



CLERK TO THE BOARD



RECORDING



MOTOR VEHICLE



ELECTIONS

## MESA COUNTY CLERK & RECORDER

*Sheila Reiner*

### Title and Registration Mailing Instructions for a Cash Purchase from a Colorado Dealer

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. A copy of the current registration will need to be submitted in order to do this.

Please complete the documents as needed and return with a payment to:

**Overnight:**

Mesa County Clerk  
200 S Spruce St  
Grand Junction, CO 81501  
Attn: New Registrations

**Regular Mail:**

Mesa County Clerk  
Dept. 5008  
P.O Box 20,000  
Grand Junction, CO 81502-5001  
Attn: New Registrations

**Fax:** 970-244-1676

**E-mail:** [plates@mesacounty.us](mailto:plates@mesacounty.us)

**Phone:** 970-244-1664

A fee of \$3.00 will be added for postage to mail the plate's via regular mail.

**You will need to send in:**

1. The packet you received from the dealership in person or via certified mail. This packet should include the following:

- DR 2395- Application for Title and/or Registration
- The Title or MSO
- DR2407- Dealers Bill of Sale
- DR0024- Standard Sales Tax Receipt

**OR**

- DR0026-Standard Sales Tax Receipt for a Lease

Other additional supporting documents may be in that packet such as:

- DR2175- Colorado Motor Vehicle Power of Attorney
- DR2174- Secure Power of Attorney
- DR2444-Statement of Fact
- DR 2421- Statement of One in the Same
- DR2842- Supplemental Secure and Verifiable Identification

2. Proof of insurance. This must be a **current Colorado** policy.

3. DR 2444 Statement of Fact will need to be included **only** if you want us to mail the plates and registration to a different address than the one we have on file.

4. If you want to transfer plates we will need a copy of the old registration for the plates you want to move to your new vehicle.

## **Payment Options**

### **Paying by check**

If you wish to pay by a check please email or fax our office with all the documents required for title and registration.

**Email-** Make the subject line "New title and plates"

**Fax-** Make a cover sheet with "New title and plates"

The clerk will verify that your documents are correct and will give you a quote for the title, taxes, and registration fees. Submit the original documents to our office via mail along with a check for the amount quoted to you. The clerk will process your request and your plates and registration will be mailed to you within 5-10 business days. Your title will come a few weeks after your plates.

Be aware an additional \$3.00 will be added to your end total for postage fees.

### **Paying by E-check**

If you wish to pay by E-check please email or fax our office with all the documents required for title and registration.

**Email-** Make the subject line "New title and plates"

**Fax-** Make a cover sheet with "New title and plates"

The clerk will verify that your documents are correct and will give you a quote for the title, taxes and registration fees. Submit the original documents to our office via mail along with the E-Check Authorization sheet in this packet and the clerk will process your request. Your plates and registration will be mailed to you within 5-10 business days. Your title will come a few weeks after your plates.

Be aware there is an additional \$1.00 charge to pay with an E-check along with an additional \$3.00 for postage for the plates.

### **Paying by credit/debit card**

If you wish to pay by credit/debit card please email or fax our office with all the documents required for title and registration.

**Email-** Make the subject line "New title and plates"

**Fax-** Make a cover sheet with "New title and plates"

The clerk will verify that your documents are correct and will give you a quote for the title, taxes and registration fees. Submit the original documents to our office via mail along with the Credit Card Authorization sheet in this packet and the clerk will process your request. Your plates and registration will be mailed to you within 5-10 business days. Your title will come a few weeks after your plates.

Be aware there is an additional credit card processing fee as well as an additional \$3.00 added for postage of the plates.

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

**Please allow up to 5-10 business days for processing.**

**Mesa County will not be liable for any plates that may get lost in the mail. If your plates do not make it to your address you will need to come into the office with the vehicle information and we will replace your plates for you at an additional cost.**

**MESA COUNTY CLERK & RECORDER**  
*Sheila Reiner*

**CREDIT CARD PAYMENT AUTHORIZATION**

970-244-1664

Credit Card (please mark one)

- Visa
- MasterCard
- American Express
- Discover

Card Number:

\_\_\_\_\_

Expire Date: \_\_\_\_/\_\_\_\_

Card Holder

Name: \_\_\_\_\_

Billing Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_

I am requesting payment of my full registration and/or title fees. Please accept my signature of authorization for the charge. *The charge will show on my statement as CO Motor Vehicle Services.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# MESA COUNTY CLERK & RECORDER

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## E-Check Authorization Form

**Account Type (please mark one)**

- Personal Checking Account
- Personal Savings Account
- Business Checking Account
- Business Savings Account

NAME \_\_\_\_\_ 0123  
 ADDRESS \_\_\_\_\_  
 CITY, STATE ZIP \_\_\_\_\_ 01-23456789

DATE \_\_\_\_\_

PAY TO THE ORDER OF \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ DOLLARS

BANK NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 CITY, STATE ZIP \_\_\_\_\_  
 FOR \_\_\_\_\_

⑆0⑆23456789⑆ 0⑆234567890⑆23⑆ 0⑆23  
 └──────────┬──────────┬──────────┘  
 Bank Routing Bank Account Check  
 Number Number Number

Routing Number \_\_\_\_\_

Account Number \_\_\_\_\_

Check Number: NOT NEEDED

Account Holder Name \_\_\_\_\_

Billing Address:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Phone Number (\_\_\_\_) \_\_\_\_\_

I am requesting payment of my full registration and/or title fees. Please accept my signature of authorization for the charge. The charge will show on my statement as *CO Motor Vehicle Services*.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_