

Motor Vehicle Customer Guide

*****This is general guide and additional information may be required*****

If your activity is not listed, please call 719-520-6240 or email motorvehicledpt@elpasoco.com

Dealership Purchase – Colorado dealership

- Original title and supporting documents or Title Complete Notice
- Diesel emissions test may be required if the vehicle is four model years or older
- Proof of current Colorado insurance for the motor vehicle, if registering
- Secure and Verifiable Identification. List of acceptable Secure and Verifiable Identification documents can be found at:
[Secure and Verifiable ID DR 2841 \(colorado.gov\)](#)
- If someone other than the owner of the vehicle is to complete the activity on the owner's behalf a power of attorney (POA) is required
- **Additional forms may be required upon review of provided documents**

Dealership Purchase – Out of state dealership

- Original out of state title properly assigned without alterations
 - Alterations are not acceptable – duplicate title from seller is required
 - Seller's name(s) and signature(s) required
 - Buyer's name(s) and signature(s) required
 - *Notarization may be required for seller and buyer*
- Bill of sale, purchase order or invoice (must be on dealer letterhead)
- Security agreement or loan contract if financed
- DR 2698 Colorado Verification of Vehicle Identification Number
 - Completed by any Colorado licensed vehicle dealership or Colorado Law Enforcement
 - Appointments may be required
 - Fees may apply
 - Alterations or errors are not acceptable
- Diesel emissions test may be required if the vehicle is four model years or older
- Weight slips required if titling or registering:
 - Trucks between 4,501 – 10,000 lbs.
 - Tractor trucks
 - Motor Homes
 - Trailers without weight listed on ownership document
 - Any modified vehicle
 - When requested by the County or State Office
- Proof of current Colorado insurance for the motor vehicle, if registering
- Secure and Verifiable Identification. List of acceptable Secure and Verifiable Identification documents can be found at:
[Secure and Verifiable ID DR 2841 \(colorado.gov\)](#)
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Private Party Purchase – Colorado Title

- Original Colorado title properly assigned from the seller to the buyer without alterations
 - Alterations are not acceptable – duplicate title from seller is required
 - Seller's name(s) and signature(s) required
 - Buyer's name(s) and signature(s) required
- Security agreement or loan contract, if financed
- Diesel emissions test may be required if the vehicle is four model years or older
- Proof of current Colorado insurance for the motor vehicle if registering
- Secure and Verifiable Identification. List of acceptable Secure and Verifiable Identification documents can be found at:
[Secure and Verifiable ID DR 2841 \(colorado.gov\)](#)
- If someone other than the owner of the vehicle is to complete the activity on the owner's behalf a power of attorney (POA) is required
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Private Party Purchase – Title from another state

- Original title properly assigned from the seller to the buyer without alterations
 - Alterations are not acceptable – duplicate title from seller is required
 - Seller's name(s) and signature(s) required
 - Buyer's name(s) and signature(s) required
 - *Notarization may be required for seller and buyer*
- DR 2698 Colorado Verification of Vehicle Identification Number
 - Completed by any Colorado licensed vehicle dealership or Colorado Law Enforcement
 - Appointments may be required
 - Fees may apply
 - Alterations or errors are not acceptable
- Security agreement or loan contract if financed
- Diesel emissions test may be required if the vehicle is four model years or older
- Weight slips required if titling or registering:
 - Trucks between 4,501 – 10,000 lbs.
 - Tractor trucks
 - Motor Homes
 - Trailers without weight listed on ownership document
 - Any modified vehicle
 - When requested by the County or State Office
- Proof of current Colorado Insurance if registering a motor vehicle
- Secure and Verifiable Identification. List of acceptable Secure and Verifiable Identification documents can be found at:
[Secure and Verifiable ID DR 2841 \(colorado.gov\)](#)
- If someone other than the owner of the vehicle is to complete the activity on the owner's behalf a power of attorney (POA) is required
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Moving to Colorado from another country

