



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

Phone: 970-244-1664

A fee of \$5.00 will be added for postage to mail the plate's 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, but not limited to, 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 \$5.00 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 \$5.00 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 \$5.00 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.



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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: _____



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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
ADDRESS
CITY, STATE, ZIP

0123
01-2345-6789

DATE _____

PAY TO THE
ORDER OF

\$ _____

DOLLARS

BANK NAME
ADDRESS
CITY, STATE, ZIP

FOR

Ⓜ Ⓜ 2 3 4 5 6 7 8 9 Ⓜ Ⓜ 2 3 4 5 6 7 8 9 0 1 2 3 1 * Ⓜ Ⓜ 2 3

Bank Routing
Number

Bank Account
Number

Check
Number

Routing Number _____

Account Number _____

Check Number: **NOT NEEDED**

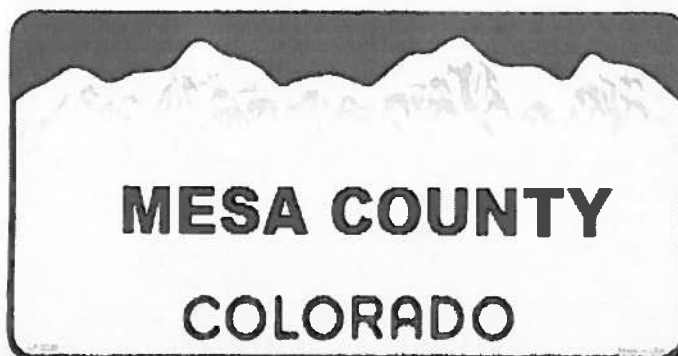
Account Holder Name _____

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: _____



TITLE & PLATE MAILING COLORADO DEALER **PURCHASE AND CHECKLIST**

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

WITH THIS COVER SHEET I HAVE INCLUDED:

- DR2395 Application for Title and/or Registration
- Title - Properly Assigned
- DR0024 – if purchased from a dealer
- DR2407 Dealer Bill of Sale
- DR2174 Secure Dealer Power of Attorney – if applicable
- DR2175 Colorado Motor Vehicle Power of Attorney– if applicable
- DR2842 Supplemental Secure & Verifiable Identification Form– if applicable
- DR2444 from dealer– if applicable
- DR2421 Statement of One in the Same– if applicable
- Colorado Proof of Insurance
- DR2444 (if required per instructions for mailing address)
- Copy of the old registration if a plate transfer is desired
- Electronic Payment Authorization Form(if using e-check or card)
- Quote with completed check

Name: _____

Daytime Phone #: _____

Email: _____

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: <input type="checkbox"/> Joint Tenancy With Rights of Survivorship <input type="checkbox"/> Tenancy In Common 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.		
	Owners Signature		Date
Owner Two	I _____ (print name) request the Colorado Certificate of Title for the Vehicle described above be issued in: <input type="checkbox"/> Joint Tenancy With Rights of Survivorship <input type="checkbox"/> Tenancy In Common 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.		
	Owners Signature		Date
Owner Three	I _____ (print name) request the Colorado Certificate of Title for the Vehicle described above be issued in: <input type="checkbox"/> Joint Tenancy With Rights of Survivorship <input type="checkbox"/> Tenancy In Common 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.		
	Owners Signature		Date
Owner Four	I _____ (print name) request the Colorado Certificate of Title for the Vehicle described above be issued in: <input type="checkbox"/> Joint Tenancy With Rights of Survivorship <input type="checkbox"/> Tenancy In Common 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.		
	Owners Signature		Date

STATE OF COLORADO STATEMENT OF FACT

Name			
Vehicle Identification Number	Year	Make	Title Number

Statement

I AM / WE ARE THE REGISTERED OWNER(S) OF THE ABOVE VEHICLE. I AM / WE HAVE RECENTLY MOVED / ARE CURRENTLY RESIDING / WORKING / STATIONED / A STUDENT OUTSIDE OF MESA COUNTY, BUT I AM A RESIDENT OF SAID COUNTY.

PLEASE MAIL MY / OUR LICENSE PLATES AND REGISTRATION TO THE FOLLOWING ADDRESS:

ENCLOSED IS:

- *MY / OUR CURRENT PROOF OF INSURANCE
- *DR 2842 SUPPLEMENTAL SECURE AND VERIFIABLE IDENTIFICATION

ALSO MAY BE ENCLOSED AS REQUIRED:

- *COPY OF THE QUOTE PROVIDED BY MESA COUNTY MOTOR VEHICLES
- *TITLE COMPLETE NOTICE
- *COPY OF REGISTRATION FROM VEHICLE I / WE WISH TO TRANSFER THE PLATES FROM

I certify, under penalty of perjury in the second degree, that the above facts are true and correct to the best of my knowledge.

Signature

Date