



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.*

### Welcome to Colorado and Adams County

#### *How to Register a Vehicle for New Colorado Residents*

All vehicles that are owned in Colorado are required to be registered with the department, §C.R.S. 42-3-103. Those individuals who are new residents to Colorado are required to register their vehicle within 90 days of establishing residency.

***Failure to register within 90 days will result in a late fee of \$25, a month, up to \$100.***

### Who Should Complete This Process?

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

Any person who is listed as an owner of a vehicle that is physically located in Colorado that was recently registered outside of Colorado.

### Establishing Residency

Colorado residency is established when one of the following criteria has been met, §C.R.S. 42-1-102(81):

- Any person who owns or operates any business in Colorado
- Any person who has resided within Colorado continuously for a period of 90 days
- Any person who has obtained gainful employment in Colorado

### 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). 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

Usually, proof of ownership is the most current title. If the title is held by a lien holder (generally meaning payments are being made on the vehicle) a copy of the title or an out-of-state registration, no more than 6 months expired, is also acceptable. Vehicles that are coming from states that do not issue titles or from foreign countries, 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 2504 - Colorado Residency Establishment

This form needs to be submitted with evidence of residency. Please see page 2 of this form (DR 2504) for all acceptable documents to be provided as evidence for Colorado residency.

#### 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)