

# Private Party Sale with a Colorado Title

## Instructions for Submitting Paperwork Through Email:

Complete and email this coversheet and all required documents to the following secure email address. **This form cannot be saved. Download it (if necessary), fill it out, print it, sign it, scan it, and email it to:**

[MVTitles@adcogov.org](mailto:MVTitles@adcogov.org)

Payment options: e-check (\$1 fee applies), credit card or debit card (\$0.75 + 2.25% additional fee\*). No cash option available. *\*Fee is passed on to our credit card vendor.*

## Vehicle Owner Information:

Name:

Phone number:

Email address:

Additional Instructions:

This is a three-step process to get a temporary permit, title the vehicle, and apply for registration:

1. Email all the documents listed below to our secure email address.
  - a. Upon approval of the documents, we will contact you for payment of the \$7.08 permit fee and sales tax based on the purchase price. Find your [tax rate here](#).
2. Mail the documents previously submitted by email and a check for \$7.20, made payable to Adams County Clerk, in the self-addressed, stamped envelope included in the permit packet mailed to you.
  - a. We will process the title and send you a title complete notice.
3. Upon receipt of the title complete card, apply for initial registration online or contact us by phone at 720-523-6310 to complete registration.
  - a. A passing emission test (if required) and proof of insurance are required.

**The following documents are required to title and register the vehicle:**

- Cover Sheet with contact information.
- Colorado Title. Before this is sent into us make sure the following are checked and completed:
  - All owners on the front of the title have printed (as shown on the face of the title) and signed their name as seller on the back of the title.
  - All new owners (buyers) have printed and signed (**if multiple owners, only one signature is required**) their name on the buyer section of the back of the title.
  - The odometer is filled in and the odometer indicator is checked. This only applies to vehicles 9 years old or **newer**. Transferring the odometer is not necessary for any vehicle that is 10 years old or older.
  - The date of sale is listed on the back of the title.
  - The agreed upon purchase price is listed on the back of the title.
- [DR 2395](#) Completed Application for Title/Registration
- [DR 2421](#) Statement of One in the Same (If applicable)
- Bill of sale (if available).
- Current Proof of Insurance for this vehicle if requesting plates or temporary permit.
- Proof of a passing [emission test](#) if required
  - If a test is required, and you are not in possession of one, we can issue a temporary, 60-day permit.
- If an emission test is not required, we can issue new plates or transfer license plates from another vehicle if there is at least one owner in common on both vehicles.
  - Plate number to transfer to this vehicle: \_\_\_\_\_

**\*\*\*\*A title will not be issued until all original documents are received in our office.**

Once we have approved your application and you have acquired all documents please mail them to:

Adams County Clerk and Recorder  
Motor Vehicle  
4430 S. Adams County Pkwy., #E2001  
Brighton, CO 80601

# Application For Title and/or Registration

**C.R.S. 42-3-105, 42-3-304(25)(c), 42-6-107, 42-6-116, 42-6-117**  
Any Alteration or Erasure may Void this Document

Vehicle Identification Number (VIN)					Fuel Type*: *If electric, is it plug-in electric? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Year	Make	Body	Model	Color	CWT	Off-Highway Vehicle <input type="checkbox"/> Yes <input type="checkbox"/> No		Snowmobile <input type="checkbox"/> Yes <input type="checkbox"/> No	
Dealer #	Date Purchased	Commercial Use <input type="checkbox"/> Yes <input type="checkbox"/> No		MSRP	Size (W x L)	Bus Cap. <input type="checkbox"/> Adult <input type="checkbox"/> Juvenile			
Legal Name(s) as it Appears on Identification* and Address of Owner(s) or Entity			Lease Buy-Out <input type="checkbox"/> Yes <input type="checkbox"/> No		Legal Name(s) as it Appears on Identification and Physical Address of Lessee				
* <input type="checkbox"/> DR 2421 Attached					Indicate Alternate Address Here if The Registration Renewal Should be Sent to a Different Address				
First Lienholder Name and Address or ELT E- Number					Second Lienholder Name and Address**				
Lien Amount					Lien Amount				
Indicate Alternate Address Here if The Title Should be Sent to a Different Lienholder Address					Indicate Alternate Address Here if The Title Should be Sent to a Different Lienholder Address				
<b>*DR 2421 Statement of One in the Same is required when the owner's name on the Secure and Verifiable ID differs from the owner's name on the application/title.</b> <b>**If more than two lienholders, please attach separate documentation.</b>									
<p>Motor vehicle insurance or operator's coverage is compulsory in the State of Colorado. Proof of insurance is required prior to issuance of a registration. Non-compliance with this requirement is a misdemeanor traffic offense. Pursuant to 42-4-1409, C.R.S., the penalties for failure to have motor vehicle insurance coverage is a Class 1 Misdemeanor Traffic Offense punishable by a mandatory minimum ten days imprisonment, or three hundred dollar fine, or both or a mandatory maximum one year imprisonment, or one thousand dollar fine, or both shall be imposed by section 42-4-1701(3)(a)(II)(A), C.R.S.; and</p> <p>a. A minimum mandatory fine of not less than five hundred dollars or greater if imposed by the court; and</p> <p>b. At the discretion of the court, not less than forty hours of community service, subject to the provisions of section 18-1.3-507, C.R.S.</p> <p>c. A second or subsequent conviction within a period of five years following a prior conviction, a minimum mandatory fine of not less than one thousand dollars.</p> <p>After obtaining a registration, you will be required to sign an affirmation clause indicating compliance with insurance requirements.</p> <p>Unless a person waives his or her confidentiality, the information contained in the person's motor vehicle record shall not be used for any purpose other than a purpose authorized by law, pursuant to C.R.S. 42-2-121 (4)(a).</p>									
<b>I certify, under penalty of perjury in the second degree, that the above information is true and accurate to the best of my knowledge.</b>									
Owner or Agent Signature								Date	
Printed name of Owner/Agent as it appears on Identification:									
Secure and Verifiable ID of Owner/Agent: <input type="checkbox"/> Colorado DL <input type="checkbox"/> Colorado ID <input type="checkbox"/> Other:									
ID#			Expires			DOB			
The undersigned witness affirms that the named owner of the vehicle identified in this document presented the identification described above.									
Witness Signature								Date	
<b>County Use Only (Dealers/Lienholders: Do Not Write Below this Line)</b>									
Previous Title Number					Title Number				
Date Accepted	Purchase Price		Odometer Reading & Indicator		GVWR	Fleet #		Unit #	
<b>First Lienholder #</b>					<b>Second Lienholder #</b>				
Lien File No.	Lien Amount	Maturity Date	Date of Lien		Lien File No.	Lien Amount	Maturity Date	Date of Lien	
Taxes Paid:					Filing Fees:				
Additional Comments:									
Clerks Initials									

