

**GUNNISON COUNTY VEHICLE LICENSING CHECKLIST**

221 N. Wisconsin St.

Gunnison, CO 81230

M-F 8:00 a.m. – 4:30 p.m.

**FAX: (970) 641-7956**

**PHONE: (970) 641-1602**

**Secure and Verifiable Identification** is required for all transactions (Valid driver's license, U.S. Passport, ect...). This identification must be provided by the owner of record or a power of attorney (DR 2175) given to the agent presenting their Secure and Verifiable Identification to complete the transaction.

**PROOF OF CURRENT INSURANCE** is required for all registrations with the exception of trailers. We accept proof in any form including electronic via smart phone or other device. The proof of insurance must be for the specific vehicle being registered.

- **RENEWALS** – Proof of current insurance. \$25 per month late fee up to \$100 on expired registrations is applicable on motor vehicles and \$10.00 late fee will apply to non-motorized vehicles. Have your plate, title number or vehicle identification number available. Renew on-line at [mydmv.colorado.gov](http://mydmv.colorado.gov) by credit card.
- **IN TRANSIT TEMPORARY PERMITS** (will require proof of current insurance and secure and verifiable identification). VIN Verification(DR2698) may be required. Late fees are not applicable on expired permits.
- **NEW PURCHASE** – (\$25/month late fee up to \$100 and \$10.00 late fee will apply to non-motorized vehicles if registered 61 days after purchase.) Original documents are required to complete the transfer of ownership.

\_\_\_\_\_ **Title** (with completed odometer section)

\_\_\_\_\_ **DR2698 VIN VERIFICATION** – Required on all out of state title transactions.

\_\_\_\_\_ **Dealer Invoice or Bill of Sale Notarized or with Perjury Clause** (when dollar amount and date are not listed on the title)

\_\_\_\_\_ Proof of **Sales Tax** paid if applicable.

\_\_\_\_\_ **Proof of current insurance.**

\_\_\_\_\_ **Owner must present identification or agent must have Power of Attorney (DR 2175) with identification.**

\_\_\_\_\_ **DR2395 Application for Title** with Acknowledgement of Intent Completed by all owners

\_\_\_\_\_ **Security Agreement** (if financed)

- **OUT OF STATE TRANSFER (Residents moving into Colorado previously registered out of state)** – (\$25/month late fee up to \$100 and \$10.00 late fee will apply to non-motorized vehicles if registered 91 days after establishing residency.)

\_\_\_\_\_ **Title** (Or a photo copy of the title if held by lienholder) or \_\_\_\_\_ **Registration** (Acceptable for Registration only)

a. Current or a copy of the registration in owners name may be surrendered with no Colorado title issued.

b. Registration over 6 months expired-copy of the title is acceptable with no Colorado title issued.

\_\_\_\_\_ **DR2698 VIN VERIFICATION** – Required on all out of state title transactions. Out of State Inspections may be accepted if completed by out of state law enforcement and submitted with a DR 2394 Statement of Facts explaining the reason for the out of state inspection.

\_\_\_\_\_ **Proof of current insurance.**

\_\_\_\_\_ **Owner must present identification or agent must have Power of Attorney (DR 2175) with identification.**

- **OTHER IMPORTANT INFORMATION**

\_\_\_\_\_ **FINANCED OR LEASED?** When the vehicle paperwork is processed in the office a Title Complete Notice will be mailed. If such notification is not received within 60 days of the purchase of the vehicle, please contact our office to verify the status or contact the dealer or financial institution to verify when the documents were submitted to us.

\_\_\_\_\_ **CERTIFIED WEIGHT SLIP** may be required on trucks weighing between 4,501 and 10,000 lbs. if weight is not listed on documents.

For forms, general questions or more detailed information, visit <http://gunnisoncounty.org/137/Motor-Vehicle-Office>