

# 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.org/vehiclelicensing](http://larimer.org/vehiclelicensing) or call 970-498-7878

## IN-PERSON TRANSACTIONS BY APPOINTMENT ONLY VISIT [larimer.org/bookatime](http://larimer.org/bookatime) TO MAKE AN APPOINTMENT.

**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 or 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:** Renewals cannot be completed in person at this time. Please utilize one of our remote services:

- Online at [mydmv.colorado.gov](http://mydmv.colorado.gov) - Vehicle Services - Renew a vehicle registration
- Self service renewal kiosks located at three King Soopers locations:
  - 1842 N. College Ave., Fort Collins, CO 80521
  - 4503 John F. Kennedy Pkwy., Fort Collins, CO 80525
  - 1275 Eagle Dr., Loveland, CO 80537
- Visit [larimer.org/phonetag](http://larimer.org/phonetag) for more options

**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 Trailer 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 sales 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 7 years old, diesel vehicles over 4 years old AND address located inside emissions testing boundaries. See [larimer.org/emissions](http://larimer.org/emissions) for boundary information. See page two for locations.

\_\_\_ **Certified Weight Slip** - required for used trucks weighing between 4,501 - 10,000 pounds with an out-of-state title. 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, 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.org/emissions](http://larimer.org/emissions) for boundary information. See page two for locations.

\_\_\_ **Certified Weight Slip** - required for used trucks weighing between 4,501 - 10,000 pounds with an out-of-state ownership document. 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:**

|                           |                                      |              |
|---------------------------|--------------------------------------|--------------|
| 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 |
| Performance Tune          | 1007 Centre Ave., Fort Collins       | 970-482-3971 |
| 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. Please 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 |
| Hageman Earth Cycle            | 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 is \$20.00
7. **Licensed Colorado Dealers**