



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.*

## Remove a Deceased Owner from a Colorado Title

### Who Should Complete This Process?

- Any person who is a new resident of Colorado and Adams County; **and**
- Any person is is a listed owner of the vehicle, a personal representative, or successor.

### 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 - Copies are not Acceptable

- If a lien holder is listed on the title, the lien holder must release their interest in the vehicle by printing the lien holder's name, agent's signature, and date.
- If the lien will remain active, write "Lien still active" in the lien release section.
- A separate lien release can also be accepted and must include the following:
  - Must be on company letterhead (not required if the lien holder is an individual.
  - Vehicle year, make, and VIN.
  - Titled owner's name.
  - Agent Signature.
  - Signed under penalty of perjury in the second degree or notarized.
  - Date the lien was released.

#### When "JTWROS" is not on the Face of the Title or There is Only One Owner who is Deceased

- When the face of the title does not show "JTWROS," or is in the name of one owner, and that person is deceased, the most current title is required, with one of the following:
  - A copy of the Informal Probate/Appointment; or
  - A copy of Letters of Testamentary; or
  - A DR 2712 - Affidavit for Collection of Personal Property to Small Estates Proceeding; and
    - A copy of the Death Certificate; or
    - Verification of a Colorado Death Record issued by the state.

\* The DR 2712 - Affidavit for Collection of Personal Property to Small Estates Proceeding can be used when the deceased owner's estate was under \$82,000. The affidavit must have the VIN, year, and make of the vehicle. The affidavit must always be notarized.

\* Certified Letter of Testamentary can be obtained by the courts.

#### When "JTWROS" is on the Face of the Title

- When the face of the title does show "JTWROS," and one of the owner's is deceased, the most current title is required, with the following:
  - Copy of the Death Certificate.

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

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