



## NEW PURCHASE- CASH SALE- PRIVATE PARTY

### Be prepared before you visit us:

Step One: Decide if this option is right for your transaction.

- You are a current resident of Adams County
- You must be listed as an owner of the vehicle

Step Two: What do you need?

- Secure and Verifiable Identification (SVID)**, This identification must be provided by the owner of the record. For an example of acceptable SVID visit [www.adcogov.org/motor-vehicle](http://www.adcogov.org/motor-vehicle)
- Proof of current insurance that complies with Colorado insurance requirements.**
  - \$25,000 legal liability for bodily injury or death to any one person in any one accident
  - \$50,000 legal liability coverage for bodily injury or death to all persons in any one accident
  - \$15,000 property damage
- DR 2698** Verification of Vehicle Identification Number (also known as a VIN Verification) (if applicable)
  - Required for all Out-of-State Titles
- Weight slip (if applicable) will be required on all motor homes and trucks with an empty weight of more than 4500 pounds and have been altered by 300lbs; and trailers of more than 2000 pounds.
- Proof of Emissions Test (if applicable) - see [www.aircarecolorado.com](http://www.aircarecolorado.com) for requirements and testing locations.
- Most Current Title to the vehicle, properly assigned (Copies not acceptable).**
  - All owners on the front of the title must hand-print and sign their name(s) (as it reads on the front of the title) in the seller's section of the title- releasing their interest in the vehicle.
  - If a lien is on the front of the title that must be released by the lienholder's name, agent's signature, and date.
  - All new owners (buyers) have hand-printed and signed in the buyer's section of the title (only one signature is required for multiple owners).
  - The odometer section is completed, and the odometer indicator box is marked. This only applies to vehicles 19 years old or newer. Transferring the odometer is not necessary for vehicles 20 years or older or if the front of title shows exempt.
  - The date of sale is listed on the title.
  - The agreed-upon purchase price is listed on the title (sales taxes are calculated from the purchase price).
- DR 2175** Colorado Motor Vehicle Power of Attorney (if applicable)
- DR 2444** Statement of Fact (if applicable)
- DR 2395** Application for Title
- DR 2421** Statement of One in the Same (listing all variations of your name)(if applicable)
- Plate Number, if you wish to transfer plates and/or credit from another vehicle (there must be at least one owner in common for both vehicles).
- Cash, Check, Credit Card, or Debit card (\$0.75 +2.25% additional fee for credit and debit card transactions)**

**Note: A late fee of \$25.00 per month up to \$100.00 is applied on vehicles registered 61 days after the date of purchase.**



## Additional Information

Any Air Care Colorado station can complete the Verification of Vehicle Identification Number form (DR2698) and the gas emissions test. Visit [www.aircarecolorado.com](http://www.aircarecolorado.com) for a list of locations near you.

Diesel Emission Testing stations and requirements can be found at <https://www.colorado.gov/pacific/dmv/diesel-vehicles>

If your vehicle does not require an emission test you can pull to the side of the emissions station and request a VIN Verification only. Adams County can also complete a VIN Verification for you (the cost is \$15.00)

## Adams County Motor Vehicle Locations

***For Adams County Motor Vehicle office closures, and shutdowns visit:***

**[www.adcogov.org/motor-vehicle](http://www.adcogov.org/motor-vehicle)**

### **Brighton (Main Office)**

Adams County Government Center  
4430 S. Adams County Pkwy., Suite E2001  
Brighton, CO 80601  
Ph: 720.523.6010  
Fx: 720.523.6011

### **North Pecos**

12200 Pecos St.  
Westminster, CO 80234  
Fx: 303.453.8528

### **Aurora**

3449 Chambers Rd  
Aurora, CO 80011  
Fx: 720.374.0588

### **Westminster**

8452 Federal Blvd.  
Westminster, CO 80031  
Fx: 303.428.2294

### **Bennett**

355 S. First Street  
Bennett, CO 80102  
Fx: 720.523.7651

**Closed daily 12-1p.m.**

### **Commerce City**

7190 Colorado Blvd., Suite 100  
Commerce City, CO 80022  
Fx: 720.322.1616