



## Registration Checklist: Out-of-State Dealership Purchase



Here is a list of what you need to register a vehicle purchased from a dealership outside of Colorado.

### **New Owner Identification**

For a list of acceptable identification, visit our [Secure and Verifiable ID page](#). The vehicle's owner must be present with ID to register the vehicle. (Copies of spouse's or related person's ID will not be accepted). For jointly owned vehicles, either owner may register the vehicle. If the owner has asked someone else to complete the transaction on their behalf (besides a co-owner), a [DR2175 Power of Attorney for Motor Vehicle Only](#) must be completed, signed, and presented at the time of registration.

### **Title Complete Notice** – if dealer sends paperwork directly to Motor Vehicle office

If your dealer sends the title paperwork to our office, you will receive a white postcard (Title Complete Notice) when the paperwork is completed. If any paperwork is missing, we will send you a letter instead. You can check the status of your title paperwork at [MyDMV.Colorado.gov](#). If you haven't received a letter or your Notice within 7-10 days prior to the expiration of your temporary tags, please call us at (303) 413-7710.

### **Complete paperwork from the dealer** – if sent directly to you (instead of our office)

For cash purchases and some financed purchases, the dealer will mail the paperwork directly to you. If you receive the paperwork, bring all documents provided by your dealership (including the vehicle title and dealer invoice / bill of sale) when you come to our office to register your vehicle.

### **Proof of automobile insurance coverage**

Insurance card, copy of insurance policy or letter from your insurance company on the company's letterhead including the following: vehicle year, make, model, vehicle identification number (VIN), effective date and expiration date of the policy. Please see our [Auto Insurance Requirements page](#).

### **License Plates and/or current registration from previously owned vehicle** (optional)

If you have Colorado plates from a previously owned vehicle, you can save money by reusing them. You can also receive credit for any time remaining on your previous Colorado registration. Bring the plates and current registration from your previously owned vehicle with you when registering your new vehicle.

### **Emissions test** (if required)

Unless your vehicle is exempt, you must show proof of passing a Colorado vehicle emissions test when registering your vehicle. Visit our [Emissions Testing page](#) for information about requirements, exemptions, testing locations, and cost.

### **Proof of paid sales tax**

You will be required to pay Colorado Sales Tax at the time of registration, but you may receive credit for any sales tax you already paid to another state if you provide [valid proof of tax paid](#).

### **Payment**

Please see our [Fees & Taxes page](#) for details about how Motor Vehicle fees are calculated. You can estimate your registration fees online at [MyDMV.Colorado.gov](#). For an accurate estimate, be sure to enter the original MSRP (usually different from the purchase price - you may need to look this up online). Payment can be made by check, cash, or any major credit/debit card (note: a nonrefundable fee will be added for credit/debit cards).

## Registration Instructions

### ***Financed Purchase with Title Complete Notice***

If the dealer sends us complete paperwork and we can title your vehicle, you will receive a Title Complete Notice (white postcard). Once you have the Notice and all other items on this checklist, you can register your vehicle online at [MyDMV.Colorado.gov](http://MyDMV.Colorado.gov). If you are unable to register online or wish to reuse license plates from a previously owned vehicle, please contact us or visit one of our Motor Vehicle offices (locations below).

### ***Cash Purchase or Financed Purchase with Missing Paperwork***

You will need to visit one of our Motor Vehicle offices (locations below) if you purchased your vehicle with cash or if you made a financed purchase but received a letter from our office notifying you of missing paperwork.

Gather the items on this checklist (and any missing documents) and then visit one of our Motor Vehicle offices (locations below). To avoid potentially long lines, you can make an appointment on our website:

[www.BoulderCounty.org/MotorVehicle](http://www.BoulderCounty.org/MotorVehicle).

\*Note: Whether registering online or in-person, you can expect your new Colorado title to be mailed to you within 4 - 6 weeks upon registration of your vehicle.

**[www.BoulderCounty.org/MotorVehicle](http://www.BoulderCounty.org/MotorVehicle)**

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#### **Contact**

303-413-7710  
303-413-7725 (fax)  
[motorvehicle@bouldercounty.org](mailto:motorvehicle@bouldercounty.org)

#### **Locations**

Boulder: 1750 33rd Street  
Longmont: 529 Coffman Street  
Lafayette: 1376 Miners Drive

#### **Hours**

8 a.m. – 4:30 p.m.  
Monday - Friday