



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 with Cash by a Private Party

How to title a vehicle for a private party, cash sale.

Failure to register within 60 days will result in a late fee of \$25, a month, up to \$100.

Who Should Complete This Process?

Any person who is a current resident of Adams County; **and**

Anyone who is listed as a "buyer" on the 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.

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). Adams County will complete VIN Verifications in our offices for a fee 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 for gas emission information and requirements. Alternatively, please visit www.dmv.colorado.gov/diesel-vehicles for diesel emission information and requirements.

Most Current Title to the Vehicle

- Original title - copies are not acceptable.
- All the 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 section of the title.
- If there is a lien holder on the front of the title, they must release the lien with the lien holder's name, agent's signature, and date.
- All buyers must hand-print their name and sign the title in the buyer's section. Only one signature is required.
- For all vehicles 19 years or older, the odometer section should be completed with the current miles of the vehicle and the odometer indicator box is marked.
- The date of sale should be listed on the title.
- The purchase price of the vehicle should be listed on 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.



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.

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 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

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