

COVID Closure Company Drop Info

During our closure to the public, we understand that our commercial customers need an avenue to pick-up and drop off transactions. You always have the choice of mailing your documents to the below addresses, which is our ideal method of receipt. However, we recognize that our closure is happening during our largest commercial fleet month and we would like to extend the ability to schedule drop off appointments for commercial transactions. *Pick-up appointments will be scheduled internally once the transactions have been completed.*

This service is *only* available in the lobby of the Sheriff's Substation located next door to our Commerce City Motor Vehicle office during the hours of 7:00 am – 1:00 pm. *by appointment only. Walk in customers will not be permitted.* – 4201 E 72nd Ave. Commerce City, CO 80022.

Please note, the timeframes are for pick-up and drop off services only, no transactions will be processed and are limited to 10-minutes. Late arrivals will be required to reschedule. This allows us to assist as many commercial customers as possible while keeping everyone involved safe during the COVID-19 pandemic.

Mailing Address:

Adams County Motor Vehicle
P.O. Box 5011
Brighton, CO 80601-8215

Adams County Motor Vehicle
4430 S. Adams County Pkwy.
Suite E2001
Brighton, CO 80601

Requirements for mailings and drop-offs:

- Include completed [drop sheet](#) with specific instructions (e.g. title only, title and plates, etc.), fleet number, 2% number (when applicable), tax-exempt information, contact information, and method of payment.
- Paperwork must be complete and accurate. *Incomplete or inaccurate documents cannot be processed and will be returned for correction.*
- Include completed title application (DR2395) for each title or MSO we are processing.
- A completed Heavy Vehicle Use Affidavit is required for all vehicles weighing over 10,001 lbs.
- A completed SMM Worksheet is required for any new equipment (when applicable).
- Copies of tax exemption certificates (when applicable)
- Open check made payable to Adams County Clerk with [authorization letter](#) or escrow account with adequate funds. Call the Service Center at 720.523.6010 to set up or add funds to an escrow account, *more information below.*
- Payment is required at the time of drop. We cannot call for payment. Please do not include credit card or banking information in your drop.

Useful Links:

[Fee Estimator](#)

[Schedule a Drop Appointment](#)

[Check a Title Status](#)

Set up an Escrow Account

Welcome to the Setting up an Escrow Account option.

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

- Must be a representative of the business making the request.
- Allows users to “drop” business transactions/title work.
- Decreases transaction time.
- No more rejections for the incorrect amount on pre-written checks.
- Easy auditing and verification within your finance department – account holders can request balance and transaction history at any time.
- No fees to open, fund, or maintain and no balance requirements.
- Funds can be added in person (when open to the public), over the phone, or via mail.

Step Two: What do you need?

- Business name
- Address
- Fleet number, if applicable.
- Contact information for account holder/manager.
- Deposits can be made with a Check, Credit Card or E-Check (service charges apply for electronic payments).

Step Three: Make the Call.

Once you have all documents in hand call 720.523.6010, Tuesday – Friday, 7:00 am – 1:00 pm, to speak to one of our clerks.