

# Larimer County Vehicle Licensing Checklist

200 West Oak Street Fort Collins	Fax: 970-498-7899	Hours: M - F 8:00 - 5:00
200 Peridot Avenue Loveland	Fax: 970-619-4529	Hours: M - F 8:00 - 5:00
1601 Brodie Avenue Estes Park	Fax: 970-577-2028	Hours: M - F 8:00 - 4:30

For more information, visit our website: [larimer.gov/vehiclelicensing](http://larimer.gov/vehiclelicensing) or call 970-498-7878

## IN-PERSON TRANSACTIONS ARE AVAILABLE - VISIT [larimer.gov/bookatime](http://larimer.gov/bookatime)

**SECURE AND VERIFIABLE IDENTIFICATION:** Valid identification must be provided by the owner of record, an agent acting as power of attorney, or an agent acting on behalf of a business entity. Documentation of Secure and Verifiable Identification may be required to be recorded from the owner of record with the power of attorney.

**COLORADO INSURANCE:** Proof of Colorado insurance is required for *motorized* vehicles (trailers exempted). Insurance is acceptable in any form including electronic devices, phones, email, fax, insurance card, etc...

**RENEWALS:** Renewing your vehicle is easy and convenient with 5 contact-free options:

- Renew on-line at [larimer.gov/renewplates](http://larimer.gov/renewplates)
- Self-Service renewal kiosk located at King Soopers - 1842 N. College and 4503 John F Kennedy Pkwy., Fort Collins or 1275 Eagle Drive, Loveland. For other kiosk locations visit [larimer.gov/kiosk](http://larimer.gov/kiosk).
- Mail your renewal to our office at PO Box 1429, Fort Collins, CO 80522
- Drop your renewal (with check) into the "Renewal Drop Box" located in the lobby of the Fort Collins or Loveland offices.
- Phone staff is available 8 am - 5 pm, Monday - Friday; call (970)498-7878, Option 5

**TEMPORARY PERMITS:** Permits may be issued for new purchases with supporting documents. Secure and verifiable identification required; sales/use tax is collected when applicable; valid insurance may be required. Temporary permits issued for other reasons will be approved by vehicle licensing staff.

**LATE FEES:** Late fees will apply after 60 days from the date of purchase or 90 days from date of residency. Motorized vehicles and trailers 16,000 lbs or more are \$25.00/month up to \$100.00 or trailers less than 16,000 lbs are a flat \$10.00.

**NEW PURCHASE:** The original ownership document is required to transfer ownership. Valid identification required (see Secure and Verifiable Identification section). Proof of insurance required for motorized vehicles.

\_\_\_ **Ownership Document** - MSO, Colorado title, Out-of-state title

\_\_\_ **Dealer Invoice or Bill of Sale** (when purchase price and date of sale are not listed on the ownership document)

\_\_\_ **Proof of sales/use tax paid** (if applicable)

\_\_\_ **DR 0024 Standard Sales Tax Receipt** (if purchased from a dealer)

\_\_\_ **Emissions Test** - gasoline vehicles over 6 years old, diesel vehicles over 3 years old AND address located inside emissions testing boundaries. See [larimer.gov/emissions](http://larimer.gov/emissions) for boundary information. See page two for locations.

\_\_\_ **Certified Weight Slip** - required for trucks weighing between 4,501 - 10,000 pounds with modifications of more than 300 pounds. See page two for locations.

\_\_\_ **DR 2395 Application for Title and/or Registration Acknowledgement of Intent** completed by all owners

\_\_\_ **DR 2698 Verification of VIN** - required when an out-of-state title is surrendered

\_\_\_ **Security Agreement** - a copy of the loan document is required if the vehicle is financed

**OUT OF STATE TRANSFER:** Residents moving into Colorado and previously registered out of state. Valid identification required (see Secure and Verifiable Identification section). Proof of insurance required for motorized vehicles.

\_\_\_ **Ownership Document** - title, copy of title, registration (no more than six months expired), proof of ELT from lender, proof of ownership from previous state's DMV.

\_\_\_ **Emissions Test** - gasoline vehicles over 7 years old, diesel vehicles over 4 years old AND address located inside emissions testing boundaries. See [larimer.gov/emissions](http://larimer.gov/emissions) for boundary information. See page two for locations.

\_\_\_ **Certified Weight Slip** - required for trucks weighing between 4,501 - 10,000 pounds with modifications of more than 300 pounds. See page two for locations.

\_\_\_ **DR 2698 Verification of VIN** - required when an out-of-state Ownership Document is surrendered unless proof of original ownership is provided i.e. copy of the MSO or purchase order from original dealer.

**EMISSIONS TESTING LOCATIONS:****GASOLINE/GASOLINE HYBRID AND NON-DIESEL ALTERNATIVE FUELS: AIR CARE COLORADO 970-247-8378**

835 S.E. FRONTAGE RD., FORT COLLINS (SE CORNER OF I25 AND HIGHWAY 14 INTERSECTION)
7001 N. FRANKLIN AVE., LOVELAND (SW CORNER OF 71ST ST AND HIGHWAY 287 INTERSECTION)

**DIESEL/DIESEL HYBRID FUELS:**

**Please note: Call to verify availability of test type, hours, etc. before proceeding to the locations listed below.**

Engle Automotive	808 N. 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 Center	361 ½ E. Mountain Ave., Fort Collins	970-484-0834
Proformance Auto	1125 S. Garfield Ave., Loveland	970-667-7396

**CERTIFIED WEIGHT SLIP LOCATIONS:**

**Please note: Services may be limited during this time due to closures or staffing shortages. Call to verify availability before proceeding to the locations listed below. WEIGHT SLIPS MUST INCLUDE THE VIN OF THE VEHICLE.**

Bivens Trucking & Excavating	862 W. Willox Ln., Fort Collins	970-482-0358
Crystal Landscape Supplies Inc	6616 N. Garfield Ave., Loveland	970-669-3565
Ewing Landscape Materials	3501 Prospect Rd., Fort Collins	970-221-7173
Hubbard Feeds	546 Willow St., Fort Collins	800-333-7929
Johnson's Corner	6438 E. County Road 16, Johnstown	970-667-2069
Kitchen & Company Excavation	961 Juniper Ln., Estes Park	970-586-2091
Love's Travel Stop	3800 E. State Highway 56, Berthoud	970-532-2507
Pioneer Landscape Centers	6705 S. College Ave., Fort Collins	970-223-4505
Pioneer Landscaping	2123 N. 1st St., Berthoud	970-532-4126

**VERIFICATION OF VIN LOCATIONS:**

**Please note: Services may be limited during this time due to closures or staffing shortages. Please call to verify availability and fee before proceeding to the locations listed below.**

1. **Air Care Colorado** - see locations above
2. **CSU Police Department** - 750 S. Meridian Ave., Fort Collins. 970-491-7695
3. **Diesel Emissions Testing Stations** - see locations above
4. **Larimer County Sheriff Berthoud Office** - 328 Massachusetts Ave., Berthoud. 970-532-2611
5. **Larimer County Sheriff Fort Collins Office** - 2501 Midpoint Dr., Fort Collins. 970-498-5100
6. **Larimer County Vehicle Licensing Offices** - 8:00am - 4:00pm M-F excluding holidays. By appointment only. Fee applies.
7. **Licensed Colorado Dealers**