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## TITLE PACKETS- COLORADO DEALERS

At a minimum, a Title Packet must include:

- **DR 2395** Application for Title and/or Registration
- **DR 0024** Standard Sales Tax Receipt for Vehicle Sales
- **Title/MSO**
- **Check** for the Title Fee plus any remaining Use Tax due upfront

It is very common for more items to be required in a Title Packet. Most commonly, a Title Packet contains the following:

- **DR 2395** Application for Title and/or Registration
- **DR 2407** Colorado Dealer's Bill of Sale for a Motor Vehicle
- **DR 0024** Standard Sales Tax Receipt for Vehicle Sales
- **Title/MSO**
- **Security Agreement**
- **Check** Title Fee, Lien Filing Fee, and any remaining Use Tax due upfront

### Other Required Forms May Also Include:

- **DR 2698** (upper portion) Verification of Vehicle Identification Number; can be completed by any authorized entity
- **DR 2698** (lower portion) Colorado Dealer Statement Concerning an Out of State Vehicle: must be completed by the 1<sup>st</sup> receiving dealer
- **Out-of-State title**
- **Out-of-State** Reassignment/Odometer Disclosure Form(s)
- **DR 2444** Statement of Fact
- **DR 2174** Power of Attorney for a Motor Vehicle (secure form)
- **DR 0024** Standard Sales Tax Receipt for Vehicle Sales
- **DR 0026** Tax Statement for Leased Motor Vehicle
- **DR 2421** Statement of One and the Same

## TITLE PACKETS- COLORADO LIENHOLDERS

Title Packet for adding a new lien, adding a name, removing a name or a name change with no change in ownership:

- **DR 2395** Application for Title and/or Registration
- **Title**
- **Security Agreement** (if filing a new lien)
- **Check** for the Title Fee and Lien Filing Fee (if filing a new lien)

### Other forms that may be included and/or required:

- **DR 2698** Verification of Vehicle Identification Number (upper portion)- can be completed by any authorized entity
- **DR 2698** Colorado Dealer Statement Concerning and Out of State Vehicle (lower portion)- must be completed by the 1<sup>st</sup> receiving Colorado dealer
- **Out-of-State title, current out of state registration**
- **Out-of-State** Reassignment/Odometer Disclosure Forms(s)
- **DR 2444** Statement of Fact
- **DR 2174 Power of Attorney** for a Motor Vehicle (secure)
- **DR 2175** Power of Attorney for Motor Vehicle only (non-secure)
- **DR 2421** Statement of One and the Same

# TITLE AND/OR REGISTRATION APPLICATION (DR2395)

This form is **two pages** "cover sheet" for the Title Packet and contains up to five sections for completion.

Statute for the Title Application C.R.S. 42-3-105, 42-3-304(25)(c)

Statute for the Registration Application C.R.S. 42-6-116, 42-6-117

**Required** fields must be **complete** and **legible**. Any **alterations** must be initialed, and some alterations may **void** the document. The State of Colorado periodically revises this and all Motor Vehicle-related forms. Verification of form revision dates can be found <https://www.colorado.gov/pacific/dmv/forms-vehicles>

This form can be electronically

DR 2395 (03/15/22)  
 COLORADO DEPARTMENT OF REVENUE  
 Division of Motor Vehicles  
 Vehicle Services Section  
 DMV.Colorado.gov

## 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)												Fuel Type		Flex Fuel <input type="checkbox"/> Yes <input type="checkbox"/> No		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											
*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.																	
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 minimum 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 a. A minimum mandatory fine of not less than five hundred dollars or greater if imposed by the court; and 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. 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.																	
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. 42-3-121 (4)(a).																	
I certify, under penalty of perjury in the second degree, that the ABOVE information is true and accurate to the best of my knowledge.																	
Owner/Agent Signature <i>(Signature)</i>												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							
Witness Signature Required. The undersigned witness affirms that the named owner of the vehicle identified in this document presented the identification described above.																	
Witness Printed Name						Witness Signature <i>(Signature)</i>				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																	
												Clerk's Initials					

## State Of Colorado

### Joint Tenancy with Rights of Survivorship Acknowledgement of Intent

C.R.S. 38-11-101

Any Alteration or Erasure may Void this Document

To create joint tenancy with rights of survivorship, there must be specific language declaring such intent, signed under penalty of perjury in the second degree by all owners. This form is only applicable to multiple owners.

**Joint Tenancy with rights of Survivorship is defined as:** A form of legal co-ownership of property (also known as survivorship). At the death of one co-owner, the surviving co-owner becomes sole owner of the property. Transfer of ownership requires copy of death certificate and signature of survivor.

**Tenancy In Common is defined as:** The equal or unequal holding of property by two or more persons. At the death of one co-owner, the deceased share of the property goes to his/her estate and is to be divided according to his/her will or the law in the absence of a will. Transfer of ownership requires documents appointing a personal representative for the decedent.

<small>Vehicle Identification Number</small>	<small>Year</small>	<small>Make</small>	<small>Model</small>
<b>If any owner chooses Tenancy in Common or if neither box is checked; the Colorado Certificate of Title will be issued as Tenancy in Common.</b>			
<b>Owner One</b>	I _____ (print name) request the Colorado Certificate of Title for the Vehicle described above be issued in:		
	<input type="checkbox"/> Joint Tenancy With Rights of Survivorship <input type="checkbox"/> Tenancy In Common		
	Per C.R.S. 42-6-116; I certify under penalty of perjury in the second degree that the above information is true and correct to the best of my knowledge.		
<small>Owners Signature</small>		<small>Date</small>	
<small>WITH NAME</small>			
<b>Owner Two</b>	I _____ (print name) request the Colorado Certificate of Title for the Vehicle described above be issued in:		
	<input type="checkbox"/> Joint Tenancy With Rights of Survivorship <input type="checkbox"/> Tenancy In Common		
	Per C.R.S. 42-6-116; I certify under penalty of perjury in the second degree that the above information is true and correct to the best of my knowledge.		
<small>Owners Signature</small>		<small>Date</small>	
<small>WITH NAME</small>			
<b>Owner Three</b>	I _____ (print name) request the Colorado Certificate of Title for the Vehicle described above be issued in:		
	<input type="checkbox"/> Joint Tenancy With Rights of Survivorship <input type="checkbox"/> Tenancy In Common		
	Per C.R.S. 42-6-116; I certify under penalty of perjury in the second degree that the above information is true and correct to the best of my knowledge.		
<small>Owners Signature</small>		<small>Date</small>	
<small>WITH NAME</small>			
<b>Owner Four</b>	I _____ (print name) request the Colorado Certificate of Title for the Vehicle described above be issued in:		
	<input type="checkbox"/> Joint Tenancy With Rights of Survivorship <input type="checkbox"/> Tenancy In Common		
	Per C.R.S. 42-6-116; I certify under penalty of perjury in the second degree that the above information is true and correct to the best of my knowledge.		
<small>Owners Signature</small>		<small>Date</small>	
<small>WITH NAME</small>			

## Section 1 Required Fields for Vehicle Information

DR 2005 (09/15/02)  
 COLORADO DEPARTMENT OF REVENUE  
 Division of Motor Vehicles  
 Vehicle Services Section  
 DMV.Colorado.gov

### 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)										Fuel Type	Flex Fuel <input type="checkbox"/> Yes <input type="checkbox"/> No	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							

- VIN
- Fuel Type
- Plug-in Electric Vehicle indicator- Electric or Electric/Gasoline Hybrid Vehicles only
- Year
- Make
- Body Type
- Model
- Color
- CWT (empty weight)
- Off-Highway Vehicle
- Snowmobile (for OHV sales only)
- Dealer # (for Dealer sales only)
- Date Purchased
- Commercial Use indicator
- MSRP (for MSO sales only)
- Size (for Trailer sales only)
- Bus Cap. (for Bus sales only)

If the information is not applicable, **N/A** should be written by the dealership in the field. For example, the **Dealer number** is required for **Dealer Sales only** so lienholder submitting paperwork for a refinance shall enter N/A in the dealer field.

