

## MOTOR VEHICLE: OTHER TITLE SERVICES

### DUPLICATE TITLE REQUEST

#### OPTION 1: Request Online

- You must have an active title
- You cannot have any liens against your title

#### What You'll Need:

- License plate number
- Vehicle Identification Number (VIN) or Verification Code
- Secure and Verifiable Identification
- Power of Attorney documentation (if power of attorney is used)
- A valid credit card or check (if payment is required)
- [TO REQUEST A DUPLICATE TITLE ONLINE VISIT: mydmv.colorado.gov](https://mydmv.colorado.gov)

#### OPTION 2: Schedule an Appointment

- Complete cover sheet attached here
- Complete DR 2539A Duplicate Title/Lien Request and Receipt attached here
- [TO SCHEDULE AN APPOINTMENT VISIT: DouglasDrives.com](https://DouglasDrives.com)
- Bring all required paperwork with you to your appointment

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### LIEN RELEASE REQUEST

#### STEP 1:

- Complete DR 2539A Duplicate Title/Lien Request and Receipt attached here
- Lien released in the following manner:
  - Title must be signed off by finance company OR
  - Provide lien release letter from lien holder, signed under penalty of perjury or notarized

#### STEP 2:

- [TO SCHEDULE AN APPOINTMENT VISIT: DouglasDrives.com](https://DouglasDrives.com)
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## **NAME CHANGE**

### **STEP 1:**

- Provide the vehicle title - signed off with old name as seller and new name change as buyer
  - If the vehicle is being financed, contact your lien holder to initiate the name change request
- Provide copy of legal documentation showing name change. Examples:
  - Marriage License
  - Divorce Decree
  - Other court documents

### **STEP 2:**

- [TO SCHEDULE AN APPOINTMENT VISIT: DouglasDrives.com](https://DouglasDrives.com)
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## **ADDING OR REMOVING A NAME**

### **STEP 1:**

- Provide title signed off by all current owners as sellers and new owners as buyers (at least one owner must remain the same)
  - If the vehicle is being financed, contact your lien holder to initiate the change in ownership request
- If more than one owner remains, provide completed DR 2395: Joint Tenancy with Rights of Survivorship attached here FOR EACH OWNER

### **STEP 2:**

- [TO SCHEDULE AN APPOINTMENT VISIT: DouglasDrives.com](https://DouglasDrives.com)

# Paperwork Cover Sheet

**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:**

- Need new plates and need credit from \_\_\_\_\_ (plate #) (Select new plate type below)
- Need new plates, no credit (Select new plate type below)

New Plate Type Selection:  Regular  Other \_\_\_\_\_  
 (Certain plate types have additional requirements and/or fees)

**What service do you need to complete?**

- Registration Renewal (Complete online at [mydmv.colorado.gov](http://mydmv.colorado.gov))
- Disability Services (Placards/Plates) (Complete online at [mydmv.colorado.gov](http://mydmv.colorado.gov))
- Private Party Purchase
- Colorado Dealer Purchase (Complete online at [mydmv.colorado.gov](http://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: \_\_\_\_\_

Scan QR Code below to SCHEDULE AN APPOINTMENT:



**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:

## 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		
<b>* Affidavit of one in the same is required if the name on ID differs in any way from name on title assignment.</b>		
* _____ 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		
<b>The undersigned witness affirms that the identification described above was presented to me.</b>		
Witness Printed Name		
Witness Signature	Date	

