



Clerk and Recorder

FREMONT COUNTY

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County Clerk & Recorder

FREMONT COUNTY MOTOR VEHICLE CHECKLIST

Secure and Verifiable Identification is required on New Titles, Duplicate Titles, New Registrations, New Temporary Registration Permits, and New Placards. This identification must be provided by the owner of record, or a [Power of Attorney](#) given to the agent presenting their Secure and Verifiable Identification to complete the transaction.

CURRENT INSURANCE is required on all temporary or permanent registrations with the exception of trailers. A copy of your insurance card, a declaration page from your policy, or a Binder/Letter from your insurance company on letterhead are all acceptable forms of proof of insurance, and **MUST** verify vehicle by vin number and show the effective date of the policy and the expiration date. Broad form insurance is **ONLY** acceptable if the policy owner and vehicle owner is the same person. In the case of a company, a corporate insurance card that is current but does not list the vehicles separately is also acceptable for company owned vehicles.

- ◆ **RENEWALS**-Proof of insurance may be required. Effective June 1, 2009, a \$25.00 a month late fee up to \$100.00 on expired registrations will be imposed. Colorado law provides for a one month grace period after registration is due for renewal, excluding handicap placards and temporary permits. If mailing in your renewal notice, it **MUST** reach our office by our last business day of the month. If the last day of the month falls on a holiday, or weekend (for our office that means Friday, Saturday, or Sunday), your renewal must be in our office the business day before this. **POSTMARKS** will not prevent you from occurring late fees. Renewal cards are sent as a courtesy. It is ultimately your responsibility for renewing your plates on time. A drop box is also located in our office for your convenience.
- ◆ **TEMPORARY PERMITS**-Proof of insurance and Secure and Verifiable Identification is required to obtain a temporary permit. The fee is \$6.22 and may be subject to the late fee of \$25.00 a month up to \$100.00 on expired registrations. Permits are issued only for specific situations. For specific information on temporary permits, please click here.
- ◆ **IN STATE PURCHASE-INDIVIDUAL**-(\$25.00/month late fee up to \$100.00 if registered 61 days after purchase.)

____ **Title** (with completed odometer section on vehicles less than 10 years old)
if title is an out of state title, a DR2395 vehicle VIN inspection will be needed

____ **Proof of Insurance**

____ **Owner must present Secure and Verifiable Identification**

- ◆ **OUT OF STATE TRANSFER**-(\$25.00/month late fee up to \$100.00 if registered 91 days after establishing residency.)

____ **Title OR**

- a. Current registration (not more than 6 months expired) in owner' s name may be surrendered with no Colorado title issued.
- b. Registration over six months expired-copy of the title is acceptable with no Colorado title issued.

____ **DR 2395 VIN Verification**-Required on all out of state title transactions. A list of inspectors is available upon request. A DR2395 VIN Verification completed by out of state law enforcement or military personnel is acceptable if accompanied by a part-time resident Affidavit.

____ **Proof of Sales tax paid** if applicable.

____ **Proof of insurance.**

____ **Owner must present Secure and Verifiable Identification or agent must have Power of Attorney with identification.**

- ◆ **OTHER IMPORTANT INFORMATION**

____ **DO YOU HAVE PLATES TO TRANSFER?** Please bring a copy of your registration in with you in case we need to rebuild the record for credit. We no longer get microfilm copies of license plate records, so without the registration, if the record is no longer on the system, you will not be able to use the credit or use the plates without at copy of the registration.

____ **Weight slip** may be required if weight not listed on your title or ownership documents.