

DEPARTMENT OF REVENUE

Division of Motor Vehicles – Title and Registration Section

1 CCR 204-10

RULE 28. ~~REGARDING THE ANNUAL TITLE AND REGISTRATION OF VEHICLES ALL VEHICLES OWNED BY, OR DONATED, LOANED OR LEASED TO, A GOVERNMENT AGENCY THE STATE OF COLORADO OR ANY AGENCY OR INSTITUTION THEREOF~~

Basis: ~~The statutory reference for this regulation is~~ This regulation is promulgated under the authority 39-26-113, 39-26-704(1), 42-1-204, 42-3-104(1), 42-3-104(2), 42-3-104(3), 42-3-104(4) and ~~42-3-104 (4), 42-3-105, 42-3-201, 42-3-202, 42-3-301, 42-3-304(3)(b), 43-3-304(3)(c), 42-6-106(1) and 42-3-137, C.R.S.~~

Purpose: The purpose of this regulation is to ~~set forth~~ establish procedures for titling and registering vehicles owned by, or donated, loaned or leased to, governmental agencies. ~~to be followed by state departments, city and county agencies for titling, registering, and renewing vehicles on an annual basis.~~

1.0 Definitions

- 1.1 “Department” for the purpose of this regulation means the Department of Revenue, Division of Motor Vehicles, Title and Registration Sections.
- 1.2 “Donated” means a gift, free of charge.
- 1.3 “Government Agency” means an entity of the state, local, county, municipal, or special district as defined in Titles 24, 29, 30, 31 and 32 of the Colorado Revised Statutes or that may be designated at tax exempt pursuant to the Department of Revenue, Division of Taxation Publication FYI Sales 63 Government Purchases Exemptions document.
- 1.4 “Government License Plate” means the permanent license plate that has stacked “GVT” lettering on the Colorado green and white graphic license plate. The Government License Plate may be issued as a single license plate or a set of license plates.
- 1.5 “Leased” means a vehicle that is subject to the terms of a lease agreement with corresponding payments.
- 1.6 “Loaned” means a vehicle that will be returned to the original owner and no transfer of ownership will take place.

1.7 “Motorcycle Regular License Plate” means the permanent Colorado green and white graphic license plate manufactured smaller than regular license plates to allow mounting on to motorcycles.

2.0 General Requirements

2.1 All vehicles owned by a Government Agency shall be titled, and for those which are required to be registered, shall be titled and registered pursuant to Title 42, C.R.S., and this regulation.

a. An entity may seek a determination that it qualifies as a Government Agency as follows:

i. By the entity submitting proof of tax exemption as a Government Agency.

ii. By the entity submitting other proof that evidences its existence as a Government Agency.

iii. By the entity requesting a Department determination.

2.2 Title and registration transactions on vehicles owned by a Government Agency, unless exempted from registration pursuant to 42-3-104(3), C.R.S., shall be completed by:

a. The Department for vehicles owned by the State of Colorado.

b. The County Motor Vehicle office for the county, or the city and county, when a vehicle is owned by a county or a city and county.

c. The County Motor Vehicle office of the county in which a local, municipal or special district is located when a vehicle is owned by a local, municipal, or special district.

2.3 Vehicles owned by the United States government are not subject to registration requirements pursuant to 42-3-104(3)(a), C.R.S. If a United States government agency elects to obtain a State of Colorado title and registration they shall meet all titling and registration requirements in Title 42, C.R.S., prior to titling and registering their vehicles. Title and registration transactions shall be performed by the Department.

2.4 Vehicles owned by a foreign government or a consul or other official representative of a foreign government duly recognized by the Department of State of the United States government are not subject to this regulation and shall be titled pursuant to Article 6 of Title 42, C.R.S., and this regulation and registered pursuant to 42-3-304(3)(b), C.R.S.

