

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. <ul style="list-style-type: none"> • Inspection must not be over one (1) year old 	DR 2704 Inspection Fee – \$50.00
2	Provide proof of the \$3.50 assigned ID fee (validated on the DR 2539, or registration receipt)	DR 2539 or registration receipt
3	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: <ul style="list-style-type: none"> • Colorado record search <ul style="list-style-type: none"> • Provide photocopy of the Certified VIN Inspection form (DR 2704) • Provide a completed Motor Vehicle Record Search Request form (DR 2489A) and Title Information Request and Receipt form (DR 2539) for each vehicle identification number involved • Provide a completed Statement of Fact form (DR 2444) <ul style="list-style-type: none"> • 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 	Fee – \$2.20 per search DR 2444 Validated copy of a DR 2539 and DR 2489A for each VIN DR 2704
4	Contact all owners of record found as a result of the search via certified or registered (return receipt requested) mail <ul style="list-style-type: none"> • Letter must include <ul style="list-style-type: none"> • 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 • Print out of signature acceptance 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
5	If title record search result indicates an active lien, it must be released via an acceptable lien release. <ul style="list-style-type: none"> • If Lienholder is not available: <ul style="list-style-type: none"> • Filed in Colorado <ul style="list-style-type: none"> • Letter must be sent via certified or registered (return receipt requested) mail • Letter must include <ul style="list-style-type: none"> • 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 • Out-of-state (not filed in Colorado) <ul style="list-style-type: none"> • Request lien release from state of record • Release must be on the state of record’s letterhead 	Acceptable lien release Copy of proof of delivery (PS 3811, or envelope stamped "Undeliverable") Court Order that identifies vehicle by year, make and VIN

<p>6</p>	<p>Provide proof of ownership for all other components used in the reconstruction of the vehicle including an original Bill of Sale, invoices or receipts; these must be notarized or signed under penalty of perjury in the second degree.</p> <ul style="list-style-type: none"> • Original Certificate of Title properly assigned to the applicant, or • Bill of Sale or • Original Manufacturer's Statement of Origin (MSO), properly assigned to, the applicant, and <p>NOTE: If the Certificate of Title or MSO shows an active lien, an acceptable lien release is required.</p> <p>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:</p> <ul style="list-style-type: none"> • Description of the part sold, VIN, year, make • Date Sold • Buyers Name • Seller's Name <p>NOTE: If you do not have acceptable ownership documents, you must purchase a surety bond, pursuant to C.R.S. 42-6-115. If you have a homemade motorcycle, built from the ground up, only receipts signed under penalty of perjury for the major components, including the engine case, are required. No bond will be required in this instance.</p>	<p>Bill of Sale</p> <p>Certificate of Title</p> <p>MSO</p> <p>Invoices</p> <p>Receipts</p>
<p>7</p>	<p>Compile photographs of the completed vehicle showing vehicle is road worthy, including:</p> <ul style="list-style-type: none"> • Pre-repair photos, if available. • Showing entire front and driver's side • Showing entire rear and passenger's side. 	
<p>8</p>	<p>Complete a Colorado Assigned Vehicle Identification Number Declaration of Facts form (DR 2426)</p>	<p>DR 2426</p>
<p>9</p>	<p>If vehicle is less than 10 years old, secure odometer disclosure is required. If vehicle has no odometer, submit a DR 2444, Statement of Fact form explaining why there is no odometer.</p>	<p>DR 2173</p> <p>DR 2444</p>
<p>10</p>	<p>Submit a Colorado Assigned Vehicle Identification Number form (DR 2408) with supporting documents listed to the right, to your local county motor vehicle office.</p> <p>All approved applications will be forwarded to the Colorado State Patrol who will 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, you must obtain a bond after your VIN tag has been affixed but before you apply for title.</p> <p>All rejected applications will be returned to you with detailed reasons for rejection.</p> <p>*Bond should be purchased after assigned ID is affixed otherwise a rider to the bond will be required</p>	<p>DR 2408</p> <p>DR 2704</p> <p>Validated DR 2539 and copy of search result (for each vehicle)</p> <p>DR 2841</p> <p>Copy of Certified letter of notification to owner(s) of record and lienholder, if applicable</p> <p>Copy of proof of delivery (PS 3811, envelope stamped "Undeliverable")</p> <p>DR 2173</p> <p>DR 2444</p> <p>Assigned ID fee - \$3.50</p>