Josh Zygielbaum
Clerk & Recorder
Secretario y Registrador

CLERK & RECORDER

Erin Brim
Chief Deputy
Jefa Adjuntar

The Clerk & Recorder's Office exists to support and educate our community through prioritizing trust, inclusion, accuracy, and continuous improvement.

January 3, 2024

Adams County Commercial Customer:

Our specialized **Commercial Hub is located at 7190 Colorado Blvd., Suite #150, Commerce City.** Below is an outline of information for all companies and dealers.
Hours of Operation: Monday, Tuesday, Thursday, and Friday: 8 a.m.–4 p.m., Wednesday: Closed
Dropbox (drop-offs) and secure lockers (pick-up) will be available: Monday- Friday 7 a.m. to 5 p.m.
Mailing Address:
P.O. BOX 5011
Brighton, CO 80601-8215

Fax: 720-322-1617
Email: MVHub@adamscountyco.gov

Walk-in visits will be limited to one office visit per day. An authorized agent may process one of the following transaction types:

- Process up to **five** motor vehicle dealer transactions or **two** manufactured home transactions or up to **three** bonds
- Be issued dealer plates, including replacements, and process dealer plate renewals
- Add vehicles to a fleet
- CFRP – Permanent Fleet Program

For your convenience, if you have *no more than one* title transaction to process for the day, you may visit any of our other offices during business hours.

Requirements for drop-offs**: All links are located on the Adams County website adamscountyco.gov/dealer-company-information**

- Include the completed Drop Sheet -with Specific Instructions (i.e. dealership information, VIN, shipping label/envelope, transaction type, payment method, etc.), fleets numbers, 2% number when applicable, tax-exempt information, and contact method.
- Paperwork must be complete and accurate. Incomplete or inaccurate documents cannot be processed and will be returned for correction.
- Include the completed title application (DR2395) for each title or MSO we are processing.
- A Heavy Vehicle Use Affidavit is required for all vehicles weighing over 10,001 lbs.
- An SMM Worksheet is required for any new equipment.
- A check for each transaction can be made payable to Adams County Clerk, a pre-authorized check payment with the authorization letter, or an escrow account with adequate funds. Call the Service Center at 720.523.6010 to set up or add funds to an escrow account, for more information visit our Dealer and Company website.
- Payment is required at the time of drop. We cannot call for payment. Please do not include credit card or banking information in your drop.

Useful Links: **Check a Title Status** **Adams County Dealer & Company Website**

Sincerely,
Josh Zygielbaum
Adams County Clerk & Recorder