

Motor Vehicle Customer Guide

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

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

Colorado Dealership Purchase

- Original title and supporting documents or Title Complete Notice
- Diesel emissions test required, if the vehicle is four model years or older
- Colorado proof of insurance, if registering
- Secure and Verifiable Identification. List of acceptable Secure and Verifiable Identification documents can be found at:
<https://www.colorado.gov/pacific/sites/default/files/DR2841.pdf>
- If someone other than the owner of the vehicle is to complete the transaction a power of attorney is required

Colorado Title - Private Party Purchase

- Original Colorado title that is properly assigned from the seller to the buyer
 - Alterations are not acceptable, and a duplicate title will be required
- Security Agreement/Loan Contract, if financed
- Diesel emissions test required, if the vehicle is four model years or older
- Proof of Colorado Insurance, if registering
- Secure and Verifiable Identification. List of acceptable Secure and Verifiable Identification documents can be found at:
<https://www.colorado.gov/pacific/sites/default/files/DR2841.pdf>
- If someone other than the owner of the vehicle is to complete the transaction a power of attorney is required

Moving to Colorado from Out of State

- Out of State Title, Copy of Out of State Title, or Out of State Registration
- DR2698 Colorado Verification of Vehicle Identification Number
 - Completed by any Colorado Licensed Automobile Dealership or Colorado Law Enforcement
- Diesel emissions test required, if the vehicle is four model years or older
 - Note: Weight slip is required for Pickups, Tractor Trucks – Semi's, Motor Homes and Trailers if the vehicle weighs more than the weight listed below and is not on the title/registration.
 - Trucks: 4,501 pounds or more
 - Trailers: 2,000 pounds or more
- Proof of Colorado Insurance, if registering
- Secure and Verifiable Identification. List of acceptable Secure and Verifiable Identification documents can be found at:
<https://www.colorado.gov/pacific/sites/default/files/DR2841.pdf>
- If someone other than the owner of the vehicle is to complete the transaction a power of attorney is required

Out of State Title Private Party or Out of State Purchase

Private Party

- Out of state title properly assigned from the seller to the buyer
 - Notarization may be required
 - Alterations are not acceptable, and a duplicate title will be required
- DR2698 Colorado Verification of Vehicle Identification Number
 - Completed by any Colorado Licensed Automobile Dealership or Colorado Law Enforcement
- Security Agreement/Loan Contract, if being financed
- Diesel emissions test required, if the vehicle is four model years or older
 - Note: Weight slip is required for Pickups, Tractor Trucks – Semi's, Motor Homes and Trailers if the vehicle weighs more than the weight listed below and is not on the title/registration.
 - Trucks: 4,501 pounds or more
 - Trailers: 2,000 pounds or more
- Proof of Colorado Insurance, if registering
- Secure and Verifiable Identification. List of acceptable Secure and Verifiable Identification documents can be found at:
<https://www.colorado.gov/pacific/sites/default/files/DR2841.pdf>
- If someone other than the owner of the vehicle is to complete the transaction a power of attorney is required

Out of State Dealership Purchase

- Out of State Title
 - Alterations are not acceptable, and a duplicate title will be required
- Out of State Bill of Sale, Purchase Order, or Invoice
- Security Agreement/Loan Contract, if being financed
- DR2698 Colorado Verification of Vehicle Identification Number
 - Completed by any Colorado Licensed Automobile Dealership or Colorado Law Enforcement
- Diesel emissions test required, if the vehicle is four model years or older
 - Note: Weight slip is required for Pickups, Tractor Trucks – Semi's, Motor Homes and Trailers if the vehicle weighs more than the weight listed below and is not on the title/registration.
 - Trucks: 4,501 pounds or more
 - Trailers: 2,000 pounds or more
- Proof of Colorado Insurance, if registering
- Secure and Verifiable Identification. List of acceptable Secure and Verifiable Identification documents can be found at:
<https://www.colorado.gov/pacific/sites/default/files/DR2841.pdf>
- If someone other than the owner of the vehicle is to complete the transaction a power of attorney is required

Moving to Colorado from Out of Country

- Out of Country Ownership Document
- Valid Translation of ownership document, if needed
 - Self or known person translating completed on DR 2444 – Statement of Fact
 - If done by company, must be signed and notarized
- Import Documentation (Entry/Immediate Delivery)
 - If duplicates are needed:
 - Local: 1591 Aviation Way, Colorado Springs, CO 80916
 - Call first – 719-574-6607
 - State: 18300 E 71st Ave STE 200, Denver, CO 80249
 - 877-227-5511
- Declaration Form
 - 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 STE 200, Denver, CO 80249
 - 877-227-5511
- Security Agreement/Loan Contract, if being financed
- DR2698 Colorado Verification of Vehicle Identification Number
 - Completed by any Colorado Licensed Automobile Dealership or Colorado Law Enforcement
- Diesel emissions test required, if the vehicle is four model years or older
 - Note: Weight slip is required for Pickups, Tractor Trucks – Semi's, Motor Homes and Trailers if the vehicle weighs more than the weight listed below and is not on the title/registration.
 - Trucks: 4,501 pounds or more
 - Trailers: 2,000 pounds or more
- Proof of Colorado Insurance, if registering
- Secure and Verifiable Identification. List of acceptable Secure and Verifiable Identification documents can be found at:
<https://www.colorado.gov/pacific/sites/default/files/DR2841.pdf>
- If someone other than the owner of the vehicle is to complete the transaction a power of attorney is required

Military Registration

- Current Military Registration OR copy of stateside title
 - If a record was made in the United States, the original stateside title or copy of the stateside title in your name is required.
 - 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/Loan Contract, if being financed
- DR2698 Colorado Verification of Vehicle Identification Number
 - Completed by any Colorado Licensed Automobile Dealership or Colorado Law Enforcement
- Diesel emissions test required, if the vehicle is four model years or older
 - Note: Weight slip is required for Pickups, Tractor Trucks – Semi's, Motor Homes and Trailers if the vehicle weighs more than the weight listed below and is not on the title/registration.
 - Trucks: 4,501 pounds or more
 - Trailers: 2,000 pounds or more
- Proof of Colorado Insurance, if registering
- Secure and Verifiable Identification. List of acceptable Secure and Verifiable Identification documents can be found at:
<https://www.colorado.gov/pacific/sites/default/files/DR2841.pdf>
- If someone other than the owner of the vehicle is to complete the transaction a power of attorney is required.

Active Duty Military

- In addition to all other aforementioned documents relating to the transaction the following is required:
 - Copy of orders assigning the active duty service member to a Colorado military installation.
 - 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:
<https://www.colorado.gov/pacific/sites/default/files/DR2841.pdf>
 - Power of Attorney, appointing someone other than the service member to complete the transaction on their behalf.