

200 W Oak St Suite 1100, Fort Collins 80521
PO Box 1429, Fort Collins 80522
8:00 – 5:00
FAX: (970) 498-7899

205 E 6th St
Loveland CO 80537
8:00 – 5:00

1601 Brodie Ave
Estes Park, CO 80517
8:00 – 4:30

FAX: (970) 619-4529

FAX: (970) 577-2028

LARIMER COUNTY VEHICLE LICENSING CHECKLIST

PHONE: (970) 498-7878

Secure and Verifiable Identification is required for all transactions. This identification must be provided by the owner of record or a power of attorney (DR 2175) given to the agent presenting their Secure and Verifiable Identification to complete the transaction.

PROOF OF CURRENT COLORADO INSURANCE is required for all registrations with the exception of trailers. We accept proof in any form including electronic via smart phone or other device. The proof of insurance must be for the specific vehicle being registered.

- **RENEWALS** – Proof of current Colorado insurance & emissions test 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.
- **TEMPORARY PERMITS** (will require proof of current Colorado 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. Sales tax required if applicable.
- **NEW 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)
 - _____ **DR2698 VIN VERIFICATION** – Required on all out of state title transactions.
 - _____ **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.
 - _____ **DR0024 Sales Tax Receipt** (if purchased from a dealer)
 - _____ **Emissions Test** are required on vehicles over 7 years old. Boundary lines vary.
 - _____ **Proof of current Colorado insurance.**
 - _____ **Owner must present identification or agent must have Power of Attorney (DR 2175) with identification.**
 - _____ **DR2395 Application for Title** with Acknowledgement of Intent Completed by all owners
 - _____ **Security Agreement** (if financed)
- **OUT OF STATE TRANSFER (Residents moving into Colorado previously registered out of state)** – (\$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 photo copy of the title if held by lienholder) or _____ **Registration** (Acceptable for Registration only)
 - a. Current or a copy of the 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.
 - _____ **DR2698 VIN VERIFICATION** – Required on all out of state title transactions. Out of State Inspections may be accepted if completed by out of state law enforcement and submitted with a DR 2394 Statement of Facts explaining the reason for the out of state inspection.
 - _____ **Emissions Test** are required on vehicles over 7 years old. Boundary lines vary.
 - _____ **Proof of current Colorado insurance.**
 - _____ **Owner must present identification or agent must have Power of Attorney (DR 2175) with identification.**
- **OTHER IMPORTANT INFORMATION**
 - _____ **DO YOU HAVE PLATES TO TRANSFER?** Please bring previous registration and/or license plates.
 - _____ **FINANCED OR LEASED?** When the vehicle paperwork is processed in the office a Title Complete Notice will be mailed. If such notification is not received within 60 days of the purchase of the vehicle, please contact our office to verify the status or contact the dealer or financial institution to verify when the documents were submitted to us.
 - _____ **WEIGHT SLIP** may be required on trucks weighing between 4,501 and 10,000 lbs. if weight is not listed on documents.

For forms, general questions or more detailed information, visit www.larimer.org/vehiclelicensing

VIN VERIFICATION LOCATIONS AND SCHEDULES

1. **Ft. Collins Larimer County Vehicle Licensing Office, (970) 498-7878**, 200 W. Oak St., Fort Collins
8:00 a.m. to 4:00 p.m., Monday – Friday
\$20.00 Fee
2. **Estes Park Larimer County Vehicle Licensing Office, (970) 577-2025**, 1601 Brodie Ave., Estes Park
8:00 a.m. to 11:30 a.m. and 1:30 p.m. to 4:30 p.m., Monday – Friday
\$20.00 Fee
3. **Any Licensed Dealer. Call to verify available schedules. Fees are charged per Dealer’s discretion.**
4. **Ft Collins Police Department (970) 221-6540 option 1**, 2221 Timberline Rd, Fort Collins
8:15 a.m. – Noon - Tuesdays
By Appointment Only
\$10.00 Fee
5. **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
\$20 Fee / Check or Cash
6. **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
This location performs Certified VIN Inspections Only
7. **CSU Police Department (970) 491-7695**, 750 S Meridian Ave on CSU Campus, Fort Collins
8:00 a.m. to 5:00 p.m. - 1st and 3rd Thursdays of each month
By Appointment Only
\$20 Fee / Check or Cash or Credit/Debit Card
Certified VIN Inspections also completed at this location
8. **Larimer County Sherriff – Berthoud office - (970) 532-2611**, 328 Massachusetts Avenue, Berthoud
8:00 a.m. – 5:00 Monday – Friday
\$20.00 Fee

9. **Diesel Emission Testing Stations: APPOINTMENT REQUIRED**

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|-------------------------------|---------------------------------------|-----------------|
| Engle Automotive | 808 Denver Ave., Loveland | (970) 635-9760 |
| Houska Automotive | 899 Riverside Ave., Fort Collins | (970) 482-0156 |
| Lundstedt Automotive | 1401 E. Lincoln Ave., Fort Collins | (970) 221-9400 |
| Nelson’s Auto Tech. | 361 ½ Mountain Ave., Fort Collins | (970) 484-0834 |
| Performance Tune | 1007 Centre Ave., Fort Collins | (970) 482-3971 |
| Proformance Auto | 1125 S. Garfield Ave., Loveland | (970) 667-7396 |
| Schwinzell’s Diesel | 614 Sherry Dr., Fort Collins | (970) 493-3123 |
| US Auto Machine & Performance | 827 S Lincoln Ave Loveland | (970) 669-3290 |

10. **Gasoline Emission Testing Stations:**

Air Care Colorado stations, (970) AIR-TEST or (970) 247-8378

8:00 a.m. to 5:30 p.m., Monday thru Friday and 8:00 a.m. to 1:00 p.m., Saturday
\$25.00 Fee

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)