

Josh Zygielbaum
Clerk and Recorder



Office of the Clerk and Recorder
Motor Vehicle
4430 S. Adams County Parkway
1st Floor, Suite E2001
Brighton, CO 80601-8215
www.adcogov.org

Hours: M-F 8:00 a.m. – 4:30 p.m.

July 15, 2019

Adams County Business Customer:

Thank you for your business and cooperation with the implementation of our specialized dealer and company desks in our Brighton and Commerce City offices. We are pleased to notify you that because of realized efficiencies in our offices, we are eliminating all 2019 closure dates to improve your customer experience.

Dealer & Company Desk Locations and Hours of Operation:

Dealer and Company desks are now available at our Brighton and Commerce City offices between the hours of **8:00 AM and 4:00 PM Monday through Friday.**

- Brighton Motor Vehicle: 4430 South Adams County Parkway Suite, E2001 Brighton, CO 80601
- Commerce City Motor Vehicle: 4201 E. 72nd Ave Suite A, Commerce City, CO 80022

During these hours you or your authorized agent may choose from one of the following:

- Process up to five motor vehicle dealer or business transactions per ticket
- Process up to three manufactured home transactions per ticket
- Be issued Dealer Plates, including Replacements, and process Dealer Plate Renewals
- Add Vehicles to a Fleet and process Fleet Renewals
- CFRP – Permanent Fleet Program

For your convenience, if you have no more than one title transaction per visit per day you may visit any of our offices during business hours.

Do you want to optimize your convenience even more? You can drop off any number of items at our Brighton Motor Vehicle Greeter station. Most work is ready for pickup within 5 business days.

Requirements for Drop Offs:

- Paperwork must be complete and accurate.
- Blank check with authorization letter or Escrow account with adequate funds. Call the Service Center at 720-523-6010 to set up an Escrow account.
- E-mail address and phone number of company contact.

We value your business and strive to provide you outstanding service. We encourage your feedback on how to better serve you.

Sincerely,

Josh Zygielbaum
Adams County Clerk & Recorder

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720-523-6010
FAX 720-523-6011