

- Joint Tenancy with Rights of Survivorship means at the death of one co-owner, the surviving co-owner becomes the sole owner of the property. Transfer of ownership requires a copy of the death certificate and signature of the survivor.
- **Tenancy in Common** means 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.
- To be listed in Joint Tenancy with Rights of Survivorship ALL owners must check the Joint Tenancy with Rights of Survivorship box. If boxes are blank or if one owner does not check the Joint Tenancy with Rights of Survivorship box, the title will be issued in Tenancy in Common.
- Front line customer that opts for TIC are required to acknowledge the bar code for TIC
- When the form is present ALL fields are required to be completed
- If the intent boxes for JTWROS are blank, the title will be issued in Tenancy in Common
- If the JTWROS acknowledgment is missing the paperwork will be rejected

# DR 2421 STATEMENT OF ONE IN THE SAME

This form is required when the name of the owner as it appears on the title differs from the way it appears on the SVID.

- Line one- Print the Owner's/Company name as it appears on the SVID
- Line two- Print the Owner's/Company name as it appears on the Title
- Check Mark the appropriate Person or Company box
- Owner/Agent must sign
- This form MAY be used by businesses when the name appears differently in the paperwork
  - o Example: John's Painting on the title and John's Painting LLC on the security agreement
- This form can be used by financial institutions
- This form MAY NOT be used by Colorado Dealerships A voided assignment with a Statement of Fact or a Duplicate Title is required
- This form may also be required with the Security Agreement if there are significant differences in the way the owner's name appears on the **title** and **Security Agreement**

DR 2421 (09/28/06) COLORADO DEPARTMENT OF REVENUE DIVISION OF MOTOR VEHICLES STATE OF COLORADO STATEMENT OF ONE IN THE SAME STATEMENT OF ONE IN THE SAME
and
ARE ONE IN THE SAME PERSON 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

# Manufacturer's Statement or Certificate of Origin (MSO)

The Manufacturer's Statement of Origin sometimes called the Manufacturer's Certificate of Origin (MCO), is a certification of a **brand-new vehicle** by the manufacturer of the vehicle. Dealerships must be authorized by the manufacturer to sell vehicles using an MSO. If a **dealership** is **not authorized**, a **Dealer Resale Title** must be obtained before selling the vehicle.

*		THE PARTY I AND THE PARTY OF	ORIGIN FOR A	VEHICLE	
			ECORD		
and a	DATE			INVOICE NO.	South
	VEHICLE IDENTIFICAT	ION NO.	YEAR	маке	
CHAN TE	BODY TYPE		EVEHO	SHIPPING WEIGHT	
	RDHR (SAE) EC	G.V.W.R.	E NO CYLS	SERIES OR MODEL	
	that the new vehicle des on the above date and NAME OF DISTRIBUTOR, DER	cribed above is the p under the Invoice N	inoperty of the said compa imber indicated to the fol	corporation named below, her iny, firm or corporation and is to lowing distributor or dealer.	ransferred
	A 026010		ICLE V	KORIZED REPRESENTATIVE)	(AGENT)

## THE FRONT OF THE MSO CONTAINS:

- Date
- Invoice Number
- VIN
- Year
- Make
- Body Type
- Shipping Weight (in pounds)

### H.P (S.A.E)

- GVWR
- No. Cyls
- Series or Model
- The Name and Address of Delivering Dealer
- Name of Manufacturer
- Signature of Manufacturer

## THE BACK OF THE MSO HAS SIX SECTIONS:

- Dealer Assignment One
- Dealer Assignment Two
- Dealer Assignment Three
- Dealer Assignment Four
- Odometer Disclosure for Retail Sale
- Lienholder

0.000	Each undersigned seller certifies to the best of his knowledge, information and belief	under centally of law that the vehicle is new and has not been recisiered in
	this or any state at the time of delivery and the vehicle is not subject to any secur FOR VALUE RECEIVED I TRANSFER THE VEHICLE DES	ity interests other than disclosed herein and warrant title to the vehicle.
R.H.	NAME OF PURCHASER(S)	
10	ADORESS	
85	I certify to the best of my knowledge that the odometer reading is	No Tenth
SE	DEALER	By:
DISTRIBUTION-DEALER ASSIGNMENT NUMBER 1	NAME OF DEALERSHIP DEALER'S LICENSE NUMBER	true and correct. Subscribed and sworn to me
ESI	State of County of	before this day of Year Notary Publi
AS	USE NOTARIZATION ONLY IF REQUI	
N	NAME OF	
SE .	PURCHASER(S)	
38	ADDRESS	
25	I certify to the best of my knowledge that the odometer reading is	No Tenth
SE	DEALER	By:
DISTRIBUTION-DEALER ASSIGNMENT NUMBER 2	NAME OF DEALERSHIP DEALER'S LICENSE NUMBER	true and correct. Subscribed and sworn to me
E S I	State of	before this day of Year Notary Publ
2 S	USE NOTARIZATION ONLY IF REQUI	
52	NAME OF PURCHASER(S)	
185	ADDRESS	
83	I certify to the best of my knowledge that the odometer reading is	No Tent
공존	DEALER	By:
ES I	NAME OF DEALERSHIP DEALER'S LICENSE NUMBER	
DISTRIBUTION-DEALER ASSIGNMENT NUMBER 3	State of	true and correct. Subscribed and sworn to me
58	County of	before this day of Year Notary Publ
28	USE NOTARIZATION ONLY IF REQUI	
	NAME OF	
DISTRIBUTION-DEALER	PURCHASER(S)	
1 B	ADDRESS	
23	I certify to the best of my knowledge that the odometer reading is	No Tenth
SE	DEALER	By:
DISTRIBUTION-DEALER USSIGNMENT NUMBER	NAME OF DEALERSHIP DEALER'S LICENSE NUMBER	desired search states about search and a press and states and search and
82	State of	true and correct. Subscribed and sworn to me before this day of Year
Es	County of	Notary Publ
25	USE NOTARIZATION ONLY IF REQUI	
100	Federal Law requires you to state the odometer mileage in connection with the tra	native of researching Early up to complete or perceptions a fairs statement ma
20	result in fines and/or imprisonment.	under on overstellinger, campa in considering of broader of a ranke semicuter und
5	I certify to the best of my knowledge that the odometer reading is the actual mileage	
871	Reading No Tenths	of its mechanical limits _ The odometer reading is not the actual mileage
29	Constants of Colombia	Date of Statement Date of sale
N DIS	Signature(s) of Selfers(s) Printed Name(s) of Selfers(s) Dealer's No	Date of Statement Date of sale Being duly secon upon oath says that the statements set forth are
RETAIL SALE	Printed Name(s) of Selfens(s) Dealer's No Signature(s) of Purchaser(s)	true and correct. Subscribed and sworn to me
POR RETAIL SALE	Printed Names(s) of Purchaser(s)	before this day of Year
9 E	Company Name (I Applicable)	Notary Public State of
8	Address of Purchaser(s)	County of
1.64	USE NOTARIZATION ONLY IF REQUI	RED IN TITLING JURISDICTION
5	1st lien in favor of	
ENHOLDER	whose address is	
8	2nd lien in favor of	
6	whose address is	
-		

