



Title and Registration Instructions for a Private Party sale with a Colorado Title

Attached are all the documents required to complete and process the title and plates for your new purchase. We can transfer license plates from another vehicle as long as there is at least one owner in common on both vehicles and the plates are less than one year expired. A copy of the current registration or license plate number will need to be submitted in order to do this.

Please email or fax your completed documents to our office PRIOR to mailing or dropping them in the drop box for verification to prevent delays in processing. After reviewing, we will contact you with approval or further instructions.

Please send by one of the following methods:

FAX: Glenwood Springs - 970-947-1078

Rifle: 970-625-0908

EMAIL: motorv@garfield-county.com 970-384-3700

Original Documents are required to process a title! You may mail them to the address below or place in one of our drop boxes.

Mail:

Glenwood Springs Office:

Garfield County Clerk
109 8th Street, Suite 200
Glenwood Springs, CO 81601

Rifle Office:

Garfield County Clerk
195 West 14th Street, Building D
Rifle, CO 81650

Drop Boxes:

Inside front door Courthouse
Curbside - 8th Street

Drop Box:

Curbside - front of building

You will need to send in:

ONLINE RQST

1. Cover Sheet. Make sure to give us your phone number so we can contact you with approval or further instructions.
2. Colorado Title. **Before this is sent to us make sure the following are checked and completed:**
 - The seller(s) is the same person that is on the front of the title. Make sure the seller(s) hand prints and signs their name on the back of the title under the “seller” section as it appears on the front of the title correctly.
 - The odometer is filled in and the odometer indicator is checked.
 - The dates of sale and purchase price are filled in.
 - The buyer(s) has filled in their hand printed name(s) on the back of the title under “buyer” section and signed their name(s).
 - The buyer will also need to print their physical address on the back of the title under the address section as well.
3. Bill of Sale (optional)
4. DR2395 Application for Title and Registration - highlighted areas are required to be completed. If two or more owners are going on the title and Joint Tenancy with Rights of Survivorship is desired, page two of the DR2395 is also required to be completed.
5. DR2842 Supplemental Secure and Verifiable Identification. Only one owner's identification is required. **Make certain to have someone witness your ID and signature and sign on the form.**
6. Colorado Proof of Insurance. This must be on the vehicle being registered.
7. If you wish to transfer plates we will need a copy of the old registration or license plate number for the plates you wish to move to the new vehicle. Plates must be less than one year expired in order to transfer.

Please email or fax your completed documents to our office prior to mailing or dropping them in the drop box for verification to prevent delays in processing.

ONLINE RQST

Payment Options

Once your documentation has been verified you will be asked which payment option you would prefer to complete your transaction. Request a quote if needed.

Check - Payable to Garfield County Clerk

E-Check - This requires your routing and account number. There is an additional \$1.00 charge processing fee.

Credit/debit card - This requires your account number. There is an additional credit card processing fee (approx. \$3 per \$100) for any transactions over \$10.00.

Please note all quotes are valid for the month they are quoted. For example if you request a quote in May, that quote is only good for May of that same year.

Please allow 5-10 business days for processing and mailing of registration. Titles are sent from Denver and take 4-6 weeks.

If your plates do not make it to your address, please call for a plate replacement to be mailed to you.

TITLE & PLATE COVER SHEET AND CHECKLIST

THIS SHEET MUST BE ON TOP OF THE SUBMITTED DOCUMENTS TO ENSURE EXPEDIENT PROCESSING!

WITH THIS COVER SHEET I HAVE INCLUDED:

- ☐ Colorado Title - Properly Assigned
- ☐ Bill of Sale
- ☐ DR2395 Application for Title and/or Registration
- ☐ Joint Ownership (Tenancy) with Rights of Survivorship form
- ☐ DR2842 Supplemental Secure & Verifiable Identification form
- ☐ Colorado Proof of Insurance
- ☐ Copy of the old registration or plate number, if a plate transfer is desired

Name: _____

Daytime Phone#: _____

Email: _____

NOTE: Only those documents that have been verified before mailing or dropping off will be processed in a timely manner.

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											
<p>*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. **If more than two lienholders, please attach separate documentation.</p> <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>																					
I certify, under penalty of perjury in the second degree, that the above information is true and accurate to the best of my knowledge.																					
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						
County Use Only (Dealers/Lienholders: Do Not Write Below this Line)																					
Previous Title Number										Title Number											
Date Accepted		Purchase Price				Odometer Reading & Indicator				GVWR				Fleet #				Unit #			
First Lienholder #										Second Lienholder #											
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:																					
ONLINE RQST										Clerks Initials _____											

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
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.			
Owner One	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;"><input type="checkbox"/> Joint Tenancy With Rights of Survivorship<input type="checkbox"/> Tenancy in Common</div> <p>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
Owner Two	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;"><input type="checkbox"/> Joint Tenancy With Rights of Survivorship<input type="checkbox"/> Tenancy in Common</div> <p>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
Owner Three	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;"><input type="checkbox"/> Joint Tenancy With Rights of Survivorship<input type="checkbox"/> Tenancy in Common</div> <p>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
Owner Four	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;"><input type="checkbox"/> Joint Tenancy With Rights of Survivorship<input type="checkbox"/> Tenancy in Common</div> <p>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

SUPPLEMENTAL SECURE AND VERIFIABLE IDENTIFICATION INFORMATION AND ATTESTATION CLAUSE

ANY ALTERATION OR ERASURE VOIDS THIS DOCUMENT

This form may be used as an attachment to existing forms inventory which does not contain the secure and verifiable identification information or attestation. Please attach this completed form to the document(s) being presented for Title and/or Registration.

SECURE AND VERIFIABLE IDENTIFICATION OF		
Name as it Appears on Identification		
Agency (If Applicable)		
Identification Information (for acceptable forms of ID please see form DR 2841)		
<input type="checkbox"/> Colorado DL <input type="checkbox"/> Colorado ID <input type="checkbox"/> Other		
ID #	Expires	DOB
This section to be used with DR 2219 Persons with Disabilities Parking Privileges Application.		
Identification shown above belongs to:		
<input type="checkbox"/> Individual (Placard holder) <input type="checkbox"/> Guardian <input type="checkbox"/> Parent <input type="checkbox"/> Business		
* Affidavit of one in the same is required if the name on ID differs in any way from name on title assignment.		
* _____		
and _____		
ARE ONE IN THE SAME <input type="checkbox"/> PERSON <input type="checkbox"/> COMPANY		
I, certify under penalty of perjury in the second degree, that the above statements are true and accurate to the best of my knowledge.		
Signature		
The undersigned witness affirms that the identification described above was presented to me.		
Witness Printed Name		
Witness Signature		Date