

## PRIVATE PARTY PURCHASE

### Required Documents for Title and Registration

- Original title complete with:
  - Seller's printed and signed name(s)
  - Buyer's printed and signed name(s)
  - Buyer's physical address
  - Purchase Date
  - Purchase Price
  - Odometer mileage and indicator (if applicable)
  - Notarized (if required on title)
- If there is more than one owner, a completed DR 2395: Joint Tenancy with Rights of Survivorship is required: [CLICK HERE FOR ALL FORMS](#)
- Current proof of insurance for the new vehicle
- Completed [Bill of Sale](#) that is notarized or signed under penalty of perjury in the second degree is required for:
  - Any title that does not have a "Purchase Price" field
  - Obtaining a temporary registration when the title is unavailable
  - Must be signed by both the seller(s) and buyer(s)
- Must obtain a passing Enhanced Emissions Test for Gas Vehicles 6 years and older and Diesel Vehicles 3 years and older for the following:
  - Passenger Vehicles, Buses, Light trucks, Recreational trucks, GVW trucks, GVW tractors, Motor homes
    - For emissions testing locations for Gas Vehicles 6 years and older visit: [aircarecolorado.com](http://aircarecolorado.com)
    - For emissions testing locations for Diesel Vehicles 3 years and older visit: [dmv.colorado.gov/diesel-vehicles](http://dmv.colorado.gov/diesel-vehicles)
- Loan documents (if vehicle is being financed) that include:
  - Borrower's name and address
  - Lienholder's name and address
  - Year, make, and VIN of vehicle
  - Loan amount
  - Loan date
  - Borrower's signature
- If the vehicle is titled in any state other than Colorado, a completed DR 2698 Verification of Vehicle Identification Number is required and must be completed by one of the following: [CLICK HERE FOR ALL FORMS](#)
  - Colorado licensed dealer
  - Colorado Law Enforcement
  - Colorado emissions testing centers
  - It is recommended to call ahead for pricing and availability

- Certified weight slips are required for:
  - Cargo vans, and motorhomes weighing between 4501 lbs. to 10,000 lbs.
  - All trailers over 1,900 lbs. except trailer coaches measuring 26 ft. or longer not including the hitch
  - Any truck weighing between 4,501 lbs. to 10,000 lbs. that has been modified over 300 lbs., or if weight cannot be verified by the state system.
  - Can be obtained at any location with a certified scale (rock/landscaping yards, truck stops, etc.). It's recommended to call ahead for pricing and availability.
- An owner must present Secure and Verifiable Photo Identification (SVID) as outlined on form DR 2841: [CLICK HERE FOR ALL FORMS](#)
- Once all paperwork is collected and complete, skip the wait time and [click here to schedule an appointment at a Douglas County Motor Vehicle office location](#)
  - Walk-in service is available Monday – Friday, 8:00 am to 4:30 pm

**PLEASE NOTE: The vehicle owner must be present and provide SVID, VIN or plate number, and a form of payment. Cash, card, check, and money orders are accepted (card payments may incur additional fees).**