



# Registration Checklist: Private Sale



Recently purchased a vehicle from a private party? Here is a list of what you need to register your vehicle.

## ☐ New owner identification

For a list of acceptable identification, visit our [Secure and Verifiable ID page](#). The vehicle's owner must be present with their ID to register their 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.

### License Plates

In Colorado, the seller must retain their license plates. Visit our [Buying a Vehicle page](#) to learn more about operating a vehicle prior to registration.

## ☐ Vehicle title

Must be notarized only if required on the title. Must be properly endorsed (please see our page on [How to Transfer a Title to a New Owner](#)). An Odometer Reading must be included if the vehicle is under 10 years old.

## ☐ Bill of Sale

A [bill of sale](#) that includes the vehicle information (year, make, model, and VIN number), purchase price, date of sale, and the names, addresses, and signatures of the buyer and seller.

## ☐ Proof of automobile insurance coverage

Insurance card, copy of the 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](#).

## ☐ Emissions test (if required)

Unless the vehicle is exempt, the seller must provide you with a new emissions test (even if there is still time remaining on the current inspection report). Visit our [Emissions Testing page](#) for information about exemptions, requirements, testing locations, and cost. Please note that if ownership of the vehicle is transferred in the last year of the vehicle's exemption period, it will require an emissions test.

## ☐ Vehicle Identification Number (VIN) verification (if required)

Required only for out-of-state titles. A [VIN Inspection](#) can be done when completing an emissions test at [Air Care Colorado](#) or at a Boulder County Motor Vehicles location at the time of registration (cost is \$20).

## ☐ Financed purchases only: Complete paperwork from lien holder

If the lien holder did not send these items directly to our office, you will need to provide all paperwork from the lien holder, including the security agreement or loan documents.

## ☐ Certified weight slip (if required)

A certified weight slip is required for trucks and cargo vans that have been modified more than 300 pounds. A weight slip may also be required for motor homes and used buses based on what supporting documentation you have. Many local private companies (such as [Pioneer Sand](#) – locations in Boulder, Longmont, & Broomfield) can provide a certified weight slip.

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

If you have Colorado plates from a previously owned vehicle, you can no longer use them as of January 2022. You can still receive credit for any time remaining on your previous registration. Bring the plate number and current registration from your previously owned vehicle with you when registering your new vehicle.

☐ **Payment**

Sales tax and other fees will be collected by our office at the time of registration. Please see our [Fees & Taxes page](#) for details. You can estimate your registration fees online at [MyDMV.Colorado.gov](http://MyDMV.Colorado.gov). For an accurate estimate, be sure to enter the original MSRP (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 is added for credit/debit cards).

☐ **Make an Appointment**

Once you have all these items, please schedule an appointment at one of our Motor Vehicle offices (locations below) by visiting [www.BoulderCounty.gov/MV](http://www.BoulderCounty.gov/MV) or by calling 303-413-7710. All in-person services require an appointment. (Also, please note that your future registration renewals will need to be completed out of office.)

\*Note: Expect your new Colorado title to be mailed to you within 4 - 6 weeks upon registration of your vehicle.

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**[www.BoulderCounty.gov/MV](http://www.BoulderCounty.gov/MV)**

**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:**

7:30 a.m. – 5:00 p.m.  
Monday – Thursday  
Closed Fridays