## Section 2 Required Fields for Owner/Lessee Information:

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

- **Legal Name of Owner(s)** as it appears on Identification:
  - Purchases - list all owners of the vehicle as the names appear on identification and/or list the legal business name
  - Leases - list the Lessor name
  - **Lease Buy-out indicator-Lease Buyouts only**
- **Address of Owner(s)** or Entity:
  - Purchases - list the current physical address of the owner or business
  - Leases - list the physical or mailing address of the Lessor
- **Legal Name of Lessee(s)** as it Appears on Identification:
  - Leases only - list all Lessees as the name appears on identification AND/OR list the legal business name
- **Physical Address of Lessee:**
  - Leases only - list the current physical address of the Lessee(s)
- **Indicate Alternate Address** Here:
  - Required only if registration renewal should be sent to a different address

### Section 3 Required Fields for Lienholder Information:

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)(II)(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>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

- **Lienholder name and address** if the title will be printed  
Or
- **14-digit ELT E-number** assigned to lien holder by the State of Colorado required for all Electronic Lien Titles, no title will be printed
- **Lien Amount** - lien amount must match the lien amount on the security agreement
- **Alternate address for lienholder** if applicable (this address will only be accepted for titles that will be printed not ELT)
- In the event of a **Second Lien**, the information is in the Second Lienholder Name and Address Section
- The lienholder name and address listed on the security agreement must match the 14-digit ELT E-number on record with DRIVES
- **DR 2421** information
- **Insurance** disclosure and statute
- **Confidentiality** disclosure
- **Perjury statement**

### Section 5 Secure and Verifiable Identification (SVID)

ALL COLORADO DEALERS AND LIENHOLDERS MUST PROVIDE SVID OF THE OWNER OR LESSEE. THE FOLLOWING TYPES OF IDENTIFICATION ARE ACCEPTED:

- Any **Colorado Driver License, Colorado Driver Permit or Colorado Identification Card**, current or **expired one year or less**
- **Out-of-state issued photo Driver License, photo Driver Permit, or photo Identification Card**, current or **expired one year or less**.
- **U.S. Passport** or **U.S. Passport Card**, current or **expired less than 10 years**
- **Valid Foreign Passport** with valid I-94 status (F, H, J, and M) or valid processed for I551 stamps. Exception: Canadian Passport may not have I-94 attached. Valid I-94 issued by U.S. Immigration with L1 or R1 status and a valid Canadian driver's 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

Owner or Agent Signature <i>Signature</i>		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
Witness Signature Required. The undersigned witness affirms that the named owner of the vehicle identified in this document presented the Identification described above.		
Witness Printed Name	Witness Signature <i>Signature</i>	Date
<b>County Use Only (Dealers/Lienholders: Do Not Write Below this Line)</b>		
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
Taxes Paid:	Filing Fees:	
Additional Comments:		
		Clerks Initials: _____

- **Signature of the Owner**, Lessee or Agent of the Dealership and Date - Electronic signature accepted
- The **printed name** of the Owner/Lessee as it appears on Identification
  - Secure and Verifiable Identification (SVID) required for one owner only
- **Secure and Verifiable ID Type**, ID Number, Expiration Date and Date of Birth of the Owner/Lessee
  - Colorado issued SVID information is verified within our DRIVES system
- **Witness** Signature and Date
  - This can be completed by any person
- **Errors** in the SVID section will void the SVID section
  - Provide a DR 2841 for SVID if there is a mistake on the DR 2395

### Other Notes on SVID:

- **SVID** is required for one owner or lessee
- The **name** of each owner on the title *should* match their SVID exactly
- If the owner's name on the title does not match the name as it appears on their SVID a DR 2421 Statement of One and the Same or a DR 2842 Supplemental Secure and Verifiable Identification Information and Attestation form is required

### Joint Tenancy with Rights of Survivorship (JTWROS) or Tenants In Common (TIC)

#### Acknowledgement: CRS 38-11--101

The Joint Tenancy with Rights of Survivorship Acknowledgement section allows the owners to designate how the vehicle will be retitled after the death of one owner. If an intent box is not selected the title will default to TIC

- **Joint Tenancy with Rights of Survivorship** - at the death of one co-owner, the surviving co-owner becomes the sole owner of the property. Transfer of ownership requires a copy of the death certificate and proper release of interest of the surviving owner
- **Tenancy in Common** - at the death of one co-owner, the deceased share of the property goes to his/her estate and is to be divided according to his/her will or the law in the absence of a will. Transfer of ownership requires documents appointing a personal representative for the decedent and proper release of interest by the personal representative and surviving owner

**State Of Colorado**  
**Joint Tenancy with Rights of Survivorship**  
**Acknowledgement of Intent**  
 C.R.S. 38-11-101

**Any Alteration or Erasure may Void this Document**

To create joint tenancy with rights of survivorship, there must be specific language declaring such intent, signed under penalty of perjury in the second degree by all owners. This form is only applicable to multiple owners.

**Joint Tenancy with rights of Survivorship is defined as:** A form of legal co-ownership of property (also known as survivorship). At the death of one co-owner, the surviving co-owner becomes sole owner of the property. Transfer of ownership requires copy of death certificate and signature of survivor.

**Tenancy In Common is defined as:** The equal or unequal holding of property by two or more persons. At the death of one co-owner, the deceased share of the property goes to his/her estate and is to be divided according to his/her will or the law in the absence of a will. Transfer of ownership requires documents appointing a personal representative for the decedent.

<small>Vehicle Identification Number</small>	<small>Year</small>	<small>Make</small>	<small>Model</small>
<b>If any owner chooses Tenancy in Common or if neither box is checked; the Colorado Certificate of Title will be issued as Tenancy in Common.</b>			
<b>Owner One</b>	I _____ (print name) request the Colorado Certificate of Title for the Vehicle described above be issued in:		
	<input type="checkbox"/> Joint Tenancy With Rights of Survivorship <input type="checkbox"/> Tenancy in Common		
Per C.R.S. 42-6-116; I certify under penalty of perjury in the second degree that the above information is true and correct to the best of my knowledge.			
<small>Check Signature</small>			<small>Date</small>
<input type="checkbox"/> Joint Tenancy With Rights of Survivorship <input type="checkbox"/> Tenancy in Common			
Per C.R.S. 42-6-116; I certify under penalty of perjury in the second degree that the above information is true and correct to the best of my knowledge.			
<small>Check Signature</small>			<small>Date</small>

- VIN
- Year
- Make
- Model
- **Owner One's** Printed Name & signature & date
- Appropriate **intent box** checked
- **Owner Two's Printed Name** Printed Name & signature & date
- Appropriate **intent box** checked
- This portion of the form is only **required** when there are **two** or more owners
- Titles with a **business name** or **lessees** cannot be listed in **JTWROS**

**JOINT TENANCY WITH RIGHTS OF SURVIVORSHIP (JTWROS) AND TENANTS IN COMMON (TIC) ACKNOWLEDGEMENT:**

- **Joint Tenancy with Rights of Survivorship** means at the **death of one co-owner**, the **surviving co-owner** becomes the sole owner of the property. Transfer of ownership requires a copy of the death certificate and signature of the survivor.
- **Tenancy in Common** means at the **death of one co-owner**, the deceased share of the **property goes** to his/her **estate** and is to be divided according to his/her will or the law in the absence of a will. Transfer of ownership requires documents appointing a personal representative for the decedent.
- To be listed in Joint Tenancy with Rights of Survivorship **ALL** owners must **check** the **Joint Tenancy with Rights of Survivorship** box. If boxes are blank or if one owner **does not check** the Joint Tenancy with Rights of Survivorship box, the title will be issued in **Tenancy in Common**.
- Front line customer that opts for TIC are required to acknowledge the bar code for TIC
- When the form is present ALL fields are required to be completed
- If the **intent boxes** for JTWROS are **blank**, the title will be issued in **Tenancy in Common**
- If the **JTWROS** acknowledgment is missing the paperwork will be rejected



## DR 2421 STATEMENT OF ONE IN THE SAME

This form is required when the name of the owner as it appears on the title differs from the way it appears on the SVID.

