



**MESA
COUNTY**

Tina Peters - Clerk & Recorder



Skip the Trip! Title and Registration Instructions for a Cash Purchase from a Colorado Dealer

Attached are all the documents required to process your 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 plates.

Original Documents are required to process a title! You may mail them to one of the below addresses OR place in one of our two drop boxes at the Mesa County Central Services building.

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/Registration

Regular Mail:

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

To get documents verified before mailing you can:

Fax: 970-244-1649 or 970-244-1676

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.

Paperwork Instructions

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 packet you received from the dealership in person or via certified mail. This packet should include the following:
 - DR2395 – Application for Title and/or Registration
 - Title or MSO
 - DR0024 Standard Sales Tax Receipt and/or DR0026 Standard Sales Tax Receipt for a Lease
 - DR2407 Colorado Dealers Bill of Sale

Other supporting documentation may be included in that packet such as:

- DR2174 Secure Power of Attorney
 - DR2175 Colorado Motor Vehicle Power of Attorney
 - DR2444 Statement of Fact
 - DR2842 Supplemental Secure and Verifiable Identification
 - DR2421 Statement of One in the Same
3. Colorado Proof of Insurance. This must be on the vehicle being registered.
 4. 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.
 5. Electronic authorization or check with current quote

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 COLORADO DEALER PURCHASE AND CHECKLIST

**THIS SHEET MUST BE ON TOP OF THE SUBMITTED
DOCUMENTS TO ENSURE EXPEDIENT PROCESSING!**

WITH THIS COVER SHEET I HAVE INCLUDED:

- Dealer Packet Containing:
 - DR2395 Application for Title and/or Registration
 - Title or MSO - Properly Assigned
 - DR0024 – if purchased from a dealer
 - Dealer Bill of Sale – if purchased from a dealer
 - Any supporting documents included by the dealer as outlined in the instruction
 - Colorado Proof of Insurance
 - Copy of the old registration 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
01-23456789

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: _____