



## NEW PURCHASE- CASH SALE- COLORADO DEALER

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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 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 the record. For an example of acceptable SVID, visit [www.adcogov.org/motor-vehicle](http://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 have been altered by 300lbs; and trailers of more than 2000 pounds.
- ☐ Proof of Emissions Test (if applicable) - see [www.aircarecolorado.com](http://www.aircarecolorado.com) for requirements and testing locations.
- ☐ **Most Current** Title to the vehicle, properly assigned (Copies not acceptable).
- ☐ **DR 0024 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
- ☐ **DR 2421** 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.**

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](http://Adcogov.org/motor-vehicle)



## 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](http://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

***For Adams County Motor Vehicle office hours, closures, and shutdowns visit:***

***[www.adcogov.org/motor-vehicle](http://www.adcogov.org/motor-vehicle) or call 720.523.6010.***

### **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