- Line one- Print the Owner's/Company name as it appears on the SVID
- Line two- Print the Owner's/Company name as it appears on the Title
- Check Mark the appropriate Person or Company box
- Owner/Agent must sign
- This form MAY be used by businesses when the name appears differently in the paperwork
  - Example: John's Painting on the title and John's Painting LLC on the security agreement
- This form can be used by financial institutions
- This form **MAY NOT** be used by Colorado Dealerships A voided assignment with a Statement of Fact or a Duplicate Title is required
- This form may also be required with the Security Agreement if there are significant differences in the way the owner's name appears on the **title** and **Security Agreement**

DR 2421 (09/28/06) COLORADO DEPARTMENT OF REVENUE DIVISION OF MOTOR VEHICLES TITLE SECTION <a href="http://www.revenue.state.co.us">www.revenue.state.co.us</a>	<b>STATE OF COLORADO</b> <b>STATEMENT OF ONE IN THE SAME</b>
<hr/> <hr/>	
and <hr/>	
ARE ONE IN THE SAME <input type="checkbox"/> PERSON <input type="checkbox"/> COMPANY	
I certify under penalty of perjury in the second degree, that the above statements are true and accurate to the best of my knowledge.	
Signature	

## Manufacturer's Statement or Certificate of Origin (MSO)

The Manufacturer's Statement of Origin sometimes called the Manufacturer's Certificate of Origin (**MCO**), is a certification of a **brand-new vehicle** by the manufacturer of the vehicle. Dealerships must be authorized by the manufacturer to sell vehicles using an MSO. If a **dealership is not authorized**, a **Dealer Resale Title** must be obtained before selling the vehicle.

**CERTIFICATE OF ORIGIN FOR A VEHICLE**

DATE INVOICE NO.

VEHICLE IDENTIFICATION NO. YEAR MAKE

BODY TYPE SHIPPING WEIGHT

H.P. (S.A.E.) G.V.W.R. NO. CYLS. SERIES OR MODEL

I, the undersigned authorized representative of the company, firm or corporation named below, hereby certify that the new vehicle described above is the property of the said company, firm or corporation and is transferred on the above date and under the Invoice Number indicated to the following distributor or dealer.

NAME OF DISTRIBUTOR, DEALER, ETC.

It is further certified that this was the first transfer of such new vehicle in ordinary trade and commerce.

BY: \_\_\_\_\_ (SIGNATURE OF AUTHORIZED REPRESENTATIVE) (AGENT)

A 0260104

CITY-STATE

### THE FRONT OF THE MSO CONTAINS:

- Date
- Invoice Number
- VIN
- Year
- Make
- Body Type
- Shipping Weight (in pounds)
- H.P (S.A.E)
- GVWR
- No. Cyls
- Series or Model
- The Name and Address of Delivering Dealer
- Name of Manufacturer
- Signature of Manufacturer

## THE BACK OF THE MSO HAS SIX SECTIONS:

- Dealer Assignment One
- Dealer Assignment Two
- Dealer Assignment Three
- Dealer Assignment Four
- Odometer Disclosure for Retail Sale
- Lienholder

	<p>Each undersigned seller certifies to the best of his knowledge, information and belief under penalty of law that the vehicle is new and has not been registered in this or any state at the time of delivery and the vehicle is not subject to any security interests other than disclosed herein and warrant title to the vehicle.  <b>FOR VALUE RECEIVED I TRANSFER THE VEHICLE DESCRIBED ON THE FACE OF THIS CERTIFICATE TO:</b></p>	
DISTRIBUTION-DEALER ASSIGNMENT NUMBER 1	<p>NAME OF PURCHASER(S) _____          ADDRESS _____          I certify to the best of my knowledge that the odometer reading is _____ No Tenths</p> <p>DEALER _____ By: _____          NAME OF DEALERSHIP _____ DEALER'S LICENSE NUMBER _____          Being duly sworn upon oath says that the statements set forth are true and correct. Subscribed and sworn to me before this _____ day of _____ Year _____</p> <p>State of _____          County of _____ Notary Public</p> <p>USE NOTARIZATION ONLY IF REQUIRED IN TITLING JURISDICTION</p>	
DISTRIBUTION-DEALER ASSIGNMENT NUMBER 2	<p>NAME OF PURCHASER(S) _____          ADDRESS _____          I certify to the best of my knowledge that the odometer reading is _____ No Tenths</p> <p>DEALER _____ By: _____          NAME OF DEALERSHIP _____ DEALER'S LICENSE NUMBER _____          Being duly sworn upon oath says that the statements set forth are true and correct. Subscribed and sworn to me before this _____ day of _____ Year _____</p> <p>State of _____          County of _____ Notary Public</p> <p>USE NOTARIZATION ONLY IF REQUIRED IN TITLING JURISDICTION</p>	
DISTRIBUTION-DEALER ASSIGNMENT NUMBER 3	<p>NAME OF PURCHASER(S) _____          ADDRESS _____          I certify to the best of my knowledge that the odometer reading is _____ No Tenths</p> <p>DEALER _____ By: _____          NAME OF DEALERSHIP _____ DEALER'S LICENSE NUMBER _____          Being duly sworn upon oath says that the statements set forth are true and correct. Subscribed and sworn to me before this _____ day of _____ Year _____</p> <p>State of _____          County of _____ Notary Public</p> <p>USE NOTARIZATION ONLY IF REQUIRED IN TITLING JURISDICTION</p>	
DISTRIBUTION-DEALER ASSIGNMENT NUMBER 4	<p>NAME OF PURCHASER(S) _____          ADDRESS _____          I certify to the best of my knowledge that the odometer reading is _____ No Tenths</p> <p>DEALER _____ By: _____          NAME OF DEALERSHIP _____ DEALER'S LICENSE NUMBER _____          Being duly sworn upon oath says that the statements set forth are true and correct. Subscribed and sworn to me before this _____ day of _____ Year _____</p> <p>State of _____          County of _____ Notary Public</p> <p>USE NOTARIZATION ONLY IF REQUIRED IN TITLING JURISDICTION</p>	
ODOMETER DISCLOSURE FOR RETAIL SALE	<p>Federal Law requires you to state the odometer mileage in connection with the transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.          I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked. Odometer Reading _____ No Tenths. <input type="checkbox"/> The mileage stated is in excess of its mechanical limits. <input type="checkbox"/> The odometer reading is not the actual mileage.</p> <p>Signature(s) of Seller(s) _____ Date of Statement _____ Date of sale _____          Printed Name(s) of Seller(s) _____ Dealer's No. _____          Signature(s) of Purchaser(s) _____          Printed Name(s) of Purchaser(s) _____          Company Name (if Applicable) _____          Address of Purchaser(s) _____          Being duly sworn upon oath says that the statements set forth are true and correct. Subscribed and sworn to me before this _____ day of _____ Year _____          State of _____          County of _____ Notary Public</p> <p>USE NOTARIZATION ONLY IF REQUIRED IN TITLING JURISDICTION</p>	<p><b>WARNING ODOMETER DISCREPANCY</b></p>
LIENHOLDER	<p>1st lien in favor of _____          whose address is _____          2nd lien in favor of _____          whose address is _____</p>	

## Required Fields on an MSO:

### Dealer Assignment Sections:

- Dealer Name
- Dealer Number
- Dealer's Agent Signature
- Customer Name(s)
- Odometer Reading

## Odometer Disclosure for Retail Sale Section:

- **Odometer Reading**
- **Signature of Dealer's Agent**
- **Printed Name** of Dealer's Agent
- **Signature of Owner** (only one owner required)
- **Printed Name** of Owner (only one owner required)
- **Company Name** of Owner (if applicable)
- **Address** of Owner
- **Date of Sale**
- Once the MSO is assigned to a retail customer, a title must be established.
  - The **Odometer reading** must be **included** in each transfer in the Assignment Section; however, the Odometer Disclosure for Retail Sale section is only completed once the title is assigned to a retail customer or a dealer establishing a Dealer Resale Title This section is optional **if** a DR 2407 Colorado Dealer's Bill of Sale or separate secure Odometer Disclosure to acknowledge the odometer reading is submitted
- If the **mileage** of the vehicle **exceeds 1500 miles**, it is considered a used vehicle and a Dealer Resale Title must be obtained unless the mileage was accrued in **transit** to delivering dealer. A Statement of Fact must be provided with the following information
  - **Vehicle description** (year, make and VIN)
  - **Name and address** of selling dealer
  - **Name and address** of buying dealer
  - **Number** of in-transit **miles** claimed

## Lienholder Section:

- **Lienholder Name** and **Address**

## Miscellaneous MSO Information

- The vehicle may be **transferred** through dealers up to **four times** using the assignments on the MSO
- If **more** than **four dealer** transfers occur, a Colorado Dealer Bill of Sale (**DR2407**) may be used to complete further transfers.
- **Notarization** is required if the assigning dealer is in a **Notary State**.
- The lienholder section is completed once the title is assigned to a retail customer if a lien will be filed.
- Unlike titles, the First Assignment on the MSO may be voided. A line may be drawn through the assignment and a Statement of Fact must be provided with the following information
- If other errors occur, please see the When Mistakes Happen section of this manual.

