

200 W Oak St Suite 1100, Fort Collins 80521
PO Box 1429, Fort Collins 80522
8:00 – 5:00
FAX: (970) 498-7899

200 Peridot Ave
Loveland CO 80537
8:00 – 5:00
FAX: (970) 619-4529

1601 Brodie Ave
Estes Park, CO 80517
8:00 – 4:30
FAX: (970) 577-2028

LARIMER COUNTY VEHICLE LICENSING CHECKLIST
LIMITED OPERATIONS ARE IN AFFECT DUE TO THE CURRENT VIRUS PANDEMIC
IN-PERSON TRANSACTION BY APPOINTMENT ONLY (www.larimer.org/bookatime)

PHONE: (970) 498-7878

Late fees listed below may be waived in some cases based on the Governor's Executive order.

Secure and Verifiable Identification is required for all transactions. 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 COLORADO INSURANCE is required for all registrations except for trailers. Only paper copies of insurance are being accepted at this time. If you don't have a paper copy, please email a digital copy to phonetag@larimer.org. The proof of insurance must be for the specific vehicle being registered.

RENEWALS – Renewals cannot be done in person, please utilize one of our remote services during this time.

- Renew on-line at www.colorado.gov/renewplates
- Self service renewal kiosk located at King Soopers - 1842 N College, Fort Collins or 1275 Eagle Drive, Loveland. For other kiosk locations visit www.larimer.org/kiosk.
- Call our office at (970) 498-7878, option 5, we can renew your registration over the phone.

- **TEMPORARY PERMITS** (will require proof of current Colorado insurance and secure and verifiable identification), \$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. Sales tax required if applicable.
- **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)
 - _____ **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.
 - _____ **DR0024 Sales Tax Receipt** (if purchased from a dealer)
 - _____ **Emissions Tests** are required on vehicles over 7 years old. Boundary lines vary.
 - _____ **Proof of current Colorado insurance.**
 - _____ **Owner must present identification or the 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)
 - _____ **DR2698 VIN VERIFICATION** – Required on out of state title transactions. (Exception: Applicant can provide proof that vehicle was purchased as new and can provide a copy of a MSO or purchase receipt from the original dealer.)
- **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 photocopy of the title if held by lienholder) or _____ **Registration** (Acceptable for Registration only)
 - a. Current or a copy of the registration in the owner's 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.
 - _____ **Emissions Tests** are required on vehicles over 7 years old. Boundary lines vary.
 - _____ **Proof of current Colorado insurance.**
 - _____ **Owner must present identification or the agent must have Power of Attorney (DR 2175) with identification.**
 - _____ **DR2698 VIN VERIFICATION** – Required on out of state title transactions. (Exception: Applicant can provide proof that vehicle was purchased as new and can provide a copy of a MSO or purchase receipt from the original dealer.)
- **OTHER IMPORTANT INFORMATION**
 - _____ **DO YOU HAVE PLATES TO TRANSFER?** Please bring previous registration and/or license plates.
 - _____ **FINANCED OR LEASED?** A Title Complete Notice will be mailed once paperwork is processed. If such notification is not received, please contact the dealer or financial institution to verify when the documents were submitted.
 - _____ **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 www.larimer.org/vehiclelicensing

VIN VERIFICATION LOCATIONS AND SCHEDULES

(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.)

1. **Ft. Collins Larimer County Vehicle Licensing Office, (970) 498-7878**, 200 W. Oak St., Fort Collins
8:00 a.m. to 4:00 p.m., Monday – Friday (by appointment only)
\$20.00 Fee
2. **Loveland Larimer County Vehicle Licensing Office, (970) 619-4521**, 200 Peridot Ave, Loveland
8:00 a.m. to 4:00 p.m., Monday – Friday (by appointment only)
\$20.00 Fee
3. **Estes Park Larimer County Vehicle Licensing Office, (970) 577-2025**, 1601 Brodie Ave., Estes Park
8:00 a.m. to 11:30 a.m. and 1:30 p.m. to 4:30 p.m., Monday – Friday (by appointment only)
\$20.00 Fee
4. **Any Licensed Dealer. Call to verify available schedules. Fees are charged per Dealer’s discretion.**
5. **Ft Collins Police Department (970) 221-6540 option 1**, 2221 Timberline Rd, Fort Collins
Call to verify available schedules and or fees
6. **Larimer County Sheriff (970) 498-5100**, 2501 Midpoint Dr., Fort Collins
Call to verify available schedules and or fees
7. **Colorado State Patrol (970) 224-3027**, 3832 S Interstate Hwy 25, Fort Collins
By Appointment Only visit: <https://www.colorado.gov/pacific/csp/get-vin-inspection>
This location performs Certified VIN Inspections Only
8. **CSU Police Department (970) 491-7695**, 750 S Meridian Ave on CSU Campus, Fort Collins
Call to verify available schedules and or fees
9. **Larimer County Sheriff – Berthoud office - (970) 532-2611**, 328 Massachusetts Avenue, Berthoud
Call to verify available schedules and or fees
10. **Diesel Emission Testing Stations: APPOINTMENT REQUIRED Call to verify available schedules / fees**

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|---------------------------|---|-----------------|
| 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 |
| Schwinzell’s Diesel | 614 Sherry Dr., Fort Collins | (970) 493-3123 |

11. **Gasoline Emission Testing Stations:**

Air Care Colorado stations, (970) AIR-TEST or (970) 247-8378
Call to verify available schedules or fees
 7001 N Franklin Ave., Loveland, CO
 (Hwy 287 and 71st St. - 4 blocks NW of the Wal-Mart Store between Loveland and FC)
 835 SE Frontage Rd, Fort Collins, CO (SE of the I25 and Hwy 14 intersection)