New Purchase, Cash Sale, Private Party

**Be prepared before you visit us:**

Step One: Decide if this 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 [adcogov.org/secure-verifiable-id-requirements](https://www.adcogov.org/secure-verifiable-id-requirements).
* **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)
  + Required for any Out of State Titles
* 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 [aircarecolorado.com](http://www.aircarecolorado.com) for requirements.
* ***Original* Title to the vehicle, properly assigned (Copies not acceptable).**
  + All owners on the face of the title have hand printed and signed their name in the seller section of the title- releasing their interest in the vehicle
  + If a lien is noticed on the face of the title that must be released by the lienholders name, agents signature and date.
  + All new owners (buyers) have hand printed and signed in the buyers section of the title (only one signature required for multiple owners).
  + The odometer section is completed and the odometer indicator is checked. This only applies to vehicles 9 years old or newer. Transferring the odometer is not necessary for vehicles 10 years or older.
  + The date of sale is listed on the title.
  + The agreed upon purchase price is listed on the title (sales taxes are calculated from this purchase price).
* DR 2175 Colorado Motor Vehicle Power of Attorney (if applicable)
* DR 2444 Statement of Fact (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)**

**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](http://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 an 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 $15.00)

Adams County Motor Vehicle Locations

**All Branches are closed each day from 11 a.m. – noon.**

**Walk-In Hours: 7-10 a.m.**

**Appointment Hours: Noon-4:30 p.m.**

**North Pecos**  
12200 Pecos St.  
Westminster, CO 80234

Fx: 303.453.8528

**Westminster**  
8452 Federal Blvd.  
Westminster, CO 80031

Fx: 303.428.2294

**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