



**MESA
COUNTY**

Tina Peters - Clerk & Recorder



Changes to an Existing Colorado Title Record

Attached are all the documents required to change to Joint Ownership with Rights of Survivorship, Change, Add, or Drop a Name, and/or remove a lienholder. **THIS PROCESS IS NOT USED TO TRANSFER OWNERSHIP, ONE OWNER MUST REMAIN THE SAME.**

Original Documents are required to process a title! You may mail them to the below address or place in our drop box in the lobby at Mesa County Central Services Motor Vehicle

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 Title

Regular Mail:

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

To get documents verified before mailing you can:

Fax: 970-244-1649

E-mail: plates@mesacounty.us

Phone: 970-244-1664

Paperwork Instructions

You will need to send in:

1. Cover sheet – this should be placed on the top of all documents.
2. Colorado title –
 - If dropping a lien or adding Joint Tenancy WITH Rights OF Survivorship to existing ownership no sign off is needed.
 - If adding a name to the title the current owner(s) need to sign off in the seller's section, then the current owner(s) sign back on with the added name in the buyer's section.
 - If dropping a name the individual(s) coming off title will need to sign off in the seller's section, then the owner(s) remaining on title will need to complete the buyer's section.
3. DR 2842 Supplemental Secure and Verifiable Identification. Make certain to have someone witness your ID and signature.
4. DR2395 Application for Title and Registration – highlighted areas are required to be completed. If two or more owners are going on title and Joint Tenancy with Rights of Survivorship is desired page two of the DR2396 is also required to be completed.
5. Method of Payment – Either check or an electronic authorization, \$7.20 per title.

Please email or fax your completed documents to our office prior to mailing for verification to prevent delays in processing.

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. The clerk will verify that your documents are correct. Submit the original documents to our office with a check for **\$7.20** made payable to MCC or Mesa County Clerk. The clerk will process your title and you will receive it within a few weeks.

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. The clerk will verify that your documents are correct. Submit the original documents to our office via mail along with the E-Check Authorization sheet in this packet. The clerk will process your title and you will receive it within a few weeks.

The title fee is **\$7.20**, be aware there is an additional **\$1.00** charge to pay with an E-check.

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. The clerk will verify that your documents are correct. Submit the original documents to our office via mail along with the E-Check Authorization sheet in this packet. The clerk will process your title and you will receive it within a few weeks.

The title fee is **\$7.20**, be aware there is an additional credit card processing fee (approx. \$3 per \$100).

Please allow up to 5-10 business days for processing, 4 – 6 weeks for receipt of the title.



CHANGING EXISTING COLORADO TITLE **RECORD 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
 - Colorado Title - Properly Assigned if needed
 - DR2842 Supplemental Secure & Verifiable Identification Form
 - Joint Ownership (Tenancy) with Rights of Survivorship form
 - Electronic Payment Authorization Form (if using e-check or card)
- OR**
- Completed check

Name: _____

Daytime Phone #: _____

Email: _____



CREDIT CARD PAYMENT AUTHORIZATION

970-244-1664

Credit Card (please mark one)

- Visa
- MasterCard
- American Express (CVV is 4 digit code)
- Discover

Card Number:

Expire Date: ____/____ **CVV** _____ (3 or 4 digit code -back of card)

Card Holder Name: _____

Billing Address:

Phone Number: (____) _____

E-mail: _____

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:** _____



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 _____ 01-2345/6789

DATE _____

PAY TO THE ORDER OF _____ \$

_____ DOLLARS

BANK NAME _____
 ADDRESS _____
 CITY, STATE ZIP _____

FOR _____

⑆ 0 2345678 ⑆ 0 234567890 23 ⑆ 0 23

Bank Routing Number Bank Account Number Check Number

Routing Number _____

Account Number _____

Check Number: NOT NEEDED

Account Holder Name _____

Billing Address: _____

Phone Number (____) _____

E-mail _____

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: _____