# Required Fields on an MSO:

# Dealer Assignment Sections:

- Dealer Name
- Dealer Number
- Dealer's Agent Signature
- Customer Name(s)
- Odometer Reading

# **Odometer Disclosure for Retail Sale Section:**

- Odometer Reading
- Signature of Dealer's Agent
- Printed Name of Dealer's Agent
- Signature of Owner (only one owner required)
- Printed Name of Owner (only one owner required)
- Company Name of Owner (if applicable)
- Address of Owner
- Date of Sale
- Once the MSO is assigned to a retail customer, a title must be established.
  - The Odometer reading must be included in each transfer in the Assignment Section; however, the Odometer Disclosure for Retail Sale section is only completed once the title is assigned to a retail customer or a dealer establishing a Dealer Resale Title This section is optional *if* a DR 2407 Colorado Dealer's Bill of Sale or separate secure Odometer Disclosure to acknowledge the odometer reading is submitted
- If the **mileage** of the vehicle **exceeds 1500 miles**, it is considered a used vehicle and a Dealer Resale Title must be obtained unless the mileage was accrued in **transit** to delivering dealer. A Statement of Fact must be provided with the following information
  - > Vehicle description (year, make and VIN)
  - > Name and address of selling dealer
  - Name and address of buying dealer
  - > Number of in-transit miles claimed

## **Lienholder Section:**

Lienholder Name and Address

### **Miscellaneous MSO Information**

- The vehicle may be transferred through dealers up to four times using the assignments on the MSO
- If more than four dealer transfers occur, a Colorado Dealer Bill of Sale (DR2407) may be used to complete further transfers.
- Notarization is required if the assigning dealer is in a Notary State.
- The lienholder section is completed once the title is assigned to a retail customer if a lien will be filed.
- Unlike titles, the First Assignment on the MSO may be voided. A line may be drawn through the assignment and a Statement of Fact must be provided with the following information
- If other errors occur, please see the When Mistakes Happen section of this manual.

# **Out-Of-State Titles and Out-Of-State Reassignment Forms/Odometer Disclosures** OUT-OF-STATE TITLES:

- Out-of-State titles differ greatly in size and appearance
- In general, most Out-of-State titles contain the same elements and carry the same requirements as a Colorado title
- A certified weight slip will be required for the following vehicles unless the empty weight is on the MSO or Colorado title
  - Pick-up trucks over 4500lbs.
  - > Motorhomes
  - ► TVW, SVW, GVW
  - > Trailers over 2000 lbs. & multi-Purpose trailers
- **Out-of-State titles** may be "Restricted" or "Unrestricted":
  - Restricted- a title that limits dealer reassignments, i.e., only dealers from that state is allowed to make a dealer reassignment or does not allow dealer reassignments to be completed on a separate dealer bill of sale, requiring the last assignee to establish title
  - > Unrestricted- A title that does not limit dealer reassignments or use of additional dealer bills of sale
- Each transfer requires an Odometer Reading for vehicles less than 20 years old (2011 and newer)
  - Readings must be legible and cannot be altered
- Each transfer requiring an odometer reading also requires the *Printed Name* and signature of the seller and buyer as well as the name and address of the dealerships
- Each transfer requires the date of sale
- Lien Release must include a signature and date
  - > Lien may be released on the title even in a repossession scenario
  - > A separate lien release may be required for some states
- Alterations may void the document
- Colorado requires notarization for the seller's signature on an Out-of-State title if the title is from a Notary State.
   Currently, states that require notarization on titles are Arizona, Kentucky, Louisiana, Montana, North Carolina, Ohio, Oklahoma, Pennsylvania, and Wyoming.
- Wyoming titles contain a section for the purchaser's signature on the back, lower section to be notarized. However, the state of Colorado DOES NOT require the purchaser's signature to be notarized
- CA & NY title numbers are the issue date backwards

## **Out-Of-State Reassignment Forms/Odometer Disclosures:**

- Out-of-State Reassignment forms and Odometer Disclosures may be accepted on secure paper only.
- Each transfer requires the **Printed Name** and signature of the seller **and** buyer as well as the name and address of the dealership
- Each transfer **requires** the **Odometer Reading** for vehicles less than 20 years old (2011 and newer). Each reading must be legible and cannot be altered
- Each transfer requires the date of sale
- Alterations may void the document. If an error occurs, please see the When Mistakes Happen section of this manual

# Verification Of Vehicle Identification Number and Colorado Dealer Statement Concerning an Out of State Vehicle (DR2698)

**Out-of-State Titles** are **required** to be submitted with a **Verification of Vehicle Identification Number form** known as a VIN Inspection. The top portion of the form is only **valid for 1 year** and can be completed by an authorized entity. This is a **two-part form** with the Colorado Dealer Statement Concerning an Out-of-State Vehicle.

