

Instructions for Private Party Colorado Title Transfer

This is a guide to assist individuals who have conducted private party vehicle sales during the COVID-19 pandemic. This is only for vehicles that have a Colorado title, were paid for in full, and were purchased by a buyer living in Arapahoe County (we cannot process paperwork for any other county).

To minimize the chance of your paperwork being rejected, please follow the guidelines below for all documents we may need to process your title completely.

Documents For Processing

All documents should be sent in to us with the buyer's information on a separate sheet of paper:

- Buyer Name, Phone Number, and Email Address for correspondence

Below are the documents we will expect to receive in your packet to us, as well as tips to make sure they are filled out completely and accurately.

1. Colorado Vehicle Title (Most current)

a. Properly assigned on back of title

- i. There cannot be any alterations on the document (cross-outs, white-out, etc.)

b. Follow assignment and odometer acknowledgement requirements

- i. Complete Odometer Reading (numeric value if not "Exempt" on front)
- ii. Odometer Indicator Box (if not "Exempt" on front)
- iii. Exempt if older than 10 years

c. Seller's Hand Printed Name, Seller's Signature

- i. ALL sellers must hand print EXACTLY as their name appears on the front of the title
- ii. ALL sellers must sign EXACTLY as their name appears on the front of the title

d. Buyer's Hand Printed Name, Buyer's Signature

- i. ALL buyers must hand print their name
- ii. At least one buyer must sign EXACTLY as their printed name

e. Date of Sale

f. Address of Buyer

g. Purchase Price

h. Lien release (IF there is a Lien noted on the front of the title)

- i. This can be accepted 2 ways:
 1. Release written on front of title- Must include name of lien holder *and* date of release.
 2. A lien release separate from the title, signed under penalty of perjury in the second degree is acceptable
 - a. The lien release must be on the lienholder's letterhead (letterhead is not required if the lienholder is an individual).
 - b. Must include the vehicle year, make, VIN, titled owner(s) name(s), agent's signature, the date of the lien release.
 - c. Must contain the wording "I certify under penalty of perjury in the second degree."

2. **Application for Title/Registration and Joint Tenancy Intent Form, [DR2395](#)**

All information on DR2395 must match buyer info on back of title

- a. Page 1- Application for Title and/or Registration
 - i. **Vehicle Details Section**
 1. Details for this section must be taken directly from the Title itself
 - ii. **Name and Address Section**
 - iii. **Secure and Verifiable Identification Section (SVID)**
 1. Abbreviations are not allowed in this section unless the SVID name is abbreviated on the identification document due to truncation
 2. Section must be complete and signed by a witness
 3. Electronic signatures are acceptable
 4. Acceptable SVID- Colorado or Other U.S. State driver's license, ID card, or Instruction permit expired (1) year or less, Military ID, Passport
- b. Page 2- Joint Tenancy with Rights of Survivorship
 - i. Only applicable when 2 or more buyers of 1 vehicle
 - ii. All buyers must print, sign, and check box in their designated section

3. **A Statement of One in the Same, [DR2421](#) (if applicable)**

- a. Required for the Buyer if:
 - i. Buyer's Name differs in the SVID section from the titled name
 - ii. Buyer's Name differs on the DR2842 from the titled name

Motor Vehicle Mailing Address

**Arapahoe County Clerk and Recorder- Joan Lopez Motor Vehicle
P.O. Box 9006
Littleton, CO 80160**

Can also submit via outside MV Drop-Box at **5334 S Prince St, Littleton, CO 80120.**

Sales Tax Calculation

In order to assist in calculating your payment for Sales Tax due, please visit the following link:

- [Link to Arapahoe County Sales Tax Rates](#)
 - o County will use this Sales Tax calculator to assist in processing and calculating fees for the sale.
 - o Additional fees will apply- Buyer will be informed of them before completing the transaction.

Common Mistakes That Will Result in Rejection

- Title errors:
 - o Missing hand-printed names, signatures, job title missing with agent's signature who is signing on behalf of a company, (not required for a dealership/leasing company)
 - o Altered odometer mileage or indicator
 - o Odometer indicator not marked on the odometer statement
- Secure and Verifiable ID (SVID) errors on DR2842:
 - o Missing or incorrect ID information, applicant or witness signature missing, DR2421- Statement of One in the Same missing when name does not match

Example Back of Title

TRANSFER OF OWNERSHIP/BUYER(S) REQUIREMENT: Upon the sale or transfer of a motor vehicle the owner in whose name the certificate of title is issued shall execute a formal transfer of the vehicle. Within **60 days** the buyer shall present the certificate of title together with an application for title to an authorized agent pursuant to C.R.S. 42-6-110.

