



NEW PURCHASE- CASH SALE- COLORADO DEALER

Be prepared before you visit us:

You should receive a packet of paper work 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
- 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 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. (If the weight is not displayed on the out-of-state title or registration.)
- Proof of Emissions Test (if applicable) - see www.aircarecolorado.com for requirements.
- Original 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 may be due because the Colorado dealer can only collect taxes that the buyer and seller have in common.**
- DR 2407 Colorado Dealers 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 plate from another vehicle (there must be at least one owner in common on 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 purchase, with no temporary tag issued.



Additional Information

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

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

If any emissions test is not required for your vehicle you can pull up 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 \$17.00)

Adams County Motor Vehicle Locations

Appointments scheduled Tuesday-Friday, 7 a.m. – 5:30 p.m.* [Appointments can be scheduled online](#), up to 60 days out.

***Appointments are available until 4:30 p.m. Branches are closed each day from 11 a.m. – noon.**

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

Aurora

3449 Chambers Rd
Aurora, CO 80011
This office is closed until further notice.

Bennett

355 S. First Street
Bennett, CO 80102

Fx: 720.523.7651.

Commerce City

4201 E. 72nd Ave.
Suite A
Commerce City, CO 80022

Fx: 720.322.1616

North Pecos

12200 Pecos St.
Westminster, CO 80234
Fx: 303.453.8528

Westminster

8452 Federal Blvd.
Westminster, CO 80031
Fx: 303.428.2294