



Josh Zygielbaum  
Clerk & Recorder  
*Secretario y Registrador*

**CLERK & RECORDER**

Erin Brim  
Chief Deputy  
*Jefa Adjunta*

*The Clerk & Recorder's Office exists to support and educate our community through prioritizing trust, inclusion, accuracy, and continuous improvement.*

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## Add or Drop a Name from a Colorado Title

*How to add or drop a name from an existing Colorado Title.*

### Who Should Complete This Process?

- Any person who is a current resident of Adams County; **and**
- One of the listed owners would like to drop their name; or
- The listed owner would like to add another individual to their title.

### What is Required to Complete this Process?

Those who meet the above criteria, will need to bring the following documents to any Adams County Motor Vehicle location:

#### *Secure and Verifiable Identification (SVID)*

SVID must be provided by the owner of the record. Examples of SVID are available at [www.adcogov.org/motor-vehicle](http://www.adcogov.org/motor-vehicle).

#### *Most Current Title to the Vehicle*

- If an owner is dropping from the title, that individual will hand-print and sign their name in the seller section. No other signatures or hand-printed names are required.
- If an owner is adding another individual to their title, the new owner will hand-print and sign their name on the buyer's section. No other signatures or hand-printed names are required.
- If there is a lien on the front of the title, the lien must be released by the lien holder. The lien holder will print the lien holder's name, an agent will sign and date.
- If the lien is to stay active, write "Lien still active" in the lien release section of the title.

#### *DR 2175 - Colorado Motor Vehicle Power of Attorney (When Applicable)*

#### *DR 2421 - Statement of One in the Same (When Applicable)*

List all variations of your name.

#### *DR 2444 - Statement of Fact (When Applicable)*

#### *DR 2395 - Application for Title*

#### *A Form of Payment*

Adams County accepts cash, check, credit or debit cards. Credit and debit cards are charged a service fee of \$0.75 plus 2.25% of the total amount due.



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### Adams County Motor Vehicle Locations

Please note that Adams County Motor Vehicle does not issue Colorado identification (driver's license, IDs, etc.). Please visit [www.dmv.colorado.gov/drivers](http://www.dmv.colorado.gov/drivers) to get information on identification.

**Adams County Motor Vehicle is walk-in only.**

#### Brighton (Main Office)

Adams County Government Center  
4430 S. Adams County Parkway Suite E2001  
Brighton, CO 80601

#### Aurora

3449 Chambers Road Suite A  
Aurora, CO 80011

#### Bennett

355 S. First Street  
Bennett, CO 80102

**Closed daily from 12:00 p.m. to 1:00 p.m.**

#### Commerce City

7190 Colorado Blvd. Suite 100  
Commerce City, CO 80022

**The public side is to the left through the main doors.**

#### Commercial Hub

7190 Colorado Blvd. Suite 150  
Commerce City, CO 80022

**The commercial side is to the right through the main doors.**

#### North Pecos

12200 Pecos Street  
Westminster, CO 80234

#### Westminster

8452 Federal Blvd.  
Westminster, CO 80031

### Contact Adams County Motor Vehicle

#### Phone

720-523-6010

#### Online

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

#### Fax

720-523-6011

#### Mailing Address

Adams County Motor Vehicle  
P.O. Box 5011  
Brighton, CO 80601-8215

### To access Forms on this Checklist

Any of the required documents above that began with "DR" followed by a series numbers, are Colorado forms. The forms can be found on the Department of Revenue's website. The forms are in order by number.

Please visit [www.dmv.colorado.gov/forms-number-order](http://www.dmv.colorado.gov/forms-number-order)