- Original out of country ownership document
- Translation of ownership document, if needed
 - Translation may be completed on DR 2444 Statement of Fact and signed by translator under penalty of perjury or if a translation service is used, document must be signed and notarized
- Import Documentation (U.S. Customs and Border Protection entry form)
 - If duplicates are needed:
 - Local: 1591 Aviation Way, Colorado Springs, 80916
 - Call first: 719-574-6607
 - State: 18300 E 71st Ave Suite 200, Denver, CO 80249
 - 877-227-5511
- Declaration Form HS-7
 - Importation of Motor Vehicles and Motor Vehicle Equipment Subject to Federal Motor Vehicle Safety, Bumper and Theft Prevention Standards
 - If duplicates are needed:
 - Local: 1591 Aviation Way, Colorado Springs, CO 80916
 - Call first – 719-574-6607
 - State: 18300 E 71st Ave Suite 200, Denver, CO 80249
 - 877-227-5511
- Security Agreement or loan contract if financed
- DR 2698 Colorado Verification of Vehicle Identification Number
 - Completed by any Colorado licensed vehicle dealership or Colorado Law Enforcement
 - Appointments may be required
 - Fees may apply
 - Alterations or errors are not acceptable
- Diesel emissions test may be required if the vehicle is four model years or older
- Weight slips required if titling or registering:
 - Trucks between 4,501 – 10,000 lbs.
 - Tractor trucks
 - Motor Homes
 - Trailers without weight listed on ownership document
 - Any modified vehicle
 - When requested by the County or State Office
- Proof of current Colorado Insurance if registering a motor vehicle
- Secure and Verifiable Identification. List of acceptable Secure and Verifiable Identification documents can be found at:
[Secure and Verifiable ID DR 2841 \(colorado.gov\)](#)
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Moving to Colorado from another state – Titling vehicle

- Original out of state title issued in your name
 - Adding or removing an owner may be done in Colorado County DMV office only if notarization is not required and all vehicle owners are present.
- Security agreement or loan contract if financed
- DR 2698 Colorado Verification of Vehicle Identification Number
 - Completed by any Colorado licensed vehicle dealership or Colorado Law Enforcement
 - Appointments may be required
 - Fees may apply
 - Alterations or errors are not acceptable
- Diesel emissions test may be required if the vehicle is four model years or older
- Weight slips required if titling or registering:
 - Trucks between 4,501 – 10,000 lbs.
 - Tractor trucks
 - Motor Homes
 - Trailers without weight listed on ownership document
 - Any modified vehicle
 - When requested by the County or State Office
- Proof of current Colorado insurance for the motor vehicle if registering
- Secure and Verifiable Identification. List of acceptable Secure and Verifiable Identification documents can be found at:
[Secure and Verifiable ID DR 2841 \(colorado.gov\)](#)
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Moving to Colorado from another state – Registration only

- Current out of state registration OR copy of out of state title issued in your name
 - **No change of ownership or name changes allowed**
- Copy of lease agreement, if leased and lessees name(s) is not listed on the registration or copy of out of state title
- DR 2698 Colorado Verification of Vehicle Identification Number
 - Completed by any Colorado licensed vehicle dealership or Colorado Law Enforcement
 - Appointments may be required
 - Fees may apply
 - Alterations or errors are not acceptable
- Diesel emissions test may be required if the vehicle is four model years or older
- Weight slips required if titling or registering:
 - Trucks between 4,501 – 10,000 lbs.
 - Tractor trucks
 - Motor Homes
 - Trailers without weight listed on ownership document
 - Any modified vehicle
 - When requested by the County or State Office
- Proof of current Colorado insurance for the motor vehicle
- Secure and Verifiable Identification. List of acceptable Secure and Verifiable Identification documents can be found at:
[Secure and Verifiable ID DR 2841 \(colorado.gov\)](#)
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Active-Duty Military Service Members Stationed in Colorado

Registering vehicle only

- Current Military Registration OR copy of stateside title issued in your name OR copy of current regular (not temporary) registration from another state
 - Duplicate USAREUR needed?
 - USAREUR Vehicle Registry, Unit 29230, ATTN: Client Service, APO, AE 09136
 - Email: usarmy.sembach.usareur.list.rmv-cust-svc@mail.mil
 - Phone: 011-49-630-267-4641 or 011-49-631-536-7370
- Security agreement or loan contract if financed
- DR 2698 Colorado Verification of Vehicle Identification Number
 - Completed by any Colorado licensed vehicle dealership or Colorado Law Enforcement
 - Appointments may be required
 - Fees may apply
 - Alterations or errors are not acceptable
- Diesel emissions test may be required if the vehicle is four model years or older
- Weight slips required if titling or registering:
 - Trucks between 4,501 – 10,000 lbs.
 - Tractor trucks
 - Motor Homes
 - Trailers without weight listed on ownership document
 - Any modified vehicle
 - When requested by the County or State Office
- Proof of current Colorado Insurance if registering a motor vehicle
- Secure and Verifiable Identification. List of acceptable Secure and Verifiable Identification documents can be found at:
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Active-duty military stationed to Colorado registering vehicle as a non-resident

- Copy of orders assigning the active-duty service member to a Colorado military installation
- A current End of month Leave and Earning Statement (LES) indicating the tax withholding state for the military service member
- DR 2667 – Non-Residence and Military Service Exemption from Specific Ownership Tax Affidavit
- Secure and Verifiable Identification. List of acceptable Secure and Verifiable Identification documents can be found at:
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- Power of Attorney appointing someone other than the service member to complete the activity on their behalf, if needed