## Out-Of-State Titles and Out-Of-State Reassignment Forms/Odometer Disclosures

### OUT-OF-STATE TITLES:

- **Out-of-State titles** differ greatly in size and appearance
- In general, most Out-of-State titles contain the same elements and carry the same **requirements** as a Colorado title
- A **certified weight slip** will be required for the following vehicles unless the empty weight is on the MSO or Colorado title
  - Pick-up trucks over 4500lbs.
  - Motorhomes
  - TVW, SVW, GVW
  - **Trailers** over 2000 lbs. & multi-Purpose trailers
- **Out-of-State titles** may be “Restricted” or “Unrestricted”:
  - **Restricted**- a title that limits dealer reassignments, i.e., only dealers from that state is allowed to make a dealer reassignment or does not allow dealer reassignments to be completed on a separate dealer bill of sale, requiring the last assignee to establish title
  - **Unrestricted**- A title that does not limit dealer reassignments or use of additional dealer bills of sale
- Each transfer requires an **Odometer Reading** for vehicles less than 20 years old (2011 and newer)
  - Readings must be legible and cannot be altered
- Each transfer requiring an odometer reading also requires the **Printed Name** and signature of the seller and buyer as well as the name and address of the dealerships
- Each transfer requires the **date of sale**
- **Lien Release** must include a signature and date
  - Lien may be released on the title even in a repossession scenario
  - A separate lien release may be required for some states
- **Alterations** may void the document
- Colorado requires **notarization** for the seller’s signature on an **Out-of-State title** if the title is from a **Notary State**. Currently, states that require notarization on titles are Arizona, Kentucky, Louisiana, Montana, North Carolina, Ohio, Oklahoma, Pennsylvania, and Wyoming.
- **Wyoming** titles contain a section for the purchaser’s signature on the back, lower section to be notarized. However, the state of Colorado **DOES NOT** require the purchaser’s signature to be notarized
- **CA & NY** title numbers are the issue date backwards

### Out-Of-State Reassignment Forms/Odometer Disclosures:

- Out-of-State Reassignment forms and Odometer Disclosures may be accepted on secure paper only.
- Each transfer requires the **Printed Name** and signature of the seller **and** buyer as well as the name and address of the dealership
- Each transfer **requires** the **Odometer Reading** for vehicles less than 20 years old (2011 and newer). Each reading must be legible and cannot be altered
- Each transfer requires the **date of sale**
- **Alterations** may **void** the document. If an error occurs, please see the When Mistakes Happen section of this manual

## Verification Of Vehicle Identification Number and Colorado Dealer Statement Concerning an Out of State Vehicle (DR2698)

**Out-of-State Titles** are **required** to be submitted with a **Verification of Vehicle Identification Number form** known as a VIN Inspection. The top portion of the form is only **valid for 1 year** and can be completed by an authorized entity. This is a **two-part form** with the Colorado Dealer Statement Concerning an Out-of-State Vehicle.

DR 2698 (06/15/18)  
COLORADO DEPARTMENT OF REVENUE  
DIVISION OF MOTOR VEHICLES  
Vehicle Services Unit  
www.colorado.gov/dmv

### VERIFICATION OF VEHICLE IDENTIFICATION NUMBER

C.R.S. 24-32-3323, 38-29-122, 42-3-105(l)(c), 42-6-107(l)(b)  
ANY ALTERATION OR ERASURE MAY VOID THIS DOCUMENT

Type of Vehicle ➡  Passenger  Tractor  Motor Home  Motorcycle  
 SUV  Bus  Special Mobile Machinery  Off-Highway Vehicle  
 Truck  Trailer  Manufactured Home

VEHICLE INFORMATION											
Vehicle Identification Number (VIN)											
Year	Make	Body	Model	Width	Length						
Color	CWT	GVWR	Print Fuel Type								
License Plate Number	State	Expiration Date									
Temporary Tag Number	State	Expiration Date									

Additional Vehicle Identification Number											
<input type="checkbox"/> Motor Number											<input type="checkbox"/> Coach Number
Reason for Inspection: Verified by:											
<input type="checkbox"/> Out of State	<input type="checkbox"/> Manufactured Home Dealer	<input type="checkbox"/> County Assessor (at their discretion)									
<input type="checkbox"/> Title correction	<input type="checkbox"/> Licensed Colorado Dealer	<input type="checkbox"/> County Clerk (at their discretion)									
<input type="checkbox"/> Other (Explain)	<input type="checkbox"/> Licensed Colorado Emission Station Number	<input type="checkbox"/> Colorado Law Enforcement									
Name of Business or Agency											
Address			City	State	ZIP Code						
I certify, under penalty of perjury in the second degree, that I have completed a physical inspection of the vehicle/manufactured home described above and the information is true and correct to the best of my knowledge.											
Printed First and Last Name of Inspector						Date					
Signature of Inspector						Title					

### COLORADO DEALER STATEMENT CONCERNING AN OUT OF STATE VEHICLE

C.R.S. 42-6-119(3)

Dealer	Dealer Number
I certify, under penalty of perjury in the second degree, that the vehicle as described above met the following conditions at the time of sale: • Was free and clear of all liens and encumbrances, • Was not stolen, • The dealership has a sure and adequate title to the vehicle; and • The dealership has the right and authority to sell and transfer this vehicle.	
Dealer Agent (printed name)	
Dealer Agent Signature	Date

(\*Out of state law enforcement, military police or commanding officer)

### REQUIRED FIELDS FOR THE VIN VERIFICATION:

- Type of Vehicle
- VIN
- Year
- Make
- Body Type
- Color
- Fuel Type
- Reason for Inspection
- Verified By
  - Name of Business or Agency
  - Address
  - Printed Name of Inspector
  - Signature of Inspector
  - Date
  - Title of Inspector

### COLORADO DEALER STATEMENT CONCERNING AN OUT OF STATE VEHICLE SECTION:

This portion of form DR2698 is required to be **completed by the first Colorado Dealer** to take possession of the vehicle. Therefore, most of the time, the VIN Verification is also completed by the first Colorado Dealer to take possession of the vehicle.

### Required Fields for The Colorado Dealer Statement Concerning An Out Of State Vehicle:

- Dealer **Name**
- Dealer **Number**
- Dealer's **Agent Name**
- Dealer's **Agent Signature**
- **Date**
- All **required** fields must be **legible**.
- **Alterations** will **void** the document, and a new form will be required.
- Non-required fields should indicate **N/A**.