## Duplicate Title/Lien Request and Receipt

**C.R.S. 42-6-125, 42-6-126, 42-6-135, 42-6-137**

<b>Sections in bold text represent required information. If any bolded field is left blank, your application will be rejected.</b>								
<b>This Statement Must Be Signed By Owner, Agent or Lienholder</b>								
I certify, under penalty of perjury in the second degree, that the title for this vehicle will be issued to me as:								
<b>(Check One)</b> <input type="checkbox"/> <b>Owner</b> <input type="checkbox"/> <b>Agent</b> <input type="checkbox"/> <b>Lienholder</b>								
and the original title has been lost or destroyed, has not been assigned or transferred, and is subject only to lien(s) shown on State Motor Vehicle records. I understand that this duplicate title will be the only valid certificate of title and the original and any previously issued duplicate title(s) will be void.								
Printed Name as it Appears on Identification of Owner, Agent, or Lienholder (include firm name if applicable)								
Signature of Owner, Agent, or Lienholder							Date	
Identification of individual signing above:								
<input type="checkbox"/> Colorado DL <input type="checkbox"/> Colorado ID <input type="checkbox"/> Other _____								
ID #			Expires			DOB		
Witness Signature (required). The undersigned witness affirms that the named owner of the vehicle identified in this document presented the identification described above.								
Witness Printed Name								
Witness Signature							Date	
Year of Vehicle	Make	Body Style	Title No.	Issue Date	County of Issuance			
Vehicle Identification Number (VIN)			License Plate Number		State of Issuance			
Owner Name								
Address			City		State	ZIP		
Lienholder (if applicable)								
Name								
Address			City		State	ZIP		
<b>Please Provide Mailing Address Below.</b>								
<b>To Expedite, Please Include a Self Addressed Stamped Envelope.</b>								
Name								
Address			City		State	ZIP		
<ul style="list-style-type: none"> <li>• Make check or money order payable to:            COLORADO DEPARTMENT OF REVENUE,  <b>OR</b></li> <li>• If applying at your County Motor Vehicle, make check payable to:            COUNTY CLERK.</li> </ul> <p><small>The state may convert your check to a one time electronic banking transaction. Your bank account 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 Revenue may collect the payment amount directly from your bank account electronically.</small></p>				Account Number <b>M1525571</b>				
				Duplicate Title			<b>\$8.20</b>	
				Lien Release Title			<b>\$7.20</b>	
				<b>5750</b>		<b>Total Amount</b> <b>(\$8.20 OR 7.20)</b>		

## Procedure For A Duplicate Colorado Title

To comply with Colorado Laws this procedure is to be followed when applying for a Colorado duplicate title.

