

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 or call 970-498-7878

IN-PERSON TRANSACTIONS ARE AVAILABLE - APPOINTMENTS RECOMMENDED - 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
- Self-Service Kiosk located at King Soopers - 1842 N. College Ave. and 4503 John F Kennedy Pkwy., Fort Collins or 1275 Eagle Dr., Loveland. For other kiosk locations visit 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. Valid Secure and verifiable identification is 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, 90 days from date of residency, or upon the expiration of a temporary permit. 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 secure and verifiable identification is required. Proof of insurance is 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 6 years and older, diesel vehicles 3 years and older AND address located inside emissions testing boundaries. See 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 secure and verifiable identification is required. Proof of insurance is required for motorized vehicles.

___ **Ownership Document** - one of the following is required: 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 7 years and older, diesel vehicles 4 years and older AND address located inside emissions testing boundaries. See 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 are completed at Air Care Colorado - 970-247-8378**

835 S.E. Frontage Rd., Fort Collins (S.E. corner of I-25 and Highway 14)
7001 N. Franklin Ae., Loveland (S.W. corner of 71st St, and Highway 287)

Diesel/Diesel Hybrid fuels:**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:**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
High Plains Excavation & Aggregate	961 Juniper Ln., Estes Park	970-586-2091
Hubbard Feeds	546 Willow St., Fort Collins	970-482-1705
Johnson's Corner	2842 S.E. Frontage Rd., Johnstown	970-667-2069
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 1st St., Berthoud	970-532-4126

VERIFICATION OF VIN LOCATIONS:**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** - 807 Mountain 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. Fee applies.
7. **Licensed Colorado Dealers**