- 2.5 Vehicles specifically exempted from registration in 42-3-104(3), C.R.S., shall not be required to be registered by a Government Agency. The vehicles shall be titled pursuant to Article 6 of Title 42, C.R.S., and this regulation. If a Government Agency chooses to register vehicles exempted from registration in 42-3-104(3), C.R.S., then all registration requirements in Article 3 of Title 42, C.R.S., and this regulation apply..
- 2.6 Unless statutorily exempt, a Government Agency shall pay all registration fees and taxes in Title 42, C.R.S. for vehicles owned by them.
- 2.7 A Government Agency that enters into agreements with a non-Government Agency (e.g., road maintenance contractors) may not grant or transfer their Government Agency title and registration entitlements to the non-Government Agency owned vehicles. This includes, but may not be limited to, exemptions of taxes and fees and use of Government License Plates.

3.0 Titling

- 3.1 All vehicles owned by a Government Agency and requiring titles shall be titled pursuant to Article 6 of Title 42, C.R.S., and this regulation.
- 3.2 All titling requirements must be met prior to issuance of a State of Colorado certificate of title.
- 3.3 The name and address placed on the certificate of title for vehicles owned by a Government Agency shall be as listed below. The Department may waive the name and address requirements on a case by case basis. To request a waiver, the Government Agency must submit a written request for waiver to the Department:
 - a. Vehicles owned by the State of Colorado
 - i. “State of Colorado Department of (Name of Department)” with the address as required by 42-6-139, C.R.S., of that specific Department
 - ii. Vehicles owned by the Regional Transportation District shall be titled with the name “Regional Transportation District”
 - b. Vehicles owned by counties or city and county
 - i. “County or City and County Name” (e.g., Adams County, Grand County, City and County of Denver etc.) and the address as required by 42-6-139, C.R.S., of that county or city and county.
 - c. Vehicles owned by local, municipal, or special districts
 - i. “Local, Municipal, or Special District Government Name” (e.g., City of Thornton, Town of Lyons, Denver Water District etc.) and the address

as required by 42-6-139, C.R.S., of that local, municipal or special district.

- 3.4 If a Government Agency's vehicles are titled with a different name or address than as listed in paragraph 3.3 above prior to the effective date of this regulation, then a Government Agency has the discretion whether or not to change the vehicles title name and/or address. If a Government Agency elects to change the vehicles title name and/or address, they must pay all applicable fees in Article 6 of Title 42, C.R.S.

4.0 Registration and License Plates

- 4.1 All vehicles owned by a Government Agency, and which are required to be registered, shall be registered pursuant to Article 3 of Title 42, C.R.S., and this regulation.
- 4.2 Proof of emissions compliance shall be required pursuant to Part 3 and Part 4, Article 4 of Title 42, C.R.S., for each Government Agency owned vehicle registered in an emissions program area.
- a. The legal address where the vehicle is principally operated or permanently maintained shall determine if the vehicle is registered in an emissions program area.
- 4.3 Government Agency owned vehicles shall be issued, and be required to display, the Government License Plate.
- a. A Government Agency may elect to be issued a non-Government License Plate. If the Government Agency elects to be issued a non-Government License Plate, then the Government Agency is no longer exempt from payment of taxes and fees, and must pay all statutorily required taxes and fees. The Government Agency, and the vehicle they are plating, must meet all requirements for issuance of a non-Government License Plate including, but not limited to: vehicle type qualifications (e.g., special mobile machinery); pre-qualifications (e.g., donations to the license plate non-profit sponsor); and, vehicle weight restrictions (e.g., tractor/trailer). If a month validation tab or sticker is issued for the elected license plate, then the Government Agency must affix the tab or sticker to the license plate pursuant to 42-3-202(1)(b), C.R.S.
 - b. Motorcycles owned by a Government Agency shall be issued a Motorcycle Regular License Plate. A Motorcycle Regular License Plate issued to a Government Agency owned motorcycle shall not be required to be issued or display year and month validation tabs.
 - c. Vehicles owed by the Colorado State Patrol shall not be required to be issued or display the Government License Plate or Motorcycle Regular

License Plate. Colorado State Patrol vehicles may be issued and display Colorado State Patrol license plates pursuant to Code of Colorado Regulations 1 CCR 204-10 Rule 6. Colorado State Patrol License Plates.

