



NEW PURCHASE- CASH SALE- COLORADO DEALER

Be prepared before you visit us:

You should receive a packet of paperwork from the Colorado dealer, either in-person or via certified mail. The entire packet needs to be kept together and brought to your motor vehicle office. The packet may include some of the items listed below.

Step One: Decide if this is option is right for your transaction.

- You are a current resident of Adams County
- You must be listed as an owner of the vehicle

Step Two: What do you need?

- Secure and Verifiable Identification (SVID)** This identification must be provided by the owner of record. For an example of acceptable SVID, visit www.adcogov.org/motor-vehicle
- Proof of current insurance that complies with Colorado insurance requirements.**
 - \$25,000 legal liability for bodily injury or death to any one person in any one accident
 - \$50,000 legal liability coverage for bodily injury or death to all persons in any one accident
 - \$15,000 property damage
- DR 2698 Verification of Vehicle Identification Number (also known as a VIN Verification) (if applicable)
- Weight slip (if applicable) will be required on all motor homes and trucks with an empty weight of more than 4500 pounds and trailers of more than 2000 pounds.
- Proof of Emissions Test (if applicable) - see www.aircarecolorado.com for requirements.
- Most Current Title to the vehicle, properly assigned (Copies not acceptable).**
- DR0024 Standard Sales Tax Receipt or DR 0026 Standard Sales Tax Receipt for a Lease**
 - **Remaining sales tax may be due since the Colorado dealer can only collect taxes the buyer and seller have in common.**
- DR 2407 Colorado Dealer's Bill of Sale (if applicable)
- DR 2174 Secure Power of Attorney (if applicable)
- DR 2175 Colorado Motor Vehicle Power of Attorney (if applicable)
- DR 2444 Statement of Fact (if applicable)
- DR 2842 Supplemental Secure and Verifiable Identification (if applicable)
- DR 2395 Application for Title**
- DR2421 Statement of One in the Same (listing all variations of your name)(if applicable) Plate Number, if you wish to transfer plates and/or credit from another vehicle (there must be at least one owner in common for both vehicles).
- Cash, Check, Credit Card, or Debit card (\$0.75 +2.25% additional fee for credit and debit card transactions)** You may have a check for sales taxes, made out to the County, attached to your packet.

Note: A late fee of \$25.00 per month up to \$100.00 is applied on vehicles registered 61 days after the date of purchase if no temporary tag was issued.



Additional Information

Any Air Care Colorado station can complete the Verification of Vehicle Identification Number form (DR2698) and the gas emissions test. Visit www.aircarecolorado.com for a list of locations near you.

Diesel Emission Testing stations and requirements can be found at <https://www.colorado.gov/pacific/dmv/diesel-vehicles>

If your vehicle does not require an emissions test, can pull to the side of the emissions station and request a VIN Verification only. Adams County can also complete a VIN Verification for you (the cost is \$15.00)

Adams County Motor Vehicle Locations

Lobby Hours: 7 a.m. – 4:30 p.m., Tuesday-Friday, except holidays.

For Adams County Motor Vehicle office closures, shut downs, and walk-in options visit:

www.adcogov.org/motor-vehicle

Brighton (Main Office)

Adams County Government Center
4430 S. Adams County Pkwy., Suite E2001
Brighton, CO 80601
Ph: 720.523.6010
Fx: 720.523.6011

North Pecos

12200 Pecos St.
Westminster, CO 80234
Fx: 303.453.8528

Aurora

3449 Chambers Rd
Aurora, CO 80011
Fx: 720.374.0588

Westminster

8452 Federal Blvd.
Westminster, CO 80031
Fx: 303.428.2294

Bennett

355 S. First Street
Bennett, CO 80102
Fx: 720.523.7651

Closed daily 12-1 p.m.

Commerce City

7190 Colorado Blvd., Suite 100
Commerce City, CO 80022
Fx: 720.322.1616

Adams County Motor Vehicle Office
Mailing: P.O. Box 5011 Brighton, CO 80601-8215
Ph: [720.523.6010](tel:720.523.6010)
Adcogov.org/motor-vehicle