

DEPARTMENT OF REVENUE

Division of Motor Vehicles –Vehicle Services Section

1 CCR 204-10

RULE 34. DEALER ISSUED TEMPORARY REGISTRATION PERMITS

Basis: The statutory bases for this rule are sections [2-4-108\(2\)](#), 42-1-204 and 42-3-203(3)(b), C.R.S.

Purpose: The purpose of this rule is to establish criteria for the issuance of a Temporary Registration Permit or an Analog Temporary Registration Permit by Licensed Colorado Motor Vehicle Dealers.

1.0 Definitions

- 1.1 “After Department Business Hours” means 5:00 p.m. – 8:00 a.m. Monday – Friday, or on a weekend, or a State holiday.
- 1.2 “Analog Temporary Registration Permit” means the Department approved form that is issued by a Licensed Colorado Motor Vehicle Dealer as a substitute to the Temporary Registration Permit.
- 1.3 “Approved System” means the Department approved web-based portal and its infrastructure allowing a Dealer to perform Temporary Registration Permit transactions.
- 1.4 “Licensed Colorado Motor Vehicle Dealer” or “Dealer” means the same as defined in section 42-6-102(2), C.R.S.
- 1.5 “Mounting Boards” means the Department approved device that a printed Temporary Registration Permit is affixed to. “Mounting Boards” includes both Mounting Boards that are passenger vehicle license plate size and motorcycle license plate size.
- 1.6 “Secure and Verifiable Identification” or “SVID” means an identification document issued by a state or federal jurisdiction or recognized by the United States Government and that is verifiable by federal or state law enforcement, intelligence, or homeland security agencies.
- 1.7 “System Outage” means the Approved System is not operational at the time the Dealer is attempting to issue a Temporary Registration Permit. “System Outage” does not include situations where the Dealer’s system is not operational or when the Approved System