



Colorado Used Car Buyer's Paperwork Checklist

Use this checklist to prepare for buying a used vehicle from a private seller in Colorado. Confirm the latest requirements with the Colorado Division of Motor Vehicles before completing your transaction.

KEY FACTS

State	Colorado
Agency	Colorado Division of Motor Vehicles
Process	See official source
Notary required	No
Bill of sale	Yes
Odometer disclosure	Yes
Filing deadline	60 days
Last reviewed	May 13, 2026

QUICK REFERENCE

NOTARY No	BILL OF SALE Yes	ODOMETER Yes	INSPECTION Conditional
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IMPORTANT DEADLINES

Within 60 days

Buyer must register the vehicle within 60 days of purchase (C.R.S. § 42-3-103). Late fees of \$25/month begin on day 61.

PRINTABLE CHECKLIST

Buyer checklist

- ☐ **Signed title from seller** **REQUIRED**
The seller must have signed the title over to you. Check that the odometer reading is noted.
- ☐ **Bill of sale** **RECOMMENDED**
Proof of purchase with VIN, price, and both parties' information.
- ☐ **Government-issued photo ID** **REQUIRED**
Required when submitting title transfer paperwork.
- ☐ **Payment for title transfer fees** **REQUIRED**
Fees vary by state. Check your state's official DMV fee schedule.
- ☐ **Proof of insurance** **REQUIRED**
Most states require proof of minimum liability insurance before issuing plates.
- ☐ **Sales tax payment** **CONDITIONAL**
Sales or use tax is typically due when registering the vehicle. Rate and basis vary by state.

Required forms

- ☐ **Signed title from seller** **REQUIRED**
The seller must sign the title over to you. Verify the VIN and odometer reading.
- ☐ **Title transfer application** **REQUIRED**
Form required to apply for a new title in your name. Requirements vary by state.

SPECIAL REQUIREMENTS

Notary: No — Colorado titles do not require notarization. A Statement of Transfer (Form DR 2445) is accepted on older titles in lieu of notarization.

Bill of sale: Yes — A bill of sale is required for all private-party sales in Colorado. It must identify the vehicle by year, make, and VIN, show the date and time of sale, and be signed by both buyer and seller.



Odometer disclosure: Yes — Required by federal law for vehicles under 10 years old.

Inspection: Conditional — In Colorado's designated emissions areas (Boulder, Broomfield, Denver, Douglas, Jefferson, and parts of Adams, Arapahoe, Larimer, and Weld counties), the seller must provide a passing emissions certificate to the buyer at the time of sale for gasoline vehicles older than 7 model years.

STEP-BY-STEP PROCESS

- 1 Run a vehicle history report (e.g., CARFAX or NMVTIS) before purchase.
- 2 Verify the seller's name matches the name on the title.
- 3 Ensure the title is free of liens or confirm the lien will be resolved.
- 4 Have the seller sign the title over to you and complete odometer disclosure.
- 5 Obtain a bill of sale from the seller.
- 6 Submit the signed title, application, fees, and proof of insurance to your state DMV.
- 7 Pay any applicable sales tax.

COMMON MISTAKES

- Not verifying that the seller is the titled owner.
- Failing to check for outstanding liens before purchase.
- Missing the deadline to register the vehicle after purchase.
- Not getting a bill of sale.

OFFICIAL SOURCES

Colorado DMV — Buying and Selling

<https://dmv.colorado.gov/buying-and-selling>

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