

# Purchased for Cash from a Colorado Dealer

## Instructions for Submitting Paperwork Through Mail:

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

**Arapahoe County Clerk and Recorder- Joan Lopez**  
**Motor Vehicle**  
**PO Box 9006**  
**Littleton, CO 80160-9011**

Can also submit via outside MV Drop-Box at **5334 S Prince St, Littleton, CO 80120.**

Payment options: Check, money order, certified check. *No cash option available.*

*If we have questions about your documents, we will be calling you.*

## Vehicle Owner Information:

Name:

Phone number:

Email address:

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

1. Mail all the documents listed below to our address above.
  - a. Upon approval of the documents, we will contact you for payment of the either a \$7.08 permit fee and sales tax based on the purchase price (if documents or actions are missing, such as an emissions test), or a \$7.20 title fee and sales tax based on the purchase price. Find your tax rate [here](#).
  - b. We will process the paperwork and send you a title complete notice if we are able to fully process your title.
2. You will either receive a temporary permit awaiting further action, or a title complete card\*\*. (\*\*proceed below)
3. \*\*Upon receipt of the title complete card, apply for initial registration online at <http://www.mydmv.colorado.gov>, or contact us by phone at 303-795-4500 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:

- The entire packet you received from the dealership in person or via certified mail. This packet should include the following:
  - [DR2395](#) Application for Title and/or Registration
  - Title or MSO
  - DR0024 Standard Sales Tax Receipt and/or DR0026 Standard Sales Tax Receipt for a Lease (Only from Dealer)
  - DR2407 Colorado Dealers Bill of Sale (if applicable) (Only from a Dealer)
  - DR2174 Secure Power of Attorney (if applicable) (Only from a Dealer)
  - [DR2175](#) Colorado Motor Vehicle Power of Attorney (if applicable)
  - [DR2444](#) Statement of Fact (if applicable)
  - [DR2842](#) Supplemental Secure and Verifiable Identification (if applicable)
  - [DR2421](#) Statement of One in the Same (if applicable)
  - [DR2698](#) Verification of Vehicle Identification Number (if applicable)
- Proof of a passing [emission test](#) for 2014 and older: gasoline, E85, Hybrids, natural gas, or propane, and 2017 and older diesel vehicles.
  - Your dealer should have given you a voucher or proof of a passing emission test.
  - If the test is not available, a permit can be issued to allow you to take the vehicle for testing.
- Current proof of insurance for this vehicle to issue plates or a temporary 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 cannot 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:

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