4.4 Government License Plates shall not be issued or be required to display year and month validation tabs.

4.5 A Government Agency shall renew its vehicle registration(s) annually.

5.0 Donated, Loaned or Leased Vehicles

5.1 Vehicles donated to a Government Agency shall be titled and registered, unless exempted from registration pursuant to 42-3-104(3), C.R.S., as listed below:

- a. The dealer donating a vehicle must apply for a new title through the County Motor Vehicle office in the dealership's name.
- b. The dealer must pay title fees for the new title, and sales tax. A copy of forms DR 0100A Retail Sales Tax Return for Occasional Sales and DR 0025 Statement of Sales Taxes Paid on Loaner Motor Vehicles will be accepted as proof of sales tax paid.
- c. The dealer shall assign the new title over to the Government Agency to which the vehicle is donated. The purchase price on the assigned title must state "Donated" and be entered into the Colorado State Title and Registration System as "0".
- d. The Government Agency shall apply for a certificate of title, registration, and Government License Plate through the Department.
- e. Unless statutorily exempt, the Government Agency shall pay the registration fees and taxes for the donated vehicle.
- f. The Government Agency shall provide proof of emissions compliance pursuant to Part 3 and Part 4, Article 4 of Title 42, C.R.S., for each vehicle donated to the Government Agency that is being registered in an emissions program area.

5.2 Vehicles loaned to a Government Agency shall be titled and registered, unless exempted from registration pursuant to 42-3-104(3), C.R.S., as listed below:

- a. If a vehicle is loaned to a Government Agency for over 30-days and the Government Agency elects to be issued and display Government License Plates on the vehicle then:

- i. The dealer loaning the vehicle must apply for a new title in the dealership's name through the County Motor Vehicle office.
 - ii. The dealer must pay title fees and sales tax. A copy of forms DR 0100A Retail Sales Tax Return for Occasional Sales and DR 0025 Statement of Sales Taxes Paid on Loaner Motor Vehicles will be accepted as proof of sales tax paid.
 - iii. The Government Agency must be listed as the "In Care Of" in the Colorado State Titling and Registration System and on the registration receipt.
 - iv. The Government Agency shall apply for Government License Plates through the Department.
 - v. Unless statutorily exempt, the Government Agency shall pay the registration fees and taxes required.
 - vi. The Government Agency shall provide proof of emissions compliance pursuant to Part 3 and Part 4, Article 4 of Title 42, C.R.S., for each vehicle loaned to the Government Agency that is being registered in an emissions program area.
- b. If a vehicle is loaned to a Government Agency for over 30-days and the Government Agency elects to be issued and display non-Government License Plates on the vehicle:
- i. The dealer must apply for a new title through the County Motor Vehicle office in the dealership name.
 - ii. The dealer must pay title fees and sales tax. A copy of forms DR 0100A Retail Sales Tax Return for Occasional Sales and DR 0025 Statement of Sales Taxes Paid on Loaner Motor Vehicles will be accepted as proof of sales tax paid.
 - iii. The Government Agency must be listed as the "In Care Of" in the Colorado State Titling and Registration System and on the registration receipt.
 - iv. The Government Agency shall apply for non-Government License Plates at the County Motor Vehicle office.
 - v. Unless statutorily exempt, the Government Agency shall pay the registration fees and taxes required.
 - vi. The Government Agency shall provide proof of emissions compliance pursuant to Part 3 and Part 4, Article 4 of Title 42, C.R.S., for each

vehicle loaned to the Government Agency that is being registered in an emissions program area.

5.3 Vehicles leased to a Government Agency shall be titled and registered as listed below:

- a. If the Government Agency requests to be exempt from registration fees and taxes, the lease agreement must be submitted to the Department for approval prior to the vehicle being titled and registered pursuant to 42-3-104(2) and 42-3-304(3)(c) C.R.S.
- b. The lessor must apply for a new title in the lessor's name through the County Motor Vehicle office and the Government Agency must be listed as the lessee.
- c. The Government Agency may apply for Government License Plates through the Department or apply for non-Government License Plates at the County Motor Vehicle office.
- d. Unless statutorily exempt, the Government Agency shall pay the title and registration fees and taxes required.
- e. The Government Agency shall provide proof of emissions compliance pursuant to Part 3 and Part 4, Article 4 of Title 42, C.R.S., for each vehicle leased to the Government Agency that is being registered in an emissions program area.

