

## El Paso County Motor Vehicle Courtesy Requirements

For dealers or third-party title companies who request a courtesy to process title and registration with El Paso County for their customers, the following is required:

**A cover sheet from the company that provides the intent of what is to be completed (example below):**

- If this transaction is to be Title only or Title and Registration
- The customer's information which will include name, address, phone number and email address.
- Payment information whether it be a check enclosed or instructing us to call for payment.
- If there was a trade and if credit should be applied (copy of current registration required).
- If the customer wants specialty plates or the standard green and white plate.
- If customer wants the parks pass – (extra \$29 is required)
- If plates are to be mailed to the company or to the customer, please provide a mailing label

**The title work should include the following documents:**

- DR2395 – Application for Title and Registration **or** DR2410 - Salvage Title Application **or** DR239A - Duplicate Title Request (which application depends on the title work -one is always required)
- Security Agreement, sometimes called the Loan Document or Promissory Note (if applicable)
- DR2383 – Joint Tenancy with Rights of Survivorship (required when more than one owner is listed)
- DR2421 – Statement of One in the Same (required when names differ on documents and Driver's license)
- Power of Attorneys (required if used on behalf of the owner or dealership)
- Other Necessary Documents: certified weight slips (if truck empty weight is not listed on the title and over 10,000 pounds empty), Statement of Facts (DR2444 – to correct certain errors on the documents), Secure and Verifiable Identification form (DR2842), Branded Title Disclosure (DR2710), Rebuilt from Salvage forms, Authorization letters for agents signing on behalf of their company, etc ( required if applicable)
- DR2698 – Verification of Vehicle Identification Number (required when titles are out of state, MSO out of country and a 2 step MSO)
- Purchase Agreement or Bill of Sale (required - if a reciprocal state - include form indicating how much was kept in the state)
- Transfer of ownership supplemental forms (if applicable)
- The surrendered Title or MSO (required)

Please note that each transaction is unique, and not all documents listed above are required or applicable for a particular transaction. Odometers must be signed on **secure** paper, which would be the title or the MSO or any secured transfer of ownership form. The vin verifications (DR2698) are processed by a Colorado Dealership or Colorado law enforcement. **The owner is required to provide this form (DR2698) to the company before submitting paperwork. All documents must be signed by the owner before submitting them. We do not contact the owner for signatures and/or documents. If additional payment is required, we will then contact the customer.**

**Requirements for registration:**

- Colorado Insurance showing the purchased vehicle information
- If the owner is a nonresident military member but is stationed in Colorado, they can apply for an exemption of the ownership tax that is part of the registration cost. They will need to provide the Military Non-Resident Form (DR2667) with a copy of their orders and LES (Leave and Earning Statement which provides their home of record)
- Diesel fuel vehicles need emission testing starting at 5 years old
- If crediting any trade vehicle with a Colorado registration – the current registration needs to be provided
- Provide the information needed if the owner wants a specialty plate and the parks pass

**There are different forms of payment our county can accept:**

- **Escrow Payment:** this is a preferred method for our recurring title companies and dealerships due to the convenience and the quickest way to process title work. Requirements are - providing the FEIN number, the Business Name and Address as well as a form of payment in any amount to open the account.
- **Electronic Payment:** to process electronically, we will need the routing and checking account numbers for the business, this method is subject to a \$1 processing fee. This can be provided to us in a blank check (provide a maximum amount) or you can instruct us to call for payment
- **Paper Check:** checks are to be payable to El Paso County Clerk and Recorder – a quote can be provided, and the check can be overnighted
- **Credit Cards:** we do accept all forms of credit cards which will add a 2.65% processing fee

The fees that should be included with each title transaction are title fee (\$7.20), sales tax and, if applicable, lien fee (\$40).

Registration fees will be additional depending on the vehicle. Our website does provide a calculator to estimate the registration costs at <https://mydmv.colorado.gov/>. Please note that the ownership tax increases each month, and this estimate may not include prior months for the ownership tax. This tax begins on the purchase date. The estimate also does not include late fees which start calculating 60 days after the purchase date. The late fee is \$25 per month maxing out at \$100; however, the prior ownership tax will continue to calculate each month.

**Other websites available:**

All forms can be found at [Forms in Number Order | Department of Revenue - Motor Vehicle](#) (dmv.colorado.gov)

Sales tax rates can be found at [Colorado Sales Tax Lookup](#) (salestaxlookup.colorado.gov)

Application packets can be sent via FEDEX, UPS, or USPS Priority to 1675 W Garden of the Gods Rd, Suite 1119, Colorado Springs, CO 80907 – **Please label – ATTENTION: COURTESY DELIVERY**

**For additional questions, please contact our office at [EPCDealerDesk@elpasoco.com](mailto:EPCDealerDesk@elpasoco.com) or call 719-520-6240 with any questions.**

## EXAMPLE OF A COURTESY COVER SHEET FOR EL PASO COUNTY

**IF YOUR BUSINESS HAS THEIR OWN COVER SHEET, PLEASE MAKE SURE THE INFORMATION THAT IS SHOWN ON THE BELOW EXAMPLE IS PROVIDED ON YOUR COVER SHEET.**

## COVER SHEET FOR COURTESY TITLE WORK

Business Name Requesting Courtesy: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Agent's Name, Phone, Email: \_\_\_\_\_

Customer Name: \_\_\_\_\_

Customer Address: \_\_\_\_\_

Customer Phone, Email: \_\_\_\_\_

<b>DEAL TYPE (Check one):</b>  TITLE ONLY: _____  TITLE AND REGISTRATION: _____  DUPLICATE TITLE: _____	<b>SALES TAX PAID TO ANOTHER STATE (Circle one):</b>  YES OR NO  If yes, provide additional document from that state indicating amount
<b>TRADE IN (Circle one):</b> YES OR NO  If yes, provide a copy of the registration.  Plate number: _____  Last eight of the vin: _____  <b>MILITARY NON-RESIDENT: YES OR NO</b>  If yes, provide DR2667, Orders and LES	<b>SPECIALTY PLATE TRANSFER (Circle One):</b> YES OR NO  If yes, provide a copy of the registration.  If no, mark which plates are to be ordered:  <b>Standard Green/White:</b> Yes or No  <b>Specialty Plate:</b> Yes or No  If yes, plate name? _____  <b>\$29 STATE PARKS PASS: YES OR NO</b>
<b>PAYMENT OPTION:</b>  Check Provided: Yes or No  Blank Check Provided for Electronic Processing: Do Not Exceed \$ _____  Call for Payment: Phone # _____  Use Escrow Account: Yes or No	<b>PREPAID RETURN ENVELOPE:</b> YES OR NO  BUSINESS NAME AND ADDRESS:  _____  _____