DR 2698 (06/15/18)				REQUIRED FIELDS FOR THE VI
COLORADO DEPARTMENT OF REVENUE DIVISION OF MOTOR VEHICLES Vehicle Services Unit				VEDIFICATION
www.colorado.gov/dmv				VERIFICATION:
VERIFICATION	••••••			• Turne of Vehicle
		, 42-3-105(I)(c), 42-6 E MAY VOID THIS DOCUM		Type of Vehicle
				• VIN
Type of Vehicle Passenger		Motor Home Special Mobile Machinery	Off-Highway Vehicle	• • • • •
Truck		Manufactured Home		Year
VEHICLE INFORMATION				M.L.
Vehicle Identification Number (VIN)				Make
Year Make	Body	Model	Width Length	Body Type
Color CWT		GVWR	Driet Fred Tree	• body type
Color		GVWR	Print Fuel Type	Color
License Plate Number		State	Expiration Date	
Temporary Tag Number		State	Expiration Date	Fuel Type
				Reason for Inspection
Additional				• Reason for inspection
Vehicle Identification Number				Verified By
Reason for Inspection:	Verified by:	Coach Number		-
Out of State	Manufactured Hon	ne Dealer	County Assessor (at their discretion)	Name of Business or Agency
Title correction	Licensed Colorado	Dealer	County Clerk (at their discretion)	> Address
Other	Dealer Number Licensed Colorado	Emission	Colorado Law Enforcement	P Address
(Explain)	Station Number	LINISSION	_Other*	Printed Name of Inspector
Name of Business or Agency				
Address		City	State ZIP Code	Signature of Inspector
				N Data
I certify, under penalty of perjury in the set described above and the information is true	cond degree, that I have a and correct to the best of	completed a physical inspector of my knowledge.	tion of the vehicle/manufactured home	➢ Date
Printed First and Last Name of Inspector		Dat		Title of Inspector
Signature of Inspector		Title	2	
COLORADO DEALER S			F OF STATE VEHICLE	
Dealer	C.R.S. 42		aler Number	
<ul> <li>I certify, under penalty of perjury in the secon</li> <li>Was free and clear of all liens and end</li> </ul>	d degree, that the vehicle a cumbrances,	as described above met the fo	llowing conditions at the time of sale:	
<ul> <li>Was not stolen,</li> <li>The dealership has a sure and adequ.</li> <li>The dealership has the right and auth</li> </ul>	ate title to the vehicle; and	unhicle		
Dealer Agent (printed name)				
Dealer Agent Signature		Dat	e	
(*Out of state law enforcement, military po	ice or commanding office	r)		

# COLORADO DEALER STATEMENT CONCERNING AN OUT OF STATE VEHICLE SECTION:

This portion of form DR2698 is required to be **completed by the first Colorado Dealer** to take possession of the vehicle. Therefore, most of the time, the VIN Verification is also completed by the first Colorado Dealer to take possession of the vehicle.

# Required Fields for The Colorado Dealer Statement Concerning An Out Of State Vehicle:

- Dealer Name
- Dealer Number
- Dealer's Agent Name
- Dealer's Agent Signature
- Date
- All required fields must be legible.
- Alterations will void the document, and a new form will be required.
- Non-required fields should indicate N/A.

• For private party sales, a VIN Verification may be completed and any Licensed Car Dealer, and Law Enforcement Agency, Air Care Colorado Emissions Testing Sites, and all three Larimer County Vehicle Licensing Offices until 4:00 PM Monday-Friday

# Required Fields for The Colorado Dealer Statement Concerning An Out Of State Vehicle:

- Dealer Name
- Dealer Number
- Dealer's Agent Name
- Dealer's Agent Signature
- Date
- All required fields must be legible.
- Alterations will void the document, and a new form will be required.

# Most Common Fuel Types for Retail Sale Vehicles:

- G- Gasoline
- D- Diesel
- Z- Electric/Gasoline Hybrid

# Most Common Body Styles for Retail Sale Vehicles:

- 2D- Two-door
- 4D- Four-door
- 5D- Five-door
- CP- Coupe
- HB- Hatchback
- SD- Sedan
- MC- Motorcycle
- **PK** Pickup Truck
- PV- Passenger Van

- Non-required fields should indicate N/A.
- For private party sales, a VIN Verification may be completed and any Licensed Car Dealer, and Law Enforcement Agency, Air Care Colorado Emissions Testing Sites, and all three Larimer County Vehicle Licensing Offices until 4:00 PM Monday-Friday
- E- Electric
- U- Ethanol/Gasoline also known as Flex Fuel
- UP- Utility Passenger (SUV)
- VN- Work Van
- CT- Camper Trailer
- TC- Coach Trailer
- TU- Utility Trailer (Under 2000lbs)
- TL- Trailer (Over 2000lbs)
- AT- ATV/4-Wheeler
- SN- Snowmobile

# STATE OF COLORADO POWER OF ATTORNEY FOR MOTOR VEHICLE ONLY (DR2175) - COLORADO LIENHOLDERS

This Power of Attorney form (also known as a Motor Vehicle POA) is used by individuals or Colorado Lienholders. When the title is physically or electronically held by the previous lienholder or has been lost and a duplicate title must be obtained. The seller(s) can complete this form at the time the vehicle is transferred. This allows an agent of the Lienholder to transfer ownership on behalf of the seller(s) and acknowledge the odometer reading. This form is submitted with the Title Packet to the county.

