

# MESA COUNTY CLERK & RECORDER

*Sheila Reiner*

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## Title and Registration Mailing Instructions for a Private Party sale with an out of state 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. 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 \$5.00 will be added for postage to mail the plate's via regular mail.

## **You will need to send in:**

1. The out of state title. Before this is sent in 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 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. This only applies to vehicles 9 years old and **newer**. Any vehicle that is 10 years old and **older** transferring the odometer is not necessary.
  - The dates of sale and purchase price are filled in if there is a place on the title.
  - The buyer(s) has filled in their hand printed name(s) on the title under "buyer" section and signed their name.
  - The buyer(s) will also need to print their **physical address** on the back of the title under the address section as well. If you have a separate mailing address you will need to complete the DR 2444- Statement of Fact form in this packet.
2. Bill of sale
3. DR 2698-Verification of Vehicle Identification Number. You can call your local law enforcement to get this completed. They will come to your house to do the inspection.
4. DR 2842 Supplemental Secure and Verifiable Identification. Make certain to have someone witness your ID and signature.
5. Proof of insurance. This must be a **current Colorado** policy.
6. 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 then the one we have on file.
7. If you want to transfer plates we will need a copy of the current 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.**

 CLERK TO THE BOARD

 RECORDING

 MOTOR VEHICLE

ELECTIONS

# 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: \_\_\_\_\_



CLERK TO THE BOARD



RECORDING



MOTOR VEHICLE



ELECTIONS

# MESA COUNTY CLERK & RECORDER

## Sheila Reimer

### 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  
0123456789

DATE: \_\_\_\_\_

PAY TO THE  
ORDER OF

\$ \_\_\_\_\_

BANK NAME  
ADDRESS  
CITY STATE ZIP

DOLLARS

FCR

⑆012345678⑆ 01234567890123⑆ 0123

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 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:**

- DR2395 Application for Title and/or Registration
- Out of State Title - Properly Assigned
- Bill of Sale
- DR2698 Verification of Vehicle Identification Number
- DR2842 Supplemental Secure & Verifiable Identification Form
- Colorado Proof of Insurance
- DR2444 (if required per instructions)
- Joint Tenancy with Rights of Survivorship
- 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: \_\_\_\_\_

## 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) <input style="width: 100%;" type="text"/>										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          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          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> <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.</p>											
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			
<b>County Use Only (Dealers/Lienholders: Do Not Write Below this Line)</b>											
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:											
										Clerks Initials _____	



## 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	

## Secure and Verifiable ID

### Secure and Verifiable ID is required to obtain:

- New Titles
- Duplicate Titles (vehicles purchased on or after 07/01/2006)
- New Registrations
- New Temporary Registration Permits
- New Placards

### The following types of identification are Secure and Verifiable:

- Any Colorado Driver License, Colorado Driver Permit or Colorado Identification Card, current or expired one year or less. (Valid temporary paper license with invalid Colorado Driver's License, Colorado Driver's Permit, or Colorado Identification Card, expired one year or less is acceptable.)
- Out-of-state issued photo driver's license or photo identification card, photo driver's permit current or expired one year or less.
- U.S. Passport current or expired less than 10 years.
- Valid foreign passport with I-94 or valid processed for I551 stamps. Valid I-94 issued by Canadian government with L1 or R1 status and a valid Canadian drivers license or valid Canadian identification card.
- Valid I551 Resident Alien/Permanent Resident card. No border crosser or USA B1/B2 Visa/BCC cards.
- Valid I688 Temporary Resident, I688B, and I766 Employment Authorization Card with intact photo.
- Valid US Military ID (active duty, dependent, retired, reserve and National Guard).
- Tribal Identification Card with intact photo. (U.S. or Canadian)
- Certificate of Naturalization with intact photo.
- Certificate of (US) Citizenship with intact photo.

If you have questions about Secure and Verifiable Identification, please contact the Title and Registration Sections at 303-205-5608.

## 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
<b>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.</b>			
<b>Owner One</b>	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
<b>Owner Two</b>	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
<b>Owner Three</b>	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
<b>Owner Four</b>	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
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