- For private party sales, a VIN Verification may be completed and any Licensed Car Dealer, and Law Enforcement Agency, Air Care Colorado Emissions Testing Sites, and all three Larimer County Vehicle Licensing Offices until 4:00 PM Monday-Friday

## Required Fields for The Colorado Dealer Statement Concerning An Out Of State Vehicle:

- Dealer **Name**
- Dealer **Number**
- Dealer's **Agent Name**
- Dealer's **Agent Signature**
- **Date**
- All **required** fields must be **legible**.
- **Alterations** will **void** the document, and a new form will be required.
- Non-required fields should indicate **N/A**.
- For private party sales, a VIN Verification may be completed and any Licensed Car Dealer, and Law Enforcement Agency, Air Care Colorado Emissions Testing Sites, and all three Larimer County Vehicle Licensing Offices until 4:00 PM Monday-Friday

## Most Common Fuel Types for Retail Sale Vehicles:

- **G**- Gasoline
- **D**- Diesel
- **Z**- Electric/Gasoline Hybrid
- **E**- Electric
- **U**- Ethanol/Gasoline also known as Flex Fuel

## Most Common Body Styles for Retail Sale Vehicles:

- **2D**- Two-door
- **4D**- Four-door
- **5D**- Five-door
- **CP**- Coupe
- **HB**- Hatchback
- **SD**- Sedan
- **MC**- Motorcycle
- **PK**- Pickup Truck
- **PV**- Passenger Van
- **UP**- Utility Passenger (SUV)
- **VN**- Work Van
- **CT**- Camper Trailer
- **TC**- Coach Trailer
- **TU**- Utility Trailer (Under 2000lbs)
- **TL**- Trailer (Over 2000lbs)
- **AT**- ATV/4-Wheeler
- **SN**- Snowmobile


# STATE OF COLORADO POWER OF ATTORNEY FOR MOTOR VEHICLE ONLY (DR2175) - COLORADO LIENHOLDERS

This Power of Attorney form (also known as a Motor Vehicle POA) is used by individuals or Colorado Lienholders. When the title is physically or electronically held by the previous lienholder or has been lost and a duplicate title must be obtained. The seller(s) can complete this form at the time the vehicle is transferred. This allows an agent of the Lienholder to transfer ownership on behalf of the seller(s) and acknowledge the odometer reading. This form is submitted with the Title Packet to the county.

**ANY ALTERATION OR ERASURE MAY VOID THIS DOCUMENT**

DR 2175 (08/21/12)  
 COLORADO DEPARTMENT OF REVENUE  
 Division of Motor Vehicles  
 Title and Registration Sections  
 www.colorado.gov/revenue

**State of Colorado**  
**Power of Attorney for Motor Vehicle Only**  
 C.R.S. 15-14-701 and C.R.S 15-14-705



The purpose of this Power of Attorney is to give the person you designate (your agent) powers to handle your property and affairs, which may include power to pledge, sell, or otherwise dispose of the motor vehicle described below without any advance notice to you. This form does not impose a duty on your agent to exercise granted powers, but your agent must use due care to act on your benefit and in accordance with the provisions of this form and must keep a record of receipts, disbursements, and significant actions taken as agent.

I (Grantor - insert your full name or name of entity if applicable as it appears on identification) \_\_\_\_\_

**Appoint** (insert full name or name of entity if applicable as it appears on identification) \_\_\_\_\_

as my agent to act for me in any lawful way with respect to the following powers as marked pertaining to only the Motor Vehicle described below: **(PLEASE CHECK ALL APPLICABLE POWERS. YOU MAY CROSS OUT ALL POWERS WITHHELD.)**

- Apply for and Receive a New Registration or New Temporary Registration.\*
- Apply for and Receive Certificate of Title.\*
- Apply for and Receive Duplicate Certificate of Title  
(Secure and Verifiable Identification is required only when the original title was issued on or after July 1, 2006)\*
- To transfer ownership and acknowledge odometer reading
- To record a lien
- To release a lien
- To apply for and receive a copy of a motor vehicle record
- To receive a Persons with Disability Parking Privileges placard

**TERMINATION DATE REQUIRED:** This Power of Attorney terminates on \_\_\_\_/\_\_\_\_/\_\_\_\_. The original Power of Attorney must be surrendered to transfer ownership and acknowledge the odometer reading. Certified copies are acceptable for all other powers. A copy may be retained by the agent for record keeping purposes.  
 \*(Notice to Grantor: Secure and verifiable identification is required to obtain a title or registration in the State of Colorado)

Vehicle Identification Number(VIN)	Year	Make	Model

*If a power of attorney is used and the individual appointed as the agent will be completing the odometer disclosure statement as the buyer only or the seller only, this non-secured form may be used. THIS FORM CANNOT BE USED to allow an individual or entity to sign as both buyer and seller disclosing and acknowledging the odometer reading. This may be accomplished only with the DR 2174, Secure Power of Attorney form.*

**NOTICE TO AGENTS: BY EXERCISING POWERS UNDER THIS DOCUMENT, THE AGENT ASSUMES THE FIDUCIARY AND OTHER LEGAL RESPONSIBILITIES OF AN AGENT UNDER COLORADO LAW.**

I agree that any third party who receives a copy of this document may act under it unless a transfer of ownership is occurring. All transfers of ownership require the original of this document.

I agree to indemnify the third party for any claims that arise against the third party because of reliance on this Power of Attorney.

I certify, under penalty of perjury in the second degree, that the above information is true and accurate to the best of my knowledge.

Printed Name as it Appears on Identification of Owner/Co-Owner (Grantor) \_\_\_\_\_

Signature of Owner/Co-Owner (Grantor)	Date

Identification of Owner/Co-Owner (Grantor):  
 Colorado DL     Colorado ID     Other \_\_\_\_\_

ID #	Expires	DOB

Subscribed and affirmed, or sworn to before me, in the State of \_\_\_\_\_, County of \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ (Grantor), who executed this form in my presence and presented the identification described above.

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Notary Public Printed Name

\_\_\_\_\_  
My Commission Expires

Notary Seal \_\_\_\_\_



## REQUIRED FIELDS FOR THE STATE OF COLORADO POWER OF ATTORNEY FOR MOTOR VEHICLE ONLY FORM:

- **Grantor's Full Name** as it appears on Identification
- **Appointee's Full Name** as it appears on Identification
- Check **Mark** all applicable **Powers**
- **Cross out** or leave blank any powers withheld
- **Termination Date**
- Full **VIN**
- **Year**
- **Make**
- Any **alterations** will **void** this document
  - If an error is made, a new form is required
- This form **MAY NOT** be used for both the **seller** and **buyer** for the purpose of **acknowledging the odometer** reading **unless** an odometer acknowledgment is not required for an **exempt** odometer or a trailer
  - If the buyer will not be available to sign the title once received, the seller and/or buyer may complete a DR 2173 Motor Vehicle Bill of Sale to properly acknowledge the odometer
  - If only the buyer or seller sign the DR 2173 Motor Vehicle Bill of Sale, the agent named power of attorney for the other party can sign on their behalf
  - The DR 2173 Motor Vehicle Bill of Sale is a secure Bill of Sale form that may be purchased by using the Secure Form ordering link in the Resources Section
- **Model**
- **Printed Name** of Owner (Seller) as it Appears on Identification
- **Signature of Owner** (Seller)
- **SVID Type**
- **SVID Number**
- **SVID Expiration**
- **Date of Birth**
- **Notary Section** completed in full

## SECURITY AGREEMENT

The **Security Agreement** is the **legal loan agreement** between the purchaser and the lienholder. A copy of the Security Agreement must be included in a Title Packet if a lien is to be filed. All information on the Security Agreement must match the Title and/or Registration Application (DR2395).

### REQUIREMENTS ON THE SECURITY AGREEMENT:

- **Date of Lien** or Contracted Date
- **Borrower's Name(s)**
- **Borrower's Address**- must match their Douglas County address
- **Vehicle Description**-Year, Make, and VIN
- **Lienholder Name**
- **Lienholder Address**
- **Amount of Lien** must match lien amount on the DR 2395 Application for Title and/or Registration
- **Maturity Date** required for Motorhomes, Coach Trailers, Multi-purpose Trailers, Truck Tractors, and Manufactured Homes only
- **Borrower's Signature(s)**

## OTHER NOTES ON SECURITY AGREEMENTS

- **All** required **information** must be legible
- At least **one owner** on the title must appear on the security agreement as borrower or owner of the collateral unless a **hypothecation** document is submitted
- **Lienholder name** and **address** must match the ELT number name and address for all ELT titles
- **All** pages are required to be **filed**
- The security agreement may be the **original, carbon copy, a certified copy of the original, E-Signed**
- Sections showing the interest rate, account numbers or social security numbers may be **blacked out**
- Security Agreements received by the county with alterations will be stamped with a "**Received with Alterations**" stamp

## SALES AND USE TAX OVERVIEW

Sales Tax is a tax imposed upon the **purchase price** of tangible personal property sold in the state of Colorado. Sales tax for vehicle purchases is collected by the dealer at the time of the sale for each common jurisdiction of the dealer and the purchaser. The dealer remits sales tax to the state using the DR 0100 for state sales tax and all county or statutory city sales tax. The dealer remits city sales tax for home rule cities directly to the city.