TRANSFER OF OWNERSHIP/SELLER(S) REQUIREMENT: When the owner of a motor vehicle transfers or assigns the certificate of title to a buyer, the registration of such vehicle shall expire and the seller shall remove the license plates pursuant to C.R.S. 42-3-115.

ODOMETER CERTIFICATION: Federal and state law requires the seller to declare the mileage of the motor vehicle and requires the buyer to acknowledge the mileage of the motor vehicle upon transfer of ownership. The seller and buyer are required to print and sign their name to acknowledge the mileage pursuant to 49 USC 327.

THE SELLER(S) CERTIFIES, UNDER PENALTY OF PERJURY IN THE SECOND DEGREE, THAT THE SELLER(S) SIGNATURE(S) RELEASES AND TRANSFERS INTEREST IN THE VEHICLE AND THE ODOMETER READING AND DECLARATION ARE TRUE AND CORRECT TO THE BEST OF THEIR KNOWLEDGE.

NOTICE: ANY ALTERATION OR ERASURE MAY VOID THE ASSIGNMENT AND ALL ASSIGNMENTS THAT FOLLOW

ASSIGNMENT BY OWNER(S)	Odometer Reading <input type="checkbox"/> Actual Mileage <input type="checkbox"/> Mileage in excess of Mechanical Limits <input type="checkbox"/> No Tens <input type="checkbox"/> Not Actual - Warning: Odometer Discrepancy	Buyer's Hand Printed Name
	Sellers Hand Printed Name(s) (must be the same as it appears on the face of the title)	Buyer's Signature Acknowledges Odometer Reading
	Seller's Signature	Buyer's Hand Printed Name
	Sellers Hand Printed Name(s) (must be the same as it appears on the face of the title)	Buyer's Hand Printed Name
	Seller's Signature	Buyer's Hand Printed Name
	Sellers Hand Printed Name(s) (must be the same as it appears on the face of the title)	Buyer's Hand Printed Name
	Seller's Signature	Buyer's Hand Printed Name
	Sellers Hand Printed Name(s) (must be the same as it appears on the face of the title)	Buyer's Physical Address
	Seller's Signature	Buyer's City, State, ZIP
	Date of Sale	
	Purchase Price	

THE FOLLOWING REASSIGNMENT MAY ONLY BE USED BY LICENSED DEALERS.

1st DEALER REASSIGNMENT	Odometer Reading <input type="checkbox"/> Actual Mileage <input type="checkbox"/> Mileage in excess of Mechanical Limits <input type="checkbox"/> No Tens <input type="checkbox"/> Not Actual - Warning: Odometer Discrepancy	Buyer's Hand Printed Name(s)
	Selling Dealer Name License Number	Buyer's Signature Acknowledges Odometer Reading
	Agent's Hand Printed Name Date of Sale	Buyer's Hand Printed Name(s)
	Agent's Signature Purchase Price	Buyer's Hand Printed Name
	Auction Name (When Applicable) Auction Number	Buyer's Physical Address, City, State, ZIP

2nd DEALER REASSIGNMENT	Odometer Reading <input type="checkbox"/> Actual Mileage <input type="checkbox"/> Mileage in excess of Mechanical Limits <input type="checkbox"/> No Tens <input type="checkbox"/> Not Actual - Warning: Odometer Discrepancy	Buyer's Hand Printed Name(s)
	Selling Dealer Name License Number	Buyer's Signature Acknowledges Odometer Reading
	Agent's Hand Printed Name Date of Sale	Buyer's Hand Printed Name(s)
	Agent's Signature Purchase Price	Buyer's Hand Printed Name
	Auction Name (When Applicable) Auction Number	Buyer's Physical Address, City, State, ZIP

3rd DEALER REASSIGNMENT	Odometer Reading <input type="checkbox"/> Actual Mileage <input type="checkbox"/> Mileage in excess of Mechanical Limits <input type="checkbox"/> No Tens <input type="checkbox"/> Not Actual - Warning: Odometer Discrepancy	Buyer's Hand Printed Name(s)
	Selling Dealer Name License Number	Buyer's Signature Acknowledges Odometer Reading
	Agent's Hand Printed Name Date of Sale	Buyer's Hand Printed Name(s)
	Agent's Signature Purchase Price	Buyer's Hand Printed Name
	Auction Name (When Applicable) Auction Number	Buyer's Physical Address, City, State, ZIP

• NO ADDITIONAL REASSIGNMENTS PERMITTED - Last Assignee must obtain title in their name(s)