~~General Requirements for State Vehicles~~

~~All vehicles and equipment owned by the State of Colorado or any agency thereof that are subject to registration shall be registered and renewed annually.~~

~~Each department shall appoint one individual to serve as the vehicle coordinator or contact person with the Department of Revenue, Motor Vehicle Business Group, Registration Section.~~

~~All vehicles and equipment owned by the State of Colorado or any agency thereof shall be registered with the Department of Revenue, Motor Vehicle Business Group, Registration Section, 1881 Pierce St., Lakewood, CO.~~

~~All state plates will be issued by the Department of Revenue, Motor Vehicle Business Group, Registration Section.~~

~~Proof of emission compliance for each vehicle within the air program area shall be submitted with each request for registration.~~

~~All departments within the State of Colorado have from January 1, 1993, through December 31, 1993 in which to bring all of their vehicles into compliance.~~

~~Effective July 1, 1992, the Division of Central Services is responsible for titling newly purchased vehicles for all departments, which shall include all two and four wheel drive trucks, three quarter ton and smaller, all passenger vehicles including cars, vans, station wagons and other similar passenger vehicles. It is the responsibility of the specific departments to title/register and renew those vehicles that do not fall within the above mentioned categories.~~

~~General Requirements City and County Vehicles~~

~~All vehicles and equipment owned by any city and county that are subject to registration, shall be registered and renewed annually.~~

~~City or county owned vehicles shall be titled in the name of the city or county or have prior departmental approval before city or county plates may be issued.~~

~~All vehicles and equipment shall be registered with the county motor vehicle office in the county in which the city or county is located.~~

~~Proof of emission compliance for each vehicle within the air program area shall be submitted to the county clerk, or in Denver County, the Manager of Revenue, with each request for registration.~~

~~All cities and counties within the State of Colorado have from January 1, 1993, through December 31, 1993 in which to bring all of their vehicles into compliance.~~

~~Titling and Registering State Vehicles~~

~~All vehicles subject to titling must be titled prior to registration.~~

~~For any vehicle that is leased for over six (6) months by a department from the Division of Central Services, it is the responsibility of that department to handle the annual renewal of that vehicle.~~

~~For vehicles currently titled/registered, requiring registration only, a copy of the Colorado Title shall be submitted to the Department of Revenue, Motor Vehicle Business Group, Registration Section.~~

~~Applications for vehicles to be titled/registered after January 1, 1993, shall be submitted to the Department of Revenue, Motor Vehicle Business Group, Registration Section for processing.~~

~~Applications for title/registration, accompanied by the \$6.50 title fee, may be submitted for processing in groups of twenty-five (25) or less.~~

~~All vehicle titles issued after January 1, 1993 for state owned vehicles, shall show the owner as State of Colorado.~~

~~The address on titles issued after January 1, 1993 shall be the address of the owner, which will be of The Division of Central Services, with the exception of exempted vehicles, which shall show the address of the specific department which owns the vehicle.~~

~~On vehicles titled prior to January 1, 1993, the owner's name may remain as it currently reads on the title, and will not be required to be changed to read State of Colorado.~~

~~No fee will be charged for replacement of lost state plates or tabs.~~

~~In order to promote consistency on the computer file, the vehicle registration will read as follows:~~

~~State of Colorado (Department of ___?___)(Address of the Department)~~

Titling and Registering City and County Vehicles

~~All vehicles subject to titling must be titled prior to registration.~~

~~For vehicles currently titled/registered, requiring registration only, a copy of the Colorado title shall be submitted to the county motor vehicle office.~~

~~Applications for title/registration on newly purchased vehicle, accompanied by the \$6.50 title fee, shall be submitted to the county motor vehicle office for processing.~~

~~All vehicle titles issued after January 1, 1993, shall show the owner as the name of the city or county; i.e., Grand County, Boulder County, City of Boulder.~~