**Use Tax** is a tax imposed on the storage, USE, or consumption in Colorado of tangible personal property upon which sales tax has not been paid. Use tax is due at the time of titling and/or registering the vehicle in the county of the purchaser's residence or purchaser's business for business sales. Commonly, the dealer will collect the use tax due from the customer at the time of sale and remit the use tax to the county with the title paperwork. A Statutory city or county is a jurisdiction for which the state of Colorado administers the collection and disbursement of sales tax. Douglas County is a statutory county.

A Home Rule city is a jurisdiction that creates and regulates its own taxing rules and determines the method of the collection of all sales tax. Douglas County Home Rule cities are self-collected jurisdictions, meaning they collect sales tax directly from the dealer when the dealer and purchaser are located within the same jurisdiction for vehicle purchases and the lessor for leased vehicles.

- **DR 1002 Colorado Sales/Use Tax Rates** - a tax form issued by the state of Colorado in January and July of each year. The form provides information on current sales and use tax rates for both statutory and home rule jurisdictions as well as exemptions that statutory jurisdictions recognize.
- **DR 0100 Colorado Retail Sales Tax Return** - tax form used by dealers to remit all sales tax collected for the state of Colorado and other statutory jurisdictions
- **DR 0440 Lessor Registration for Sales Tax Collection** - tax form used by lessors to apply for a Colorado tax account number and site IDs which allows the collection and remittance of sales tax to the state for Colorado and other statutory jurisdictions for leased vehicles. The lessor must have a valid site ID for all jurisdictions it leases to in Colorado including home rule cities. The lessor must also have permission to collect sales tax for each home rule city.
- **Sales & Use Tax Topics: Motor Vehicles** - a tax document issued by the state of Colorado with information for the correct collection of sales and use tax for motor vehicle purchases and leases.
- **Purchase Price and Motor Vehicle Fees** - a tax document issued by the state of Colorado enhancing but not replacing the Sales & Use Tax Topics: Motor Vehicles.

## DR 0024 STANDARD SALES TAX RECEIPT FOR VEHICLE SALES

**All Colorado dealers** are **required** to provide a completed DR 0024 Standard Sales Tax Receipt for Vehicle Sales form with the Title Packet for all vehicle purchases. This form was revised on 08/24/2021 and the new version is required to be used effective 11/01/2021. The form breaks out the sales tax remitted to the state of Colorado with the DR 0100 Colorado Retail Sales Tax Return, sales tax remitted directly to Home Rule cities and use tax remitted upfront to the county office with the DR 0024 Standard Sales Tax Receipt for Vehicle Sales based on the **Net Sales Price**. All use tax is due upfront at the time the title is processed, whether it is remitted by the dealer with the paperwork or the customer for a cash sale when the paperwork is sent to the customer.

### Part 1. Seller and buyer information

- **Dealer** name, signature, address, dealer #
- **Gross selling price before trade-in** (This is before a trade-in is deducted)
- **Net selling price** after trade-in is deducted and date of sale
- **Vehicle** information
- **Trade-in** vehicle information
  - If two vehicles are traded both are to be listed
- **Purchaser** name and address
-

## Part 2. Sales/Use Tax on Vehicle Sale

- The **Dealer Colorado Sales Tax Account Number**
- The Dealer City Tax Account Number is **required** when the dealer and the purchaser share the same city jurisdiction
- **Vehicle Delivered to Purchaser's address** - This is when the vehicle as delivered to the buyer's address to show tax as sales tax
  - **Lease Buy-out**
  - **On-line** i.e., Carvana, VROOM
- **Net Sales** Price
- **State** - always Colorado
- **Statutory City Name** and Tax Rate when applicable

- **County Name** and **Tax Rate** when applicable
- **Sales Tax** Remitted with the DR 0100 amount is required for state sales tax as well as Douglas County sales tax and Statutory City sales tax when the dealer and purchaser share the same county and statutory city jurisdiction
- **Use Tax** Remitted with DR 0024 is required for Douglas County use tax and Statutory City use tax when the dealer and purchaser DO NOT share the same county jurisdiction or city jurisdiction

## Part 3. Sales/Use Tax Payment for Home Rule City

- **Home Rule City** Name and Tax Rate
- **Taxable Amount** - often the same as the Net Sales Price but is ultimately determined by the Home Rule City based on their tax rules
  - Contact Home Rule city for correct collection
- **Sales Tax** Remitted to City is required when the dealer and purchaser share the same home rule city jurisdiction
- **Use Tax** Remitted with DR 0024 is required when the dealer and purchaser DO NOT share the same home rule city jurisdiction

## Part 4. Total Amount Due with the DR 0024

- **Sum** of amounts in Parts 2 and 3 under "Tax Remitted with DR 0024" is required when any use tax is due upfront at the time of title and/or registration

DR 0024 (09/04/21)  
 COLORADO DEPARTMENT OF REVENUE  
 Sales Tax Accounting Section  
 Denver CO 80201-4009  
 (303) 238-6171 (T378)  
 Tax.Colorado.gov

### Standard Sales Tax Receipt for Vehicle Sales

This form is to be completed and used by dealers/retailers only.  
 This form is not to be used by the general public.

Auto dealers must complete a Standard Sales Tax Receipt for Vehicle Sales (DR 0024) for each motor vehicle sale - including wheeled trailers, semitrailers, manufactured homes, special mobile machinery, self-propelled construction equipment, or salvage vehicles. Sections 39-26-113 and 39-26-208, C.R.S., requires the payment of all applicable sales and/or use taxes prior to the titling and registration of any motor vehicle. Please see the instructions accompanying this form and Department publications Sales & Use Tax Topics: Motor Vehicles for additional guidance in completing this form.

Dealers/Retailers must submit this completed form to the county clerk for the county in which the vehicle will be registered.

**This statement must be presented to the county clerk before title and/or registration can be issued.**

Part 1. Dealer, Purchaser, and Vehicle Information				
Dealer/Retailer Name		Dealer/Retailer Address		
Dealer Number	Dealer Invoice Number		Dealer/Retailer Signature	
Gross Sales Price		Gross Amount of Trade-In (if any)	Net Sales Price	Date of Sale
Model Year	Make	Model	Vehicle Identification Number	
Trade-in Model Year	Trade-in Make	Trade-in Model	Trade-in Vehicle Identification Number	
Trade-in Model Year	Trade-in Make	Trade-in Model	Trade-in Vehicle Identification Number	
Purchaser's Name			Purchaser's Address	
Part 2. Sales/Use Tax on Vehicle Sale				
Dealer/Retailer Colorado Sales Tax Account Number			Dealer/Retailer City Sales Tax Account Number (if applicable)	
Vehicle Delivered to Purchaser's Address? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Net Sales Price:	\$	Tax Rate	Sales Tax Remitted with DR 0100	Use Tax Remitted with DR 0024
State		2.9%	\$	\$
RT/DSCPD Name		%	\$	\$
Statutory City Name (if applicable)		%	\$	\$
Special District Name		%	\$	\$
County Name		%	\$	\$
Part 3. Sales/Use Tax Payment for Home Rule City (if applicable)				
Home Rule City (if applicable) Name		Tax Rate	Tax Remitted to City	Tax Remitted with DR 0024
Taxable Amount	\$	%	\$	\$
Part 4. Total Amount Due with DR 0024				
Sum of amounts in Parts 2 and 3 under "Tax Remitted with DR 0024"				\$
Comment				

