



**MESA  
COUNTY**

*Tina Peters - Clerk & Recorder*



## **Skip the Trip!! Title and Registration 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 and the plates are less than one year expired. A copy of the current registration or license plate number will need to be submitted in order to do this. Select pick up or mail for your delivery type.

**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 & Registrations

**Regular Mail:**

Mesa County Clerk

Dept. 5008

P.O Box 20,000

Grand Junction, CO 81502-5001

Attn: New Title & Registrations

To get documents verified before mailing you can:

**Fax:** 970-244-1649

**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 plates via regular mail.

CLERK TO THE BOARD 244-1896 | RECORDING 244-1679 | MOTOR VEHICLE 244-1664 | ELECTIONS 244-1662

<http://clerk.mesacounty.us>

### You will need to send in:

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. 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. **\*Some state titles require notarization of the seller(s) signature. If required ensure this is completed.\***
  - 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. **\*Some state titles require notarization of the buyer(s) signature. If required ensure this is completed.\***
  - The buyer(s) will also need to print their **physical address** on the back of the title under the address section as well.
3. Bill of sale
4. 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.
5. 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.
6. DR 2842 Supplemental Secure and Verifiable Identification. Make certain to have someone witness your ID and signature.
7. **Colorado** Proof of Insurance. This must be on the vehicle being registered.
8. If you wish to transfer plates we will need a copy of the old registration or license plate number for the plates you wish to move to the new vehicle. Plates must be less than one year expired in order to transfer.

**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 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.**



## **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:

- Out of State Title - Properly Assigned
- Bill of Sale
- DR2698 VIN Verification
- DR2395 Application for Title and/or Registration
- Joint Ownership (Tenancy) with Rights of Survivorship form
- DR2842 Supplemental Secure & Verifiable Identification Form
- Colorado Proof of Insurance
- Copy of the old registration or plate number, if a plate transfer is desired
- 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: \_\_\_\_\_