Step	What You Need To Do				
1	Complete and sign the <b>Duplicate Title/Lien Request and Receipt</b> title application (DR 2539 A). The application must be signed by the owner, lienholder, or authorized agent by power of attorney of the vehicle listed on this form. The individual signing the duplicate title application must provide identification information.				
2	Colorado duplicate titles can only be applied for by the owner, lienholder, or an authorized agent. If the authorized agent applies for the duplicate title, they must submit a Power of Attorney (POA) signed by the owner or lienholder. If the Power of Attorney form used <u>does not</u> have a place for the grantor's identification information, a <a href="#">DR 2842</a> Supplemental Secure and Verifiable Identification Information and Attestation Clause must also be submitted. <b><u>Do not send photocopies of identification or original identification card(s), such as Driver's license or Passport.</u></b> If the POA is VIN specific, the original must be submitted and will be returned upon request. If a General POA is submitted, a photo copy or fax copy is acceptable (notary seal must be visible on copy) and must be included with <u>each</u> application. The <a href="#">DR 2175</a> (Colorado POA) and the <a href="#">DR 2842</a> are available at the County Motor Vehicle offices, the Vehicle Services Section, or online at <a href="http://DMV.Colorado.gov">DMV.Colorado.gov</a> .				
3	A lien release is required for all active liens. The lien release must be on the lienholder's letterhead (letterhead is not required if lienholder is an individual). Photo and fax copies are accepted and must include <b>vehicle year, make, VIN, titled owner's name(s), agent's signature, date of lien release and must be signed under penalty of perjury in the second degree as defined in C.R.S. 18-8-503.</b>  The title will be issued omitting all reference to the lien pursuant to C.R.S. 42-6-126.				
4	All duplicate title transactions require identification. Secure and Verifiable ID (see form DR 2841) is required for titles issued on or after July 1, 2006.				
5	If you are applying as lienholder and the lien is NOT FILED in Colorado, you must include a Power of Attorney from the owner, (see step 2 above) or, in the case of repossession, include a Statement of Repossession AND a certified copy of the security agreement.				
6	<p style="text-align: center;"><b><u>Mail-in requests:</u></b></p> <p>The fee for a duplicate title is \$8.20 pursuant to C.R.S. 42-6-137 (5). The fee for a lien release title is \$7.20 pursuant to C.R.S 42-6-137(4). Make checks payable to the Colorado Department of Revenue.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Submit applications by <b>REGULAR MAIL</b> to:</p> <p>Department of Revenue Vehicle Services Section PO Box 173350 Rm 147 Denver, CO 80217-3350</p> </td> <td style="width: 50%; vertical-align: top;"> <p><b>Dropped off at:</b></p> <p>DMV Drop Box Vehicle Services Section 1881 Pierce Street Lakewood, CO 80214</p> </td> </tr> </table> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><b><u>In-Person/Physical Address:</u></b></p> <p>Submit applications to:</p> <p>Colorado Department of Revenue Vehicle Services Section 1881 Pierce Street Lakewood, CO 80214</p> </td> <td style="width: 50%; vertical-align: top;"> <p><b><u>E-Services:</u></b></p> <p><a href="http://myDMV.Colorado.gov">myDMV.Colorado.gov</a> (For quickest processing, please utilize this option)</p> </td> </tr> </table> <p>Agents acting on <u>behalf of a business</u> must provide a <a href="#">Power of Attorney (POA)</a> or a Letter of Authorization (LOA).</p>	<p>Submit applications by <b>REGULAR MAIL</b> to:</p> <p>Department of Revenue Vehicle Services Section PO Box 173350 Rm 147 Denver, CO 80217-3350</p>	<p><b>Dropped off at:</b></p> <p>DMV Drop Box Vehicle Services Section 1881 Pierce Street Lakewood, CO 80214</p>	<p><b><u>In-Person/Physical Address:</u></b></p> <p>Submit applications to:</p> <p>Colorado Department of Revenue Vehicle Services Section 1881 Pierce Street Lakewood, CO 80214</p>	<p><b><u>E-Services:</u></b></p> <p><a href="http://myDMV.Colorado.gov">myDMV.Colorado.gov</a> (For quickest processing, please utilize this option)</p>
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7	If your application has been rejected, return the original DR 2539A with the additional information required. <b>Checks submitted with rejected applications will not be returned and are destroyed by the Department.</b>				

## 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
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**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.**

<b>Owner One</b>	<p>I _____ (print name) request the Colorado Certificate of Title for the Vehicle described above be issued in:</p> <p style="text-align: center;"> <input type="checkbox"/> Joint Tenancy With Rights of Survivorship                <input type="checkbox"/> Tenancy in Common         </p> <p>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>		
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; border-top: none;">Owners Signature</td> <td style="width: 20%; border-top: none;">Date</td> </tr> </table>	Owners Signature	Date
Owners Signature	Date		
<b>Owner Two</b>	<p>I _____ (print name) request the Colorado Certificate of Title for the Vehicle described above be issued in:</p> <p style="text-align: center;"> <input type="checkbox"/> Joint Tenancy With Rights of Survivorship                <input type="checkbox"/> Tenancy in Common         </p> <p>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>		
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Owners Signature	Date		
<b>Owner Three</b>	<p>I _____ (print name) request the Colorado Certificate of Title for the Vehicle described above be issued in:</p> <p style="text-align: center;"> <input type="checkbox"/> Joint Tenancy With Rights of Survivorship                <input type="checkbox"/> Tenancy in Common         </p> <p>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>		
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Owners Signature	Date		
<b>Owner Four</b>	<p>I _____ (print name) request the Colorado Certificate of Title for the Vehicle described above be issued in:</p> <p style="text-align: center;"> <input type="checkbox"/> Joint Tenancy With Rights of Survivorship                <input type="checkbox"/> Tenancy in Common         </p> <p>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>		
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