Nvision of Motor Vehicles Ne and Registration Section New.colorado.gow/revenue	Power of A	State of Colorad Attorney for Motor C.R.S. 15-14-701 and C.R.S 15-1	Vehicle Only	e
include power to pled not impose a duty on the provisions of this	ge, sell, or otherwise dispose your agent to exercise granted form and must keep a record of	person you designate (your agent) p of the motor vehicle described belo powers, but your agent must use d of receipts, disbursements, and sig if applicable as it appears on iden	w without any advance notice to yo lue care to act on your benefit and i nificant actions taken as agent.	ou. This form does
Appoint (insert full r	name or name of entity if appl	icable as it appears on identification	on)	
described below: (PL Apply for a Apply for a	EASE CHECK ALL APPLIC and Receive a New Registration and Receive Certificate of Title		SS OUT ALL POWERS WITHHE	
(Secure an	r ownership and acknowledge a lien	equired only when the original title	was issued on or after July 1, 200	i6)*
To apply fo	a Persons with Disability Par			
TERMINATION DAT surrendered to transf may be retained by th	E REQUIRED: This Power of er ownership and acknowled the agent for record keeping po	Attorney terminates on /		er powers. A copy
Vehicle Identification Nu	umber(VIN)	Year Make	Model	
buyer and seller disc	is used and the individual app this non-secured form may b losing and acknowledging the	pointed as the agent will be comple e used. THIS FORM CANNOT BE odometer reading. This may be a	ting the odometer disclosure state USED to allow an individual or en accomplished only with the DR 21	ment as the buye tity to sign as botl 74, Secure Powe
buyer and seller disc of Attorney form. NOTICE TO AGENT OTHER LEGAL RES I agree that any thir All transfers of own I agree to indemnif Attorney.	losing and acknowledging the S: BY EXERCISING POWE PONSIBILITIES OF AN AGE d party who receives a copy ership require the original y the third party for any c	e odometer reading. This may be a ERS UNDER THIS DOCUMENT, ENT UNDER COLORADO LAW. y of this document may act under of this document. Ialims that arise against the thi	accomplished only with the DR 21 THE AGENT ASSUMES THE I er it unless a transfer of owners ird party because of reliance of	74, Secure Powe FIDUCIARY AND hip is occurring on this Power o
buyer and seller disc of Attorney form. NOTICE TO AGENT OTHER LEGAL RES I agree that any thir All transfers of own I agree to indemnif Attorney. I certify, under pen knowledge.	losing and acknowledging the S: BY EXERCISING POWE PONSIBILITIES OF AN AGE d party who receives a copy ership require the original y the third party for any c alty of perjury in the seco	e odometer reading. This may be a ERS UNDER THIS DOCUMENT, ENT UNDER COLORADO LAW. y of this document may act under of this document. laims that arise against the thi nd degree, that the above infor	accomplished only with the DR 21 THE AGENT ASSUMES THE I er it unless a transfer of owners ird party because of reliance of	74, Secure Powe FIDUCIARY AND hip is occurring on this Power o
buyer and seller disc of Attorney form. NOTICE TO AGENT OTHER LEGAL RES I agree that any thir All transfers of own I agree to indemnif Attorney. I certify, under pen knowledge.	losing and acknowledging the S: BY EXERCISING POWE PONSIBILITIES OF AN AGE d party who receives a copy ership require the original y the third party for any c	e odometer reading. This may be a ERS UNDER THIS DOCUMENT, ENT UNDER COLORADO LAW. y of this document may act under of this document. laims that arise against the thi nd degree, that the above infor	accomplished only with the DR 21 THE AGENT ASSUMES THE I er it unless a transfer of owners ird party because of reliance of	74, Secure Powe FIDUCIARY AND hip is occurring on this Power o
buyer and seller disc of Attorney form. NOTICE TO AGENT OTHER LEGAL RES I agree that any thir All transfers of own I agree to indemnif Attorney. I certify, under pen knowledge.	losing and acknowledging the S: BY EXERCISING POWE IPONSIBILITIES OF AN AGE d party who receives a copy ership require the original y the third party for any c alty of perjury in the seco ears on Identification of Owner/	e odometer reading. This may be a ERS UNDER THIS DOCUMENT, ENT UNDER COLORADO LAW. y of this document may act under of this document. laims that arise against the thi nd degree, that the above infor	accomplished only with the DR 21 THE AGENT ASSUMES THE I er it unless a transfer of owners ird party because of reliance of	74, Secure Powe FIDUCIARY AND hip is occurring on this Power o
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# REQUIRED FIELDS FOR THE STATE OF COLORADO POWER OF ATTORNEY FOR MOTOR VEHICLE ONLY FORM:

- Grantor's Full Name as it appears on Identification
- Appointee's Full Name as it appears on Identification
- Check Mark all applicable Powers
- Cross out or leave blank any powers withheld
- Termination Date
- Full VIN
- Year
- Make
- Any alterations will void this document
  - > If an error is made, a new form is required
- This form MAY NOT be used for both the **seller** and **buyer** for the purpose of **acknowledging the odometer** reading **unless** an odometer acknowledgment is not required for an **exempt** odometer or a trailer
  - If the buyer will not be available to sign the title once received, the seller and/or buyer may complete a DR 2173 Motor Vehicle Bill of Sale to properly acknowledge the odometer

Model

Identification

**SVID Number** 

**Date of Birth** 

**SVID Expiration** 

**SVID Type** 

Signature of Owner (Seller)

Notary Section completed in full

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- If only the buyer or seller sign the DR 2173 Motor Vehicle Bill of Sale, the agent named power of attorney for the other party can sign on their behalf
- The DR 2173 Motor Vehicle Bill of Sale is a secure Bill of Sale form that may be purchased by using the Secure Form ordering link in the Resources Section

## **SECURITY AGREEMENT**

The Security Agreement is the **legal loan agreement** between the purchaser and the lienholder. A copy of the Security Agreement must be included in a Title Packet if a lien is to be filed. All information on the Security Agreement must match the Title and/or Registration Application (DR2395).

