



**MESA
COUNTY**

Tina Peters - Clerk & Recorder



Skip the Trip!! Title and Registration Instructions for New Residents of Colorado

Attached are all the documents required to complete and process the title and/or plates for your vehicle(s) coming into Colorado. Select pick up or mail for your delivery type.

Original Documents are required to process a title! If you have your out of state 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. If we are doing a registration only transaction you can email your documents in.

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 & Registrations

Regular Mail:

Mesa County Clerk

Dept. 5008

P.O Box 20,000

Grand Junction, CO 81502-5001

Attn: New Title & Registrations

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

Fax: 970-244-1649

E-mail: plates@mesacounty.us

Phone: 970-244-1664

A fee of \$5.00 will be added for postage to mail the plates via regular mail.

If you own your vehicle and have the title OR You are financing your vehicle but you are holding the title to the vehicle you will need to send in the following:

1. Cover Sheet. Make sure to select your delivery type, mail or pick-up. If pick-up we will notify you via e-mail or phone when your plates are ready.
2. The out of state title.
3. DR 2698-Verification of Vehicle Identification Number. You can call your local law enforcement (they will come to your house to do the inspection) or a licensed Colorado dealer to get this completed.
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 DR2395 is also required to be completed.
5. DR 2842 Supplemental Secure and Verifiable Identification. Make certain to have someone witness your ID and signature.
6. DR 2504 Colorado Residency Establishment
7. **Colorado** Proof of Insurance. This must be on the vehicle being registered.

If your vehicle is being financed and you do not have the title you will need to send in the following:

1. Cover Sheet. Make sure to select your delivery type, mail or pick-up. If pick-up we will notify you via e-mail or phone when your plates are ready.
2. The current or no more than 6 month expired registration.
3. DR 2698-Verification of Vehicle Identification Number. You can call your local law enforcement (they will come to your house to do the inspection) or a licensed Colorado dealer to get this completed.
4. DR2395 Application for Title and Registration – highlighted areas are required to be completed.
5. DR 2842 Supplemental Secure and Verifiable Identification. Make certain to have someone witness your ID and signature.
6. DR 2504 Colorado Residency Establishment
7. The name and address of your lienholder
8. **Colorado** Proof of Insurance. This must be on the vehicle being registered.

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 and provide a quote with your preferred delivery method. Submit the original documents to our office with a check for **the quoted amount** made payable to MCC or Mesa County Clerk. The clerk will process your title and registration and make delivery according to your selected method. Titles will be received from Denver 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. If a quote is desired you will request it at that time. 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 registration and make delivery according to your selected method. Titles will be received from Denver within a few weeks.

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. If a quote is desired you will request it at that time. Submit the original documents to our office via mail along with the Credit Card Authorization sheet in this packet. The clerk will process your title and registration and make delivery according to your selected method. Titles will be received from Denver within a few weeks.

Be aware 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 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 of registration, 4-6 weeks for receipt of title.

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.



PLATE MAILING NEW RESIDENT 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:

- Out of State Title if applicable

OR

- Current Out of State Registration with Lienholder Information
- DR2698 Verification of Vehicle Identification Number
- DR2395 Application for Title and/or Registration
- Joint Tenancy with Rights of Survivorship if surrendering title
- DR2842 Supplemental Secure & Verifiable Identification Form
- DR2504 Colorado Residency Establishment
- **Colorado** Proof of Insurance
- Electronic Payment Authorization Form(if using e-check or card)

OR

- Quote with completed check

Name:

Daytime Phone #:

Email:

Pick Up or Mail



CREDIT CARD PAYMENT AUTHORIZATION

970-244-1664

Credit Card (please mark one)

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

Card Number:

Expire Date: ____/____ CVV _____ (3 or 4 digit code on 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
ADDRESS
CITY, STATE ZIP

0123
01-2345/6789

DATE _____

PAY TO THE ORDER OF _____ \$

DOLLARS

BANK NAME
ADDRESS
CITY, STATE ZIP

FOR _____

⑆ 0 1 2 3 4 5 6 7 8 ⑆ 0 1 2 3 4 5 6 7 8 9 0 1 2 3 ⑆ 0 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 (____) _____

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: _____