

MOTOR VEHICLE: OTHER TITLE SERVICES

DUPLICATE TITLE REQUEST

OPTION 1: Request Online

Requirements:

- Title and registration must be active and current
- Cannot have any liens recorded in the system
- Cannot be mailed to an out-of-state address. If mailing to an out-of-state address, please proceed to option 3 or contact Douglas County Motor Vehicle at 303-660-7440.

What you'll need:

- License plate number
- Vehicle Identification Number (VIN) or Verification Code
- Secure and Verifiable Photo Identification (SVID) as outlined on form DR 2841: [CLICK HERE FOR ALL FORMS](#)
- Power of Attorney documentation, if being used
- Payment can be made by electronic check (routing and account number needed) or card. Additional fees apply.
- [Click here to request a duplicate title online](#)

OPTION 2: Visit a Motor Vehicle Office

- An owner must be present and provide Secure and Verifiable Photo Identification (SVID) as outlined on form DR 2841: [CLICK HERE FOR ALL FORMS](#)
- VIN or plate number, and a form of payment. Cash, card, check, and money orders are accepted (cards may incur additional fees).
- 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

OPTION 3: Mail in Request

- Complete and follow the instructions on the form DR 2539A Duplicate Title/Lien Request and Receipt: [CLICK HERE FOR ALL FORMS](#)
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LIEN RELEASE REQUEST

OPTION 1: Visit a Motor Vehicle Office

- Lien released in the following manner:
 - Title must be signed off by the lienholder
 - OR
 - Provide lien release letter from the lienholder that is notarized or signed under penalty of perjury in the second degree

- An owner must be present and provide Secure and Verifiable Photo Identification (SVID) as outlined on form DR 2841: [CLICK HERE FOR ALL FORMS](#), VIN or plate number, and a form of payment. Cash, card, check, and money orders are accepted (cards may incur additional fees).
- 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

OPTION 2: Mail in Request

- Complete and follow the instructions on the form DR 2539A Duplicate Title/Lien Request and Receipt: [CLICK HERE FOR ALL FORMS](#)

NAME CHANGE

Visit a Motor Vehicle Office

- Provide the vehicle title signed off with the old name as seller and the new name as buyer
- Provide a copy of legal documentation showing name change. Examples:
 - Marriage license
 - Divorce decree
 - Other court documents
- An owner must be present and provide Secure and Verifiable Photo Identification (SVID) as outlined on form DR 2841: [CLICK HERE FOR ALL FORMS](#), VIN or plate number, and a form of payment.
- 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
- Cash, card, check, and money orders are accepted (cards may incur additional fees).

PLEASE NOTE: If the vehicle is being financed, the lienholder must initiate this request

ADDING OR REMOVING A NAME

Visit a Motor Vehicle Office

- Provide the vehicle title signed off by the current owner(s) as seller(s) and the new owner(s) as buyer(s)
- At least one owner must remain the same
- If more than one owner remains, provide completed DR 2395: Joint Tenancy with Rights of Survivorship: [CLICK HERE FOR ALL FORMS](#)
- An owner must be present and provide Secure and Verifiable Photo Identification (SVID) as outlined on form DR 2841: [CLICK HERE FOR ALL FORMS](#)

- 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
- Cash, card, check, and money orders are accepted (cards may incur additional fees).

PLEASE NOTE: If the vehicle is being financed, the lienholder must initiate this request