DR 2709 (12/19/11)

COLORADO DEPARTMENT OF REVENUE
DIVISION OF MOTOR VEHICLES
TITLE SECTION

www.colorado.gov/revenue

STATE OF COLORADO

COLORADO ASSIGNED VEHICLE IDENTIFICATION NUMBER CHECKLIST

C.R.S. 42-5-110, 42-5-202, 204, 42-6-115, 118, 42-12-202, 203

A vehicle identification number is assigned when a vehicle identification number has been removed, changed, altered, obliterated or the vehicle is manufactured from a kit.

STEP	WHAT YOU NEED TO DO	FORMS/FEES
1	Have the motor vehicle inspected and a Certified VIN Inspection form (DR 2704) completed by a P.O.S.T. certified inspector. Your local county motor vehicle office can refer you to a P.O.S.T. certified inspector in your area. → Inspection must not be over one (1) year old	DR 2704 Inspection Fee – \$20.00
2	If vehicle has proper ownership documents, whether in-state or out-of-state, skip to Step 5. If there are no proper ownership documents, perform a title record search for in-state and out-of-state vehicles: Colorado record search Submit a Title Information Request and Receipt form (DR 2539) for each vehicle identification number involved Provide photocopy of the Certified VIN Inspection form (DR 2704) Provide a completed Requestor Release and Affidavit of Intended Use form (DR 2489A) Provide a completed Statement of Fact form (DR 2444) How, when and from whom the vehicle was obtained How much was paid for the vehicle Why applicant is requesting a title search or history	Validated copy of a DR 2539 for each VIN. Fee – \$2.20 each. DR 2444 DR 2489A DR 2704
3	Contact all owners of record found as a result of the search via certified or registered (return receipt requested) mail • Letter must include → Year, make, VIN → Your intent to title → Your contact information → A request that owner of record indicate his/her intent to keep or release the vehicle Letter must be returned with proof of delivery via Post Office Return Receipt form (PS 3811) or envelope stamped "Undeliverable"	Copy of letter sent to all owners of record PS 3811
4	If title record search result indicates an active lien, it must be released via an acceptable lien release. ● If Lienholder is not available: ● Filed in Colorado ● Letter must be sent via certified or registered (return receipt requested) mail ● Letter must include ● Year, make, VIN ● Your intent to title ● Your Contact information ● Request for release of lien ● Letter must be returned "Undeliverable" ● Bond must be posted for the lien amount or twice the appraised value NOTE: If letter is not returned as "Undeliverable," and no other response is received from the lienholder, a court order will be required. ● Out-of-state (not filed in Colorado) ● Request lien release from state of record ● Release must be on the state of record's letterhead NOTE: If lien release is not available from state of record, a court order will be required.	Acceptable lien release

5	Provide proof of ownership for all major components used in the reconstruction of the vehicle (body, frame, engine and transmission, and/or any VIN found on the	Bill of Sale
	vehicle through the Certified VIN Inspection). If Lienholder is not available:	Certificate of Title
	Letter must be returned "Undeliverable"	MSO
	Bond must be posted for the lien amount or twice the appraised value	Invoices
	NOTE: If the Certificate of Title or MSO shows an active lien, an acceptable lien release is required.	Receipts
	Provide proof of ownership for all other components used in the reconstruction of the vehicle to include an original Bill of Sale, invoices or receipts, if notarized or signed under penalty of perjury in the second degree. Original Bill of Sale must include:	Receipts
	 Description of the part sold, VIN, year, make Date Sold Buyer's Name Seller's Name 	
	NOTE : If you do not have acceptable ownership documents, you must purchase a surety bond, pursuant to C.R.S. 42-6-115.	
	Compile photographs of the completed vehicle showing vehicle is roadworthy, including:	
6	 Pre-repair photos, if available. Showing entire front and driver's side Showing entire rear and passenger's side. 	
7	Complete a Colorado Assigned Vehicle Identification Number Declaration of Facts form (DR 2426)	DR 2426
	Submit a Colorado Assigned Vehicle Identification Number form (DR 2408) with supporting documents listed to the right, to your local county motor vehicle office.	DR 2408
8	Secure and Verifiable Identification is required to obtain a title and/or registration in	DR 2704
	the state of Colorado. For a list of acceptable documents, please see Secure and Verifiable Identification form DR 2841.	Validated DR 2539 and copy of search result
	All approved applications will be forwarded to the Colorado State Patrol who will	(for each vehicle)
	contact you for an appointment to physically affix the VIN plate to your vehicle. All supporting documents will be returned to you at that time. If your application indicates that bonding is required for titling your vehicle, proceed with Step 9.	DR 2841
	All rejected applications will be returned to you with detailed reasons for rejection	Copy of Certified letter of notification to owner(s) of record and lienholder, if applicable
		Copy of proof of delivery (PS 3811, envelope stamped "Undeliverable")
		Title fee - \$7.20
	If a bond is required: ■ Establish the reasonable value of the vehicle, determined by one of the following: ■ Price guide books	Vehicle appraisal identifying the vehicle by VIN year and make
9	 Computerized valuation services Licensed Colorado automotive dealer Certified appraisal Furnish evidence of a savings account, deposit, or certificate of deposit meeting the requirements of section 11-35-101, C.R.S., or a good and sufficient bond with a corporate surety not less than twice the reasonable value of the vehicle. 	Account Deposit Certificate or signed Bond
	→ Bond must indicate year, make and VIN (Assigned ID) of vehicle	