



Josh Zygielbaum
Clerk & Recorder
Secretario y Registrador

CLERK & RECORDER

Erin Brim
Chief Deputy
Jefa Adjuntar

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

January 03, 2024

Adams County Commercial Customer:

Our specialized **Commercial Hub** is located at **7190 Colorado Blvd., Suite #150, Commerce City**. Below is an outline of information for all companies and dealers.

Hours of Operation: Monday, Tuesday, Thursday, and Friday from 8 a.m. until 4 p.m., Wednesday 8:30 a.m. until 4 p.m.

Dropbox (drop-offs) and secure lockers (pick-up) will be available: Monday- Friday 7 a.m. to 5 p.m.

Mailing Address:

P.O. BOX 5011
Brighton, CO 80601-8215

Fax: 720-322-1617

Email: MVHub@adcogov.org

Walk-in visits will be limited to one office visit per day. An authorized agent may process one of the following transaction types:

- Process up to **five** motor vehicle dealer transactions or **two** manufactured home transactions or up to **three** bonds
- Be issued dealer plates, including replacements, and process dealer plate renewals
- Add vehicles to a fleet
- CFRP – Permanent Fleet Program

For your convenience, if you have *no more than one* title transaction to process for the day, you may visit any of our other offices during business hours.

Requirements for drop-offs: **All links are located on the Adams County website <https://www.adcogov.org/dealer-company-information>**

- Include the completed [Drop Sheet](#) with Specific Instructions (i.e. dealership information, VIN, shipping label/envelope, transaction type, payment method, etc.), fleets numbers, 2% number when applicable, tax-exempt information, and contact method.
- Paperwork must be complete and accurate. Incomplete or inaccurate documents cannot be processed and will be returned for correction.
- Include the completed title application ([DR2395](#)) for each title or MSO we are processing.
- A Heavy Vehicle Use Affidavit is required for all vehicles weighing over 10,001 lbs.
- An SMM Worksheet is required for any new equipment.
- A check for each transaction can be made payable to Adams County Clerk, a pre-authorized check payment with the [authorization letter](#), or an escrow account with adequate funds. Call the Service Center at 720.523.6010 to set up or add funds to an escrow account, for more information visit our Dealer and Company [website](#).
- Payment is required at the time of drop. We cannot call for payment. Please do not include credit card or banking information in your drop.

Useful Links: [Check a Title Status](#) [Adams County Dealer & Company Website](#)

Sincerely,

Josh Zygielbaum

Adams County Clerk & Recorder

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