



SKIP THE TRIP!

**Private Party Sale with a Colorado Title
COVER SHEET**

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

WITH THIS COVER SHEET I HAVE INCLUDED:

- Colorado Title - Properly Assigned
- Bill of Sale OR Price listed on title
- DR 2395 Application for Title and/or Registration
- Joint Ownership (Tenancy) with Rights of Survivorship form if more than 1 owner
- Colorado Proof of Insurance
- Copy of the old registration or plate number, if a plate credit transfer is desired

Name:

Daytime Phone Number:

Email:

Pick Up or Mail:

Please Transfer Credit from Plate Number:



Skip the Trip!

Title and Registration Instructions

Private Party Sale with a Colorado Title

- Attached are the additional documents required to complete and process the title and plates for your new purchase.
- We can transfer credits from license plates from another vehicle as long as there is at least one owner in common on both vehicles and the plates are not expired.
- A copy of the current registration or license plate number will need to be submitted in order to do this.
- Indicate “pick up” or “mail” for your delivery type.
- **Original Documents are required to process a title!**
- **You may mail them to the below address or place in our drop box in the lobby at Mesa County Central Services Motor Vehicle**

Please complete the documents as needed and send to:

<p><u>Blue Drop Box in Front of:</u> Mesa County Clerk Attn: Skip the Trip 200 S Spruce St Grand Junction CO 81501</p>	<p><u>Overnight:</u> Mesa County Clerk Attn: Skip the Trip 200 S Spruce St Grand Junction CO 81501</p>	<p><u>Regular Mail:</u> Mesa County Clerk Attn: Skip the Trip- Dept. 5008 PO Box 20,000 Grand Junction CO 81502-5001</p>
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- A fee of \$5.00 will be added for postage to mail the plates via regular mail.**
- To avoid this fee please mark for pickup and you can pick up the plates at the motor vehicle check in counter at the Central Services Building the day after the payment is processed.**

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. **Colorado title. Before this is sent to us make sure the following are checked and completed:**
 - The seller(s) is the same person that is on the front of the title. Make sure the seller(s) print and sign their name(s) on the back of the title under the “seller” section as it appears on the front of the title.
 - The odometer is filled in and the odometer indicator is checked. This only applies to vehicles 19 years old or **newer**. Any vehicle that is year model 2011 or **older** transferring the odometer is not necessary.
 - The dates of sale and purchase price are filled in.
 - The buyer(s) has filled in their printed name(s) on the back of the title under “buyer” section and signed their name.
 - The buyer will also need to print their **physical address** on the back of the title under the address section as well
3. **Bill of Sale** (optional)
4. **DR 2395 Application for Title and Registration**; highlighted areas are required to be completed. The Identification portion is required to meet the required ID listed on the attached DR 2841. If two or more owners are going on title and Joint Tenancy with Rights of Survivorship is desired page two of the DR 2395 is also required to be completed.
5. **DR 2842 Supplemental Secure and Verifiable Identification**. Only one owner’s identification is required. Make certain to have someone witness your ID and signature.
6. **Colorado Proof of Insurance**. This must be on the vehicle being registered.
7. If you wish to transfer credit from plates we will need a copy of the current registration or license plate number for the plates from which you want to transfer credit. Plates may not be expired.

Payment Options

Once your paperwork is completed we will call you or send you an email with the amount due. You can pay using one of the methods below:

Paying by check

Drop the check, within an envelope addressed to Skip the Trip, in the blue drop box in front of the Central Services Building. Make Payable to MCCR and write the last 8 digits of the VIN in the memo field.

Paying by E-check

Call 970-244-1664 and tell the staff member that you need to make a payment on a Skip the Trip packet and have the last 8 digits of the VIN number with you when you call. You will need to know the Account number and Routing number for your bank.

Be aware there is an additional **\$1.00** charge to pay with an E-check.

Paying by credit/debit card

Call 970-244-1664 and tell the staff member that you need to make a payment on a Skip the Trip packet and have the last 8 digits of the VIN number will you when you call. You will need to have your credit/debit card in hand.

Be aware there is an additional credit card processing fee (approx. \$3 per \$100).

- **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. Generally less than \$10.00**

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 * <input type="checkbox"/> DR 2421 Attached					Lease Buy-Out <input type="checkbox"/> Yes <input type="checkbox"/> No		Legal Name(s) as it Appears on Identification and Physical Address of Lessee								
							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 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 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. 42-2-121 (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 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					
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					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 _____			

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.

Vehicle Identification Number	Year	Make.	Model
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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.

Owner One	<p>I _____ (print name) request the Colorado Certificate of Title for the Vehicle described above be issued in:</p> <p style="text-align: center;"> <input type="checkbox"/> Joint Tenancy With Rights of Survivorship <input type="checkbox"/> Tenancy in Common </p> <p>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.</p>		
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; border-top: none;">Owners Signature</td> <td style="width: 20%; border-top: none;">Date</td> </tr> </table>	Owners Signature	Date
Owners Signature	Date		
Owner Two	<p>I _____ (print name) request the Colorado Certificate of Title for the Vehicle described above be issued in:</p> <p style="text-align: center;"> <input type="checkbox"/> Joint Tenancy With Rights of Survivorship <input type="checkbox"/> Tenancy in Common </p> <p>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.</p>		
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; border-top: none;">Owners Signature</td> <td style="width: 20%; border-top: none;">Date</td> </tr> </table>	Owners Signature	Date
Owners Signature	Date		
Owner Three	<p>I _____ (print name) request the Colorado Certificate of Title for the Vehicle described above be issued in:</p> <p style="text-align: center;"> <input type="checkbox"/> Joint Tenancy With Rights of Survivorship <input type="checkbox"/> Tenancy in Common </p> <p>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.</p>		
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; border-top: none;">Owners Signature</td> <td style="width: 20%; border-top: none;">Date</td> </tr> </table>	Owners Signature	Date
Owners Signature	Date		
Owner Four	<p>I _____ (print name) request the Colorado Certificate of Title for the Vehicle described above be issued in:</p> <p style="text-align: center;"> <input type="checkbox"/> Joint Tenancy With Rights of Survivorship <input type="checkbox"/> Tenancy in Common </p> <p>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.</p>		
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; border-top: none;">Owners Signature</td> <td style="width: 20%; border-top: none;">Date</td> </tr> </table>	Owners Signature	Date
Owners Signature	Date		

SUPPLEMENTAL SECURE AND VERIFIABLE IDENTIFICATION INFORMATION AND ATTESTATION CLAUSE

ANY ALTERATION OR ERASURE VOIDS THIS DOCUMENT

This form may be used as an attachment to existing forms inventory which does not contain the secure and verifiable identification information or attestation. Please attach this completed form to the document(s) being presented for Title and/or Registration.

SECURE AND VERIFIABLE IDENTIFICATION OF		
Name as it Appears on Identification		
Agency (If Applicable)		
Identification Information (for acceptable forms of ID please see form DR 2841) <input type="checkbox"/> Colorado DL <input type="checkbox"/> Colorado ID <input type="checkbox"/> Other _____		
ID #	Expires	DOB
This section to be used with DR 2219 Persons with Disabilities Parking Privileges Application. Identification shown above belongs to: <input type="checkbox"/> Individual (Placard holder) <input type="checkbox"/> Guardian <input type="checkbox"/> Parent <input type="checkbox"/> Business		
* Affidavit of one in the same is required if the name on ID differs in any way from name on title assignment.		
* _____ and _____ 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		
The undersigned witness affirms that the identification described above was presented to me.		
Witness Printed Name		
Witness Signature	Date	

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.