## **REQUIREMENTS ON THE SECURITY AGREEMENT:**

- Date of Lien or Contracted Date
- Borrower's Name(s)
- Borrower's Address- must match their Douglas
   County address
- Vehicle Description-Year, Make, and VIN
- Lienholder Name
- Lienholder Address

#### FEES

New Title or Lien Update Title Fee: 42-6-138 (1)(a)

• \$7.20

Duplicate Title Fee: 42-6-138 (2)(a)

• \$8.20

Lien Filing Fee: HB24-1269

• Effective July 1, 2025: The lien filing fee in Colorado changes to a flat fee of \$40.00. The flat fee applies to all lien applications received on or after July 1, 2025.

• Amount of Lien must match lien amount on the DR 2395 Application for Title and/or Registration

Printed Name of Owner (Seller) as it Appears on

- Maturity Date required for Motorhomes, Coach Trailers, Multi-purpose Trailers, Truck Tractors, and Manufactured Homes only
- Borrower's Signature(s)

# **OTHER NOTES ON SECURITY AGREEMENTS**

- All required information must be legible
- At least **one owner** on the title must appear on the security agreement as borrower or owner of the collateral unless a **hypothecation** document is submitted
- Lienholder name and address must match the ELT number name and address for all ELT titles
- All pages are required to be filed
- The security agreement may be the original, carbon copy, a certified copy of the original, E-Signed
- Sections showing the interest rate, account numbers or social security numbers may be blacked out
- Security Agreements received by the county with alterations will be stamped with a "Received with Alterations" stamp

# SALES AND USE TAX OVERVIEW

Sales Tax is a tax imposed upon the **purchase price** of tangible personal property sold in the state of Colorado. Sales tax for vehicle purchases is collected by the dealer at the time of the sale for each common jurisdiction of the dealer and the purchaser. The dealer remits sales tax to the state using the DR 0100 for state sales tax and all county or statutory city sales tax. The dealer remits city sales tax for home rule cities directly to the city.

**Use Tax** is a tax imposed on the storage, USE, or consumption in Colorado of tangible personal property upon which sales tax has not been paid. Use tax is due at the time of titling and/or registering the vehicle in the county of the purchaser's residence or purchaser's business for business sales. Commonly, the dealer will collect the use tax due from the customer at the time of sale and remit the use tax to the county with the title paperwork. A Statutory city or county is a jurisdiction for which the state of Colorado administers the collection and disbursement of sales tax. Douglas County is a statutory county.

A Home Rule city is a jurisdiction that creates and regulates its own taxing rules and determines the method of the collection of all sales tax. Douglas County Home Rule cities are self-collected jurisdictions, meaning they collect sales tax directly from the dealer when the dealer and purchaser are located within the same jurisdiction for vehicle purchases and the lessor for leased vehicles.

- DR 1002 Colorado Sales/Use Tax Rates a tax form issued by the state of Colorado in January and July of each year. The form provides information on current sales and use tax rates for both statutory and home rule jurisdictions as well as exemptions that statutory jurisdictions recognize.
- DR 0100 Colorado Retail Sales Tax Return tax form used by dealers to remit all sales tax collected for the state of Colorado and other statutory jurisdictions
- DR 0440 Lessor Registration for Sales Tax Collection tax form used by lessors to apply for a Colorado tax account number and site IDs which allows the collection and remittance of sales tax to the state for Colorado and other statutory jurisdictions for leased vehicles. The lessor must have a valid site ID for all jurisdictions it leases to in Colorado including home rule cities. The lessor must also have permission to collect sales tax for each home rule city.
- Sales & Use Tax Topics: Motor Vehicles a tax document issued by the state of Colorado with information for the correct collection of sales and use tax for motor vehicle purchases and leases.
- **Purchase Price and Motor Vehicle Fees** a tax document issued by the state of Colorado enhancing but not replacing the Sales & Use Tax Topics: Motor Vehicles.

# DR 0024 STANDARD SALES TAX RECEIPT FOR VEHICLE SALES

All Colorado dealers are required to provide a completed DR 0024 Standard Sales Tax Receipt for Vehicle Sales form with the Title Packet for all vehicle purchases. This form was revised on 08/24/2021 and the new version is required to be used effective 11/01/2021. The form breaks out the sales tax remitted to the state of Colorado with the DR 0100 Colorado Retail Sales Tax Return, sales tax remitted directly to Home Rule cities and use tax remitted upfront to the county office with the DR 0024 Standard Sales Tax Receipt for Vehicle Sales based on the Net Sales Price. All use tax is due upfront at the time the title is processed, whether it is remitted by the dealer with the paperwork or the customer for a cash sale when the paperwork is sent to the customer.

#### Part 1. Seller and buyer information

- Dealer name, signature, address, dealer #
- Gross selling price before trade-in (This is before a trade-in is deducted)
- Net selling price after trade-in is deducted and date of sale
- Vehicle information

#### Part 2. Sales/Use Tax on Vehicle Sale

- The Dealer Colorado Sales Tax Account Number
- The Dealer City Tax Account Number is **required** when the dealer and the purchaser share the same city jurisdiction
- Vehicle Delivered to Purchaser's address -This is when the vehicle as delivered to the buyer's address to show tax as sales tax
  - Lease Buy-out
  - o **On-line** i.e., Carvana, VROOM
- Net Sales Price
- State always Colorado
- Statutory City Name and Tax Rate when applicable