## DR 0026 TAX STATEMENT FOR LEASED MOTOR VEHICLE

All dealers are required to provide a completed DR 0026 Tax Statement for Leased Motor Vehicle form with the Title Packet for all vehicle leases. This form was revised on 10/24/2019 and the new version is required to be used effective 01/01/2020. The form breaks out the sales tax remitted to the state of Colorado with the DR 0100 Colorado Retail Sales Tax Return, sales tax remitted directly to Home Rule cities and sales tax remitted upfront to the county office with the DR 0026 Tax Statement for Leased Motor Vehicle is based on the Amount Paid at Signing and delivery. This form is also used by the county to verify the lessor Colorado Tax number, Site ID and Home Rule city tax account number. Lessor tax account numbers and Site IDs can be verified at [www.colorado.gov/revenueonline](http://www.colorado.gov/revenueonline)

### REQUIRED FIELDS ON THE DR 0026 TAX STATEMENT FOR LEASED MOTOR VEHICLE FORM:

#### Part 1. Vehicle Information

- **All fields** are required Part 2. Lessee Information
  - Driver name will not appear on registration unless the driver is also the lessee
- Name of **Lessee**
- Address of **Lessee**
- Name of **Driver** when applicable
- **Address** of Driver

#### Part 3. Lessor Information

- **Name of Lessor**
- **Address** of Lessor
- **Name of Delivery Agent** - the dealer who prepares the paperwork and delivers the vehicle to the lessee
- Address of Delivery Agent
- **Date** of Lease
- **Dealer Number**
- **Lessor Colorado Sales Tax Account Number**
  - Eight-digit **CAN** and four-digit **site ID**
- **Lessor City Sales Tax Account Number** when applicable

#### Part 4. Sales Tax on Amount Paid at Signing and Delivery

- **Amount Paid** at Signing and Delivery
  - Dealer completes this field with any money due at signing and delivery
- **State** - Colorado Required
- **Statutory City Name**/Douglas has 1 Statutory city - Larkspur
- **County Name** and Tax Rate
- **Sales Tax** Remitted with the DR 0100 amount is required for state, RTD/CD if applicable and Douglas County sales tax
- **Colorado Sales Tax Account Number** for Tax Remitted with DR 0100 is the total for all monies that are State Administered
- **Out of state dealers** must collect sales tax and remit to the county and money down at signing and delive

#### Part 5. Sales/Use Tax Payments for Home Rule City

- **Home Rule** City Name
- **Taxable Amount** and Tax Rate
- **Sales Tax** Remitted to City is required per the ordinance for the home rule city
- **Sales/Use Tax** Remitted with DR 0026 is required per the ordinance for the home rule city
- **Number of Months** Lease is to Run

#### Part 6. Total Amount Due with DR 0026

- Sum of amounts in Parts 4 and 5 under "Tax Remitted with DR 0026" is required when any sales tax is collected by the county

## Tax Statement for Leased Motor Vehicle

In lieu of Standard Sales Tax Receipt for Vehicle Sales (DR 0024), auto dealers must prepare a Tax Statement for Leased Motor Vehicle (DR 0026) for any motor vehicle they sell to a lessor, if the dealer does not collect tax on the sale because the lessor will collect sales tax on the lease payments. Dealers must also report on this form any tax due and collected on any amount paid by the lessee to the dealer at the time of signing

and delivery. Dealers must submit this completed form to the county clerk for the county in which the vehicle will be registered.

Please see the instructions accompanying this form and Department publications *Sales & Use Tax Topics: Motor Vehicles and Sales & Use Tax Topics: Leases* for additional guidance in completing this form.

**This statement must be presented to the county clerk before title and/or registration can be issued.**

Part 1. Vehicle Information			
Model Year	Make	Model	Vehicle Identification Number
Part 2. Lessee Information			
Name of Lessee			
Address of Lessee			
Name of Driver			
Address of Driver			
Part 3. Lessor Information			
Name of Lessor			
Address of Lessor			
Name of Delivery Agent			
Address of Delivery Agent			
Date of Lease	Dealer Number	Lessor Colorado Sales Tax Account Number	Lessor City Sales Tax Account Number (if applicable)
Part 4. Sales Tax on Amount Paid at Signing and Delivery			
<b>Amount Paid at Signing and Delivery:</b>	<b>\$</b>	<b>Tax Rate</b>	<b>Tax Remitted with DR 0100</b>
State		2.9%	\$
RTD/SCFD Name		%	\$
Statutory City Name (if applicable)		%	\$
Special District Name		%	\$
County Name		%	\$
Colorado Sales Tax Account Number for Tax Remitted with DR 0100:			
Part 5. Sales/Use Tax Payment for Home Rule City (if applicable)			
Home Rule City Name (if applicable)		Tax Rate	Tax Remitted to City
Taxable Amount:	\$	%	\$
Number of Months Lease is to Run:			
Part 6. Total Amount Due with DR 0026			
Sum of amounts in Parts 4 and 5 under "Tax Remitted with DR 0026"			\$

### LESSOR TAX ACCOUNT NUMBER RESOURCES:

Email address for any tax information for Dealer's and Lessor's  
[dor\\_motorvehicledistribution@state.co.us](mailto:dor_motorvehicledistribution@state.co.us)

State of Colorado Tax Division City and County Tax Specialist 303-205-6828

City of Aurora 303-739-7800

City of Castle Pines 303-705-0200

City of Castle Rock 303-660-1392

City of Larkspur 303-681-2324

City of Littleton 303-795-3768

City of Parker 303-805-3228

## WHEN MISTAKES HAPPEN

When a Title Packet submitted to the Douglas County Vehicle Licensing office contains errors, it will be returned to the dealership or lienholder with a reject letter. This letter will contain information with what is in error and possibly instructions on how to fix the error. Many errors can be corrected and/or clarified with a DR 2444 Statement of Fact. The acceptance of documents in error with a DR 2444 Statement of Fact may vary case by case. When in doubt, contact our office to review the error and be prepared to scan or fax the document in question.

## REQUIRED FIELDS ON THE DR 2444 STATEMENT OF FACT: All fields are required

DR 2444 (06/24/21) COLORADO DEPARTMENT OF REVENUE Division of Motor Vehicles Vehicle Services Section DMV.Colorado.gov												
<b>State of Colorado Statement of Fact</b>												
Name												
Vehicle Identification Number (VIN)												
Year			Make				Title Number					
Statement												
I certify, under penalty of perjury in the second degree, that the above facts are true and correct to the best of my knowledge.												
Signature									Date			

Purchase price altered	Need:
	Bill of sale from the seller
	or
	Statement of fact from the seller
	or
	Statement of Purchase Price from the buyer. <b>DR 0070</b>
	or
	Use vehicle value from Kelley Blue Book or N.A.D.A. Book.
Purchase date/price switched	Don't try to fix. No statement needed.
Name misspelled	Need:
	Statement from applicant giving correct spelling
	or
	Statement from co-owner giving correct spelling
	or
Copy of Birth Certificate, Marriage License, U.S. Passport.	
Seller signs on wrong line	1) Draw a thin line through error
	2) Seller signs in correct area
	3) Statement of Fact from the seller
	or
	Statement of Fact from county personnel if they witnessed the error and the title must be signed in the correct place by the seller, or Duplicate title.
Seller signs in lien release area when there is no lien	No statement of error from the seller is needed. Title must be signed in the correct place by seller.
Seller/buyer reverse area they sign in	Statement of Fact from the person who made the error. Draw a line through the incorrect signature. Sign correctly. <b>(See DR 0070)</b>
	or
	Duplicate title.
Hand-written changes made on title to VIN, Year, or Make	Correction can be done with VIN Verification, no duplicate title is needed.
	or
	If change is made by owner in an innocent attempt to correct an error, and the information can be verified by microfilm at the State Title Section, no duplicate title is needed.
	or
	Duplicate title.
Private Party Sale — Seller signs in Dealer area	No statement of Error needed. Title must be signed in the correct area by seller.

Scratching out or scribbling on title if done in front of County Personnel	Statement of Fact from County Personnel that they witnessed the error.
Mutilated Title	Acceptable if:
	Legible.
	or
	2 halves make a whole (Colorado only); taped together okay on computer-generated titles only if the information can be verified with the state computer record.
	or
	Spills okay if title is legible.
	or
	Piece of the title is missing okay if information is not missing from the title including the control number. <b>VIN MUST ALWAYS BE LEGIBLE.</b>
White Out or Correcting Tape in address area	Scrape off to see what was originally there, if possible. Okay to accept in the address field if able to determine that there was not a name there.
	or
	Duplicate title.

