

200 W Oak St Suite 1100, Fort Collins 80521
PO Box 1429, Fort Collins 80522
8:00 – 5:00
FAX: (970) 498-7875

205 E 6th St
Loveland CO 80537
8:00 – 5:00
FAX: (970) 679-4529

1601 Brodie Ave
Estes Park, CO 80517
8:00 – 4:30
FAX: (970) 577-2028

LARIMER COUNTY MOTOR VEHICLE CHECKLIST

PHONE: (970)498-7878

Secure and Verifiable Identification is required on New Titles, Duplicate Titles, New Registrations, New Temporary Registration Permits and New Placards. This identification must be provided by the owner of record or a power of attorney (DR2175) given to the agent presenting their Secure and Verifiable Identification to complete the transaction.

CURRENT INSURANCE is required on all temporary or permanent registrations with the exception of trailers. A copy of your insurance card may be requested. To contact your agent, our customer service phone and fax are available.

- **RENEWALS** – Proof of Insurance & Emissions may be required. \$25 per month late fee up to \$100 on expired registrations is applicable on motor vehicles and \$10.00 late fee will apply to non-motorized vehicles. Have your plate, title number or vehicle identification number available. Renew on-line at www.colorado.gov/renewplates by credit card or electronic check. (Administrative processing fee required.)
- **TEMPORARY PERMITS** (will require proof of insurance and secure and verifiable identification), \$25 per month late fee up to \$100 on expired registrations is applicable on motor vehicles and \$10.00 late fee will apply to non-motorized vehicles. Late fees are not applicable on expired permits.
- **IN STATE PURCHASE** – (\$25/month late fee up to \$100 and \$10.00 late fee will apply to non-motorized vehicles if registered 61 days after purchase.) Original documents are required to complete the transfer of ownership.
 - _____ **Title** (with completed odometer section on vehicles under 10 years old)
 - _____ **Dealer Invoice or Bill of Sale Notarized or with Perjury Clause** (when dollar amount and date are not listed on the title)
 - _____ **Proof of Sales Tax** paid if applicable.
 - _____ **Emissions Test** (see below)
 - _____ **Proof of insurance**
 - _____ **Owner must present identification or agent must have Power of Attorney with identification.**
- **OUT OF STATE TRANSFER** – (\$25/month late fee up to \$100 and \$10.00 late fee will apply to non-motorized vehicles if registered 91 days after establishing residency.)
 - _____ **Title OR**
 - a. Current registration in owners name may be surrendered with no Colorado title issued.
 - b. Registration over 6 months expired-copy of the title is acceptable with no Colorado title issued.
 - _____ **DR2395 VIN VERIFICATION** – Required on all out of state title transactions. A list of inspectors is available upon request. Out of State Inspections may be accepted if completed by out of state law enforcement and submitted with a DR2394 Statement of Facts explaining the reason for the out of state inspection.
 - _____ **Dealer Invoice or Bill of Sale Notarized or with Perjury Clause** (if the dollar amount and date are not listed on the title)
 - _____ **Proof of Sales Tax** paid if applicable.
 - _____ **Emissions Test** (see below)
 - _____ **Proof of insurance**
 - _____ **Owner must present identification or agent must have Power of Attorney with identification.**
- **OTHER IMPORTANT INFORMATION**
 - _____ **EMISSIONS TESTS** on gasoline vehicles will be required effective November 1, 2010. Light Duty Diesel vehicles over 4 years old and Heavy Duty over 2 years will continue to require emissions. Boundary lines vary.
 - _____ **DO YOU HAVE PLATES TO TRANSFER?** Notify the Technician and credit may be applied.
 - _____ **FINANCED OR LEASED?** When your paperwork is processed in our office a Title Complete Notice will be mailed to you. If you have not received notification, the Information Desk can verify the status. The dealer or financial institution may need to be contacted.
 - _____ **WEIGHT SLIP** are required on motorized vehicles if weight is not listed on your ownership documents.

For forms, general questions or more detailed information, see the Information Desk OR visit www.larimer.org/clerk.

LCMV004(12/2010)

VIN VERIFICATION LOCATIONS AND SCHEDULES

1. **Any Licensed Dealer. Call to verify available schedules. Fees are charged per Dealer's discretion.**
2. **Ft Collins Police Department (970)221-6540**, 2221 Timberline Rd, Fort Collins
8:00 a.m. – Noon - Tuesdays
Noon to 4:00 p.m. - Thursdays
Call for Appointment
3. **Larimer County Sheriff (970)498-5100**, 2501 Midpoint Dr, Fort Collins
9:00 a.m. to 11:00 a.m. and 2:00 p.m. to 4:00 p.m.
Monday - Friday
\$10 Fee/ Check or Cash
4. **Colorado State Patrol (970)224-3027**, 3832 S Interstate Hwy 25, Fort Collins
8:00 a.m. to 4:30 p.m. - Monday – Friday
By Appointment Only
No Fee for Out of State Vehicle Verifications
5. **CSU Police Department (970)491-6425**, 750 S Meridian Ave on CSU Campus, Fort Collins
8:00 a.m. to Noon – Wednesdays
6. **Berthoud Police Department (970)532-2611**, 328 Massachusetts Avenue, Berthoud
8:00 a.m. – 5:00 Monday – Friday
\$5.00 Fee
7. **Diesel Emission Testing Stations:**
APPOINTMENT REQUIRED

Nelson's Auto Tech.	361 ½ Mountain Ave., Fort Collins	(970)484-0834
Performance Tune	1007 Centre Ave., Fort Collins	(970)482-3971
Lundstedt Automotive	1401 E. Lincoln Ave., Fort Collins	(970)221-9400
Schwinnzell's Diesel	614 Sherry Dr., Fort Collins	(970)493-3123
Houska Automotive	899 Riverside Ave., Fort Collins	(970)482-0156
Proformance Auto	1125 S. Garfield Ave., Loveland	(970)667-7396
Engle Automotive	808 Denver Ave., Loveland	(970)635-9760

8. Gasoline Emission Testing Stations:

The Enhanced tests are completed by Air Care Colorado stations,
(970)AIR-TEST or (970)247-8378:

Monday thru Friday 8:00 am to 5:30 pm
Saturday 8:00 am to 1:00 pm

7001 N Franklin Ave.
Loveland, CO
(Hwy 287 and 71st St. - 4 blocks NW of the Wal-Mart Store between Loveland and FC)

835 SE Frontage Rd
Fort Collins, CO
(SE of the I25 and Hwy 14 intersection)

5222 Silver Peak Ave.
Dacono, CO

2844 W 30th St.
Greeley, CO