## Part 3. Sales/Use Tax Payment for Home Rule City

- Home Rule City Name and Tax Rate
- **Taxable Amount** often the same as the Net Sales Price but is ultimately determined by the Home Rule City based on their tax rules
  - Contact Home Rule city for correct collection
- Sales Tax Remitted to City is required when the dealer and purchaser share the same home rule city jurisdiction
- Use Tax Remitted with DR 0024 is required when the dealer and purchaser DO NOT share the same home rule city jurisdiction

#### Part 4. Total Amount Due with the DR 0024

• Sum of amounts in Parts 2 and 3 under "Tax Remitted with DR 0024" is required when any use tax is due upfront at the time of title and/or registration

- Trade-in vehicle information
  - If two vehicles are traded both are to be listed
- Purchaser name and address
  - County Name and Tax Rate when applicable
  - Sales Tax Remitted with the DR 0100 amount is required for state sales tax as well as Douglas County sales tax and Statutory City sales tax when the dealer and purchaser share the same county and statutory city jurisdiction
  - Use Tax Remitted with DR 0024 is required for Douglas County use tax and Statutory City use tax when the dealer and purchaser DO NOT share the same county jurisdiction or city jurisdiction

303) 238-6 E.RV (7378) Tax. Colorado, gov		dard Sale is form is to be This form is	completed an		iers/retailers (	
Auto dealers must Vehicle Sales (DR wheeled trailers, mobile machinery, salvage vehicles. Dealers/Retailers r	0024) for eac semitraliers, self-propeli	th motor vehicle sa manufactured ho ed construction e	ale - Including imes, special quipment, or	payment of all titling and regis Please see t Department p	applicable sat stration of any in the instructions ublications Sat	9-26-208, C.R.S., requires to les and/or use taxes prior to to motor vehicle. s accompanying this form an ales & Use Tax Topics: Moto ce in completing this form.
clerk for the county	in which the	vehicle will be re-	gistered.			stration can be issued.
Part 1. Dealer, P Dealer/Retailer Name	urchaser, a			Dealer/Retailer A		
Dependence				Design regarder A	Jarenni -	
Dealer Number	Dealer Invoice	Number		Dealer/Retailer S	ioneture	
Gross Sales Price		Gross Amount of T	rede-in (if any)	Net Sales Price		Date of Sale
Model Year	Make		Model		Vehicle Identifica	tion Number
Trade-in Model Year	Trade-in Make	1	Trade-in Model		Trade-in Vehicle	Identification Number
Trade-in Model Year	Trade-in Make	1	Trade-in Model		Trade-in Vehicle	Identification Number
Purchaser's Name Part 2. Sales/Us Dealer/Retailer Color				Purchaser's Addr		sunt Number (if applicable)
Deservices of Color	100 States 100.7			Destruction	ity cares ratification	ran reamber (ir eppriceble)
Vehicle Delivered	I to Purchas	er's Address?	Yes [	No		
Vehicle Delivered Net Sales Price:		er's Address?	Yes [	Sales Tax	Remitted R 0100	Use Tax Remitted with DR 0024
		er's Address?		Sales Tax	Remitted R 0100	Use Tax Remitted with DR 0024
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# DR 0026 TAX STATEMENT FOR LEASED MOTOR VEHICLE

All dealers are required to provide a completed DR 0026 Tax Statement for Leased Motor Vehicle form with the Title Packet for all vehicle leases. This form was revised on 10/24/2019 and the new version is required to be used effective 01/01/2020. The form breaks out the sales tax remitted to the state of Colorado with the DR 0100 Colorado Retail Sales Tax Return, sales tax remitted directly to Home Rule cities and sales tax remitted upfront to the county office with the DR 0026 Tax Statement for Leased Motor Vehicle is based on the Amount Paid at Signing and delivery. This form is also used by the county to verify the lessor Colorado Tax number, Site ID and Home Rule city tax account number. Lessor tax account numbers and Site IDs can be verified at www.colorado.gov/revenueonline

# **REQUIRED FIELDS ON THE DR 0026 TAX STATEMENT FOR LEASED MOTOR VEHICLE FORM:**

## Part 1. Vehicle Information

- All fields are required Part 2. Lessee Information
- Name of Lessee
- Address of Lessee
- Name of **Driver** when applicable

## Part 3. Lessor Information

- Name of Lessor
- Address of Lessor
- Name of Delivery Agent the dealer who prepares the paperwork and delivers the vehicle to the lessee
- Address of Delivery Agent

## Part 4. Sales Tax on Amount Paid at Signing and Delivery

- Amount Paid at Signing and Delivery
  - Dealer completes this field with any money due at signing and delivery
- State Colorado Required
- Statutory City Name/Douglas has 1 Statutory city - Larkspur
- County Name and Tax Rate

# Part 5. Sales/Use Tax Payments for Home Rule City

- Home Rule City Name
- Taxable Amount and Tax Rate
- Sales Tax Remitted to City is required per the ordinance for the home rule city

# Part 6. Total Amount Due with DR 0026

- Driver name will not appear on registration unless the driver is also the lessee
- Address of Driver
- Date of Lease
- Dealer Number
- Lessor Colorado Sales Tax Account Number

   Eight-digit CAN and four-digit site ID
- Lessor City Sales Tax Account Number when applicable
- Sales Tax Remitted with the DR 0100 amount is required for state, RTD/CD if applicable and Douglas County sales tax
- Colorado Sales Tax Account Number for Tax Remitted with DR 0100 is the total for all monies that are State Administered
- Out of state dealers must collect sales tax and remit to the county and money down at signing and delive
- Sales/Use Tax Remitted with DR 0026 is required per the ordinance for the home rule city
- Number of Months Lease is to Run
- by the county

Sum of amounts in Parts 4 and 5 under "Tax Remitted with DR 0026" is required when any sales tax is collected