<b>Title Alterations</b>	
<b>The following approved alteration guidelines are NOT in conflict with C.R.S 42-6-143</b>	
<b>Error</b>	<b>Action</b>
Lienholder signed in 2nd lien release area, no second Lien	No statement from the lienholder is needed and the lienholder does not need to re-sign the first lien release area.
Lien released in both areas, only one lien	No statement from the lienholder is needed.
Altered lien release date	Statement of error from lienholder is required showing correct date.
Lien released in error	Statement of error from lienholder is required
Seller signs in lien release area when there is no lien	No statement of error from the seller is needed. Title must be signed in the correct place by seller.
Handwritten lien info on title	No statement is needed if lien is being filed. If no lien is being filed, need statement of error.
Lienholder name change	If stated on release, i.e., FKA, no statement is needed. Without FKA in the sign off, a statement of one and the same is required from the lienholder.
Purchase date altered	Need:
	Statement of fact from seller
	or
	Bill of sale from seller
	or
	Statement of Purchase Price from the buyer. <b>DR 0070</b> showing correct date.
or	
	Statement of fact from buyer.



## OTHER NOTES ON MISTAKES:

- The acceptance of mistakes can vary case by case. When in doubt, please speak with a Specialist, Coordinator, or Supervisor. At times, they may also contact the state office directly for further guidance.

## DUPLICATE TITLE VS. LIEN UPDATE TITLE

With the implementation of the DRIVES system, a duplicate title can no longer be processed for an owner or dealer agent with the Power of Attorney when an active lien is present. An additional process has been added by the state of Colorado to allow a new title to be processed without the lien information when the owner or dealer is provided a lien release without the title. This is an **Update Title** and must be processed in the county the vehicle is domiciled. Determining which processed needs to be followed depends on the status of the lien at the time of application. The DR 2539A Duplicate Title/Lien Request and Receipt form has been revised to include both processes. The second page contains detailed instructions for using the form.

### REQUIRED FIELDS ON THE DR 2539A DUPLICATE TITLE/LIEN REQUEST AND RECEIPT:

DR 2539A (07/26/19) COLORADO DEPARTMENT OF REVENUE Division of Motor Vehicles Vehicle Services Unit www.colorado.gov/dmv		Department Use Only	
<b>Duplicate Title/Lien Request and Receipt</b> C.R.S. 42-6-125, 42-6-126, 42-6-135, 42-6-137			
Sections in <b>bold text</b> represent required information. If any bolded field is left blank, your application will be rejected.			
<b>This Statement Must Be Signed By Owner, Agent or Lienholder</b>			
I certify, under penalty of perjury in the second degree, that the title for this vehicle will be issued to me as: (Check One) <input type="checkbox"/> Owner <input type="checkbox"/> Agent <input type="checkbox"/> Lienholder and the original title has been lost or destroyed, has not been assigned or transferred, and is subject only to lien(s) shown on State Motor Vehicle records. I understand that this duplicate title will be the only valid certificate of title and the original and any previously issued duplicate title(s) will be void.			
Hand printed Name as it Appears on Identification of Owner, Agent, or Lienholder (include firm name if applicable)			
Signature of Owner, Agent, or Lienholder			Date
Identification of individual signing above:* <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 (required)			Date
*Identification will be required for all duplicate title transactions. Secure and Verifiable Identification is required when the original title was issued on or after July 1, 2006.			
Year of Vehicle	Make	Body Style	Title No.
Issue Date*		County of Issuance	
Vehicle Identification Number (VIN)		License Plate Number	State of Issuance
Owner Name			
Address		City	State ZIP
Lienholder			
Name			
Address		City	State ZIP
Please Provide Mailing Address Below. To Expedite, Please Include a Self Addressed Stamped Envelope.			
Name			
Address		City	State ZIP
• Make check or money order payable to: COLORADO DEPARTMENT OF REVENUE, OR • If applying at your County Motor Vehicle, make check payable to: COUNTY CLERK.		Account Number <b>M1525571</b>	
The state may convert your check to a one time electronic banking transaction. Your bank account may be debited as early as the same day received by the State. If converted, your check will not be returned. If your check is rejected due to insufficient or uncollected funds, the Department of Revenue may collect the payment amount directly from your bank account electronically.		Duplicate Title <b>\$8.20</b>	
		Lien Release Title <b>\$7.20</b>	
		<b>5750</b>	Total Amount (999)

## DOCUMENT ORDER BEST PRACTICES

Douglas County no longer logs incoming title packets received by mail. Dealers with drop sheets with owner names will be verified and the drop sheet signed by the receiving clerk. Any steps taken to increase efficiencies in our offices are greatly appreciated!

### RECOMMENDED ORDER OF DOCUMENTS FOR scanning

- DRIVES Application
- DR 2395 Title and/or Registration Application (If Applicable)
- Title/MSO
- BOS in order of assignments
- Powers of Attorney
  - DR 2174 Power of Attorney for a Motor Vehicle
  - DR 2175 Power of Attorney for Motor Vehicle Only
  - Individual Power of Attorney
- Any other required documents not otherwise in this list DR 2421 Statement of One and the Same, DR 0024 Standard Sales Tax Receipt for Vehicle Sales, DR 0026 Tax Statement for Leased Motor Vehicle
- Security Agreement

### DEALER AND LIENHOLDER SERVICES

All efforts are made to provide quality and efficient service to dealers and lienholders for both over the counter services and mailed or dropped off paperwork.

### OVER-THE-COUNTER SERVICES:

- **Dealer Resale** Titles
- **Duplicate** Titles
- **Courtesy** Deliveries
- New **Dealer Plates**
- Dealer Plate **Renewals**
- Dealer Plate **Replacements**

### LETTERS OF AUTHORIZATION:

A Letter of Authorization is required for all title and new registration transactions. Letters of Authorization naming an authorized agent for a specific transaction will be required prior to any transaction that will be processed. This allows an ongoing authorized agent to conduct transactions without providing a new letter for each transaction. A non-specific Letter of Authorization can list multiple authorized agents. Please remember to provide an updated letter when adding or removing an authorized agent. The Douglas County Letter of Authorization policy is subject to change as needed.

Letters of Authorization requirements:

- Must be on **company letterhead**
- Must be **dated**
- Must list **all authorized agents**
- Must be **signed by someone** other than the authorized agent(s)
- Letters **will not** be kept on file

### FEES

New Title or Lien Update Title Fee: 42-6-138 (1)(a)

- **\$7.20**

Duplicate Title Fee: 42-6-138 (2)(a)

- **\$8.20**

Lien Filing Fee:

- **\$5.00**/printed page up to 8 ½" x 14"
- **\$10.00**/printed page over 14"

## **RESOURCES**

### **Douglas County Motor Vehicle Offices**

#### **Main Office & Dealer Desk**

9350 Heritage Hills Cir

Lone Tree, Co 80124

Phone Number 303-660-7440 Ask for Dealer Desk

#### **Castle Rock**

301 Wilcox St

Castle Rock, Co 80104

Phone Number 303-660-7440

#### **Highlands Ranch**

2223 Wildcat Reserve PKWY Unit G

Highlands Ranch, Co 80129

Phone Number 303-660-7440

### **STATE OF COLORADO OFFICE LOCATIONS, HOURS, CONTACT INFORMATION, AND ONLINE TOOLS:**

Lakewood: 1881 Pierce Street Lakewood, CO 80214 (M-F 8 AM-5 PM) Phone: 303-205-5600

Online General: <https://dmv.colorado.gov/contact-us-dmv>

Online Forms: <https://dmv.colorado.gov/forms-and-publications-1>

### **COLORADO DEALER ASSOCIATIONS:**

Colorado Auto Dealers Association [www.colorado.auto](http://www.colorado.auto) 303-731-1722

Colorado Independent Auto Dealers Association [www.ciada.org](http://www.ciada.org) 303-239-8000