This form is only required if there is more than  
one owner and Joint Tenancy is desired

**State Of Colorado**  
**Joint Tenancy with Rights of Survivorship**  
**Acknowledgement of Intent**  
C.R.S. 38-11-101

**Any Alteration or Erasure may Void this Document**

To create joint tenancy with rights of survivorship, there must be specific language declaring such intent, signed under penalty of perjury in the second degree by all owners. This form is only applicable to multiple owners.

**Joint Tenancy with rights of Survivorship is defined as:** A form of legal co-ownership of property (also known as survivorship). At the death of one co-owner, the surviving co-owner becomes sole owner of the property. Transfer of ownership requires copy of death certificate and signature of survivor.

**Tenancy in Common is defined as:** The equal or unequal holding of property by two or more persons. At the death of one co-owner, the deceased share of the property goes to his/her estate and is to be divided according to his/her will or the law in the absence of a will. Transfer of ownership requires documents appointing a personal representative for the decedent.

Vehicle Identification Number	Year	Make.	Model
<b>If any owner chooses Tenancy in Common or if neither box is checked; the Colorado Certificate of Title will be issued as Tenancy in Common.</b>			
<b>Owner One</b>	I _____ (print name) request the Colorado Certificate of Title for the Vehicle described above be issued in: <div style="display: flex; justify-content: space-around; margin-top: 10px;"><span><input type="checkbox"/> Joint Tenancy With Rights of Survivorship</span><span><input type="checkbox"/> Tenancy in Common</span></div> <p style="margin-top: 10px;">Per C.R.S. 42-6-116; I certify under penalty of perjury in the second degree that the above information is true and correct to the best of my knowledge.</p>		
	Owners Signature		Date
<b>Owner Two</b>	I _____ (print name) request the Colorado Certificate of Title for the Vehicle described above be issued in: <div style="display: flex; justify-content: space-around; margin-top: 10px;"><span><input type="checkbox"/> Joint Tenancy With Rights of Survivorship</span><span><input type="checkbox"/> Tenancy in Common</span></div> <p style="margin-top: 10px;">Per C.R.S. 42-6-116; I certify under penalty of perjury in the second degree that the above information is true and correct to the best of my knowledge.</p>		
	Owners Signature		Date
<b>Owner Three</b>	I _____ (print name) request the Colorado Certificate of Title for the Vehicle described above be issued in: <div style="display: flex; justify-content: space-around; margin-top: 10px;"><span><input type="checkbox"/> Joint Tenancy With Rights of Survivorship</span><span><input type="checkbox"/> Tenancy in Common</span></div> <p style="margin-top: 10px;">Per C.R.S. 42-6-116; I certify under penalty of perjury in the second degree that the above information is true and correct to the best of my knowledge.</p>		
	Owners Signature		Date
<b>Owner Four</b>	I _____ (print name) request the Colorado Certificate of Title for the Vehicle described above be issued in: <div style="display: flex; justify-content: space-around; margin-top: 10px;"><span><input type="checkbox"/> Joint Tenancy With Rights of Survivorship</span><span><input type="checkbox"/> Tenancy in Common</span></div> <p style="margin-top: 10px;">Per C.R.S. 42-6-116; I certify under penalty of perjury in the second degree that the above information is true and correct to the best of my knowledge.</p>		
	Owners Signature		Date

## STATE OF COLORADO

### Statement of One and the Same

and	
Are one and the same <input type="checkbox"/> Person <input type="checkbox"/> Company	
<b>I certify under penalty of perjury in the second degree, that the above statements are true and accurate to the best of my knowledge.</b>	
Signature	