

STATE OF COLORADO

DIVISION OF MOTOR VEHICLES

Department of Revenue

Titles/Registration Section

Maren Rubino
Operations Director

Business Location

1881 Pierce Street Lakewood, Colorado
Phone (303) 205-5608

Mailing Address

Denver CO 80261-0016



Bill Owens
Governor

M. Michael Cooke
Executive Director

Joan Vecchi
Senior Director

December 18, 2006

To Whom It May Concern:

We would like to inform you of changes to the **express mail** process for the Division of Motor Vehicle Title Section as well as changes made to our forms. This includes all requests for Title Record Searches, Title Histories, Duplicate Titles and Dealer Titles. Requests for a Title Record Search, Title History, or a Dealer Title should include the DR2539 with the proper box checked in addition to the Requestor Release and Affidavit of Intended Use form (DR2489). Duplicate Title request should be submitted using the DR2539A.

The revised forms will include a new address and liability code for faster processing of your request. The DR 2539, Title Information Request form and the DR 2539A, Duplicate Title Request, will be updated on the Web for you to download and can be obtained through our Revenue website at www.revenue.state.co.us.

Requests submitted by **express mail** should be sent to:

Colorado Department of Revenue
DMV - Title Section
1375 Sherman
Denver, CO 80203

Requests submitted by regular mail should be sent to:

Colorado Department of Revenue
DMV - Title Section
Denver, CO 80261-0016

Requests submitted by **express mail** directly to the Lakewood office will be re-routed to our Denver office and will delay the processing of your paperwork.

If you have any questions or concerns, please contact the State Title Section at 303-205-5608.

Thank you