

**MESA COUNTY CLERK & RECORDER***Sheila Reiner***Plate Mailing Instructions**

Attached are all the documents required to complete the process of your new registration through the mail. 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 or license plate number 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

Fax: 1-970-244-1676

E-mail: plates@mesacounty.us

Phone: 970-244-1664

Regular Mail:

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

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

You will need to return:

1. Cover Sheet
2. Proof of insurance. This must be a **current Colorado** policy.
3. The title complete notice mailed to you from Mesa County.
4. Form DR2395 Application for Title and/or Registration with highlighted areas completed. (included in this packet)
5. If you want to transfer plates we will need a copy of the old registration or the license plate number 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 call our office with your vehicle information for a quote. Then submit the items mentioned above along with a check for the amount you were quoted for registration and postage fees. The clerk will process your request and your plates will be mailed to you.

Be aware an additional **\$5.00** will be added to your end total for postage fees if we are issuing new plates.

Paying by E-Check (mail or e-mail)

If you wish to pay by E-Check you may fax or email the documents needed to complete the registration along with the E-Check Authorization sheet in this packet and a cover sheet with "Plate Request". The clerk will then process your request and your plates will be mailed to you.

Be aware there is an additional **\$1.00** charge to pay with an E-check along with an additional **\$5.00** for postage for new plates.

Paying by credit/debit card (mail or e-mail)

If you wish to pay by credit/debit card you may fax or email the documents needed to complete the registration along with the Credit Card Authorization sheet in this packet and a cover sheet with "Plate Request". The clerk will then process your request and your plates will be mailed to you.

Be aware there is an additional credit card processing fee as well as an additional **\$5.00** added for postage for new 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 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.



PLATE REQUEST 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
 - Colorado Proof of Insurance
 - The title complete notice mailed to you from Mesa County
 - Copy of the old registration or license plate number if a plate transfer is desired
 - Electronic Payment Authorization Form (if using e-check or card)
- OR**
- Check with Quote

Name: _____

Daytime Phone #: _____

Email: _____



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 Reiner

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

01-23456789

DATE _____

PAY TO THE
ORDER OF

\$

DOLLARS

BANK NAME
ADDRESS
CITY, STATE, ZIP

FOR

⑆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: _____

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)(I)(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</p> <p>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.</p> <p>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	
County Use Only (Dealers/Lienholders: Do Not Write Below this Line)											
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 _____	

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.