		EVENUE		Tax State	ement for		
Sales Tax Accounting Sec Deriver CO 80261-0009 303) 238-SERV (7378) Coloredo acc/78x			-		otor Vehicle	•	
Colorado.gov/Tax n lieu of Standai DR 0024), auto d	ealers	must prepa	are a Tax S	tatement for			ubmit this completed form to the high the vehicle will be registered
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			resented to	the county	clerk before title	and/or regist	tration can be issued.
Part 1. Vehicle In Model Year	Make	tion		Model	V	ehicle Identificati	ion Number
Part 2. Lessee In Name of Lessee	forma	tion					
Address of Lessee							
Name of Driver							
Address of Driver							
Part 3. Lessor In Name of Lessor	forma	tion					
Address of Lessor							
Address of Lesson							
Name of Delivery Age	nt						
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## LESSOR TAX ACCOUNT NUMBER RESOURCES:

Email address for any tax information for Dealer's and Lessor's dor\_motorvehicledistribution@state.co.us State of Colorado Tax Division City and County Tax Specialist 303-205-6828 City of Aurora 303-739-7800 City of Castle Pines 303-705-0200 City of Castle Rock 303-660-1392 City of Larkspur 303-681-2324 City of Larkspur 303-681-2324 City of Littleton 303-795-3768 City of Parker 303-805-3228

## WHEN MISTAKES HAPPEN

When a Title Packet submitted to the Douglas County Vehicle Licensing office contains errors, it will be returned to the dealership or lienholder with a reject letter. This letter will contain information with what is in error and possibly instructions on how to fix the error. Many errors can be corrected and/or clarified with a DR 2444 Statement of Fact. The acceptance of documents in error with a DR 2444 Statement of Fact may vary case by case. When in doubt, contact our office to review the error and be prepared to scan or fax the document in question.

Statement	M/V. Colorado.gov				s			f Col						
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Year Make Title Number Statement	Number (VIN)													
	Year	Make							Title N	umber				
	Statement										 	 		 

## **REQUIRED FIELDS ON THE DR 2444 STATEMENT OF FACT: All fields are required**

Purchasa price altered	Need:
Purchase price altered	
	Bill of sale from the seller
	or Statement of fact from the seller
	Or Obtained a Drive form the house
	Statement of Purchase Price from the buyer. DR 0070
	or
	Use vehicle value from Kelley Blue Book or N.A.D.A. Book.
Purchase date/price switched	Don't try to fix. No statement needed.
Name misspelled	Need:
	Statement from applicant giving correct spelling
	or
	Statement from co-owner giving correct spelling
	or
	Copy of Birth Certificate, Marriage License, U.S. Passport.
Seller signs on wrong line	1) Draw a thin line through error
	2) Seller signs in correct area
	3) Statement of Fact from the seller
	or
	Statement of Fact from county personnel if they witnessed the error and the title must be signed in the correct place by the seller, or Duplicate title.
Seller signs in lien release area when there is no lien	No statement of error from the seller is needed. Title must be signed in the correct place by seller.
Seller/buyer reverse area they sign in	Statement of Fact from the person who made the error. Draw a line through the incorrect signature. Sign correctly. (See DR 0070)
	or
	Duplicate title.
Hand-written changes made on title to VIN, Year, or Make	Correction can be done with VIN Verification, no duplicate title is needed.
to viry, real, or wake	or
	If change is made by owner in an innocent attempt to correct an error, and the information can be verified by microfilm at the State Title Section, no duplicate title is needed.
	or
	Duplicate title.
Private Party Sale — Seller signs in Dealer area	No statement of Error needed. Title must be signed in the correct area by seller.

Scratching out or scribbling on title if done in front of County Personnel	Statement of Fact from County Personnel that they witnessed the error.
Mutilated Title	Acceptable if:
	Legible.
	or
	2 halves make a whole (Colorado only); taped together okay on computer-generated titles only if the information can be verified with the state computer record.
	or
	Spills okay if title is legible.
	or
	Piece of the title is missing okay if information is not missing from the title including the control number. VIN MUST ALWAYS BE LEGIBLE.
White Out or Correcting Tape in address area	Scrape off to see what was originally there, if possible. Okay to accept in the address field if able to determine that there was not a name there.
	or
	Duplicate title.

Title A	Itorationa						
Title Alterations							
The following approved alteration guidelines are NOT in conflict with C.R.S 42-6-143							
Error	Action						
Lienholder signed in 2nd lien release area, no second Lien	No statement from the lienholder is needed and the lienholder does not need to re-sign the first lien release area.						
Lien released in both areas, only one lien	No statement from the lienholder is needed.						
Altered lien release date	Statement of error from lienholder is required showing correct date.						
Lien released in error	Statement of error from lienholder is required						
Seller signs in lien release area when there is no lien	No statement of error from the seller is needed. Title must be signed in the correct place by seller.						
Handwritten lien info on title	No statement is needed if lien is being filed. If no lien is being filed, need statement of error.						
Lienholder name change	If stated on release, i.e., FKA, no statement is needed. Without FKA in the sign off, a statement of one and the same is required from the lienholder.						
Purchase date altered	Need:						
	Statement of fact from seller						
	or						
	Bill of sale from seller						
	or						
	Statement of Purchase Price from the buyer. DR 0070 showing correct date.						
	or						
	Statement of fact from buyer.						

## **OTHER NOTES ON MISTAKES:**

• The acceptance of mistakes can vary case by case. When in doubt, please speak with a Specialist, Coordinator, or Supervisor. At times, they may also contact the state office directly for further guidance.

## DUPLICATE TITLE VS. LIEN UPDATE TITLE

With the implementation of the DRIVES system, a duplicate title can no longer be processed for an owner or dealer agent with the Power of Attorney when an active lien is present. An additional process has been added by the state of Colorado to allow a new title to be processed without the lien information when the owner or dealer is provided a lien release without the title. This is an **Update Title** and must be processed in the county the vehicle is domiciled. Determining which processed needs to be followed depends on the status of the lien at the time of application. The DR 2539A Duplicate Title/Lien Request and Receipt form has been revised to include both processes. The second page contains detailed instructions for using the form.

#### REQUIRED FIELDS ON THE DR 2539A DUPLICATE TITLE/LIEN REQUEST AND RECEIPT:

DR 2559A (07/2019) COLORADO DEPARTMENT OF REVENUE	Department Use Only
Dictional discrete line of the tende Division of Machine Vehicles Vehicle Services Unit www.colorado.gov/dmv	
Duplicate Title/Lien Request and Receipt C.R.S. 42-6-125, 42-6-126, 42-6-135, 42-6-137	
Sections in <b>bold text</b> represent required information. If any bolded field	
This Statement Must Be Signed By Owner,	
I certify, under penalty of perjury in the second degree, that the title for this (Check One) Owner Agent Lienholder	s vehicle will be issued to me as:
and the original title has been lost or destroyed, has not been assigned or on State Motor Vehicle records. I understand that this duplicate title will be and any previously issued duplicate title(s) will be void.	
Hand printed Name as it Appears on Identification of Owner, Agent, or Lienholder (in	nclude firm name if applicable)
Signature of Owner, Agent, or Lienholder	Date
Identification of individual signing above:* Colorado DL Colorado ID Other	
ID # Expires	DOB
The undersigned witness affirms that the named owner of the vehicle identified in this of	document presented the identification described above
Witness Signature (required)	Date
"Identification will be required for all duplicate t Secure and Verifiable Identification is required when the original title	e was issued on or after July 1, 2006.
Year of Vehicle Make Body Style Title No.	Issue Date* County of Issuance
Vehicle Identification Number (VIN)	Plate Number State of Issuance
Address City	State ZIP
Lienholder	
rvante	
Address City	State ZIP
Please Provide Mailing Address To Expedite, Please Include a Self Addressed	Below. Stamped Envelope.
Name	
Address City	State ZIP
	Account Number
Make check or money order payable to: COLORADO DEPARTMENT OF REVENUE, OR	M1525571
COUNTY CLERK.	sate Title \$8.20
may be debited as early as the same day received by the State. If converted, your check will not be returned. If your check is rejected due to insufficient or uncollected funds, the Department of	telease Title \$7.20
5	750 Total Amount (999)

### DOCUMENT ORDER BEST PRACTICES

Douglas County no longer logs incoming title packets received by mail. Dealers with drop sheets with owner names will be verified and the drop sheet signed by the receiving clerk. Any steps taken to increase efficiencies in our offices are greatly appreciated!

### **RECOMMENDED ORDER OF DOCUMENTS FOR scanning**

- DRIVES Application
- DR 2395 Title and/or Registration Application (If Applicable)
- Title/MSO
- BOS in order of assignments
- Powers of Attorney
  - > DR 2174 Power of Attorney for a Motor Vehicle
  - > DR 2175 Power of Attorney for Motor Vehicle Only
  - Individual Power of Attorney
- Any other required documents not otherwise in this list DR 2421 Statement of One and the Same, DR 0024 Standard Sales Tax Receipt for Vehicle Sales, DR 0026 Tax Statement for Leased Motor Vehicle
- Security Agreement

#### DEALER AND LIENHOLDER SERVICES

All efforts are made to provide quality and efficient service to dealers and lienholders for both over the counter services and mailed or dropped off paperwork.

#### **OVER-THE-COUNTER SERVICES:**

- Dealer Resale Titles
- Duplicate Titles
- Courtesy Deliveries

- New Dealer Plates
- Dealer Plate Renewals
- Dealer Plate Replacements

### **LETTERS OF AUTHORIZATION:**

A Letter of Authorization is required for all title and new registration transactions. Letters of Authorization naming an authorized agent for a specific transaction will be required prior to any transaction that will be processed. This allows an ongoing authorized agent to conduct transactions without providing a new letter for each transaction. A non-specific Letter of Authorization can list multiple authorized agents. Please remember to provide an updated letter when adding or removing an authorized agent. The Douglas County Letter of Authorization policy is subject to change as needed. Letters of Authorization requirements:

- Must be on company letterhead
- Must be dated
- Must list all authorized agents
- Must be signed by someone other than the authorized agent(s)
- Letters will not be kept on file

#### FEES

New Title or Lien Update Title Fee: 42-6-138 (1)(a)

• \$7.20

Duplicate Title Fee: 42-6-138 (2)(a)

• \$8.20

Lien Filing Fee:

• Effective July 1, 2025: The lien filing fee in Colorado changes to a flat fee of \$40.00. The flat fee applies to all lien applications received on or after July 1, 2025.

#### **RESOURCES** Douglas County Motor Vehicle Offices

#### Main Office & Dealer Desk

9350 Heritage Hills Cir

Lone Tree, Co 80124

Phone Number 303-660-7440 Ask for Dealer Desk

#### **Castle Rock**

301 Wilcox St

Castle Rock, Co 80104

Phone Number 303-660-7440

#### **Highlands Ranch**

2223 Wildcat Reserve PKWY Unit G

Highlands Ranch, Co 80129

Phone Number 303-660-7440

#### STATE OF COLORADO OFFICE LOCATIONS, HOURS, CONTACT INFORMATION, AND ONLINE TOOLS:

Lakewood: 1881 Pierce Street Lakewood, CO 80214 (M-F 8 AM-5 PM) Phone: 303-205-5600

Online General: https://dmv.colorado.gov/contact-us-dmv

Online Forms: https://dmv.colorado.gov/forms-and-publications-1

#### **COLORADO DEALER ASSOCIATIONS:**

Colorado Auto Dealers Association <u>www.colorado.auto</u> 303-731-1722 Colorado Independent Auto Dealers Association <u>www.ciada.org</u> 303-239-8000