



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.*

## New Purchase for Cash Sale from a Colorado Dealer

*How to Title and register a vehicle that was purchased from a Colorado Dealership with cash.*

When an individual purchases a vehicle with cash from a Colorado dealership, the dealership typically provides the necessary documents either in person or via certified mail. It is essential to keep the entire packet intact and bring all documents to the appropriate office. **Failure to register before your temporary registration expires may result in a \$25 late fee being assessed the following day, with an additional \$25 fee accruing each month thereafter, up to a maximum of \$100.**

### Who Should Complete This Process?

You are a current or new resident of Adams County who purchased a vehicle with cash at a Colorado Dealer; **and**

You are a listed owner of the vehicle.

### 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).

#### Proof of Current Insurance that Complies with Colorado Insurance Requirements

- \$25,000 for bodily injury or death to any one person in an accident;
- \$50,000 for bodily injury or death to all persons in any one accident; and
- \$15,000 for property damage in any one accident.

#### DR 2698 Verification of Vehicle Identification Number

Commonly called a "VIN Verification," the form can only be completed by licensed Colorado dealerships, Colorado law enforcement, licensed Colorado emissions, the County Clerk (at their discretion), or County Assessor (at their discretion) for titles that are not Colorado titles. Adams County will complete VIN Verifications in our offices for a fee [www.adcogov.org/vin-inspections](http://www.adcogov.org/vin-inspections).

#### Weight Slip

- Weight slips are required on all motor homes and trucks that have an empty weight of more than 4,500 pounds; and
  - the vehicle has been altered by more than 300 pounds; or
- Trailers that are more than 2,000 pounds.

#### Proof of Passing Emissions

Commonly called a "smog test." Please visit [www.aircarecolorado.com](http://www.aircarecolorado.com) for gas emission information and requirements. Alternatively, please visit [www.dmv.colorado.gov/diesel-vehicles](http://www.dmv.colorado.gov/diesel-vehicles) for diesel emission information and requirements.

#### Proof of Ownership for the Vehicle

Generally, the dealership will provide the most current title. It should be properly signed off. If the title is not a Colorado title, a DR 2698 will be required. Please see the information above on the DR 2698 Verification of Vehicle Identification Number. Please call our office, 720-523-6010, for additional requirements.

#### DR 2395 - Application for Title

#### DR 2421 - Statement of One in the Same

List all variations of your name.

#### DR 0024 Standard Sales Tax Receipt or DR 0026 Standard Sales Tax Receipt for a Lease

Additional taxes may be due.

#### DR 2407 - Colorado Dealer's Bill of Sale (When applicable)

#### DR 2174 - Secure Power of Attorney (When applicable)

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

#### DR 2444 - Statement of Fact (When applicable)

#### DR2842 - Supplemental Secure and Verifiable Identification (When applicable)

#### Plate Number for Plate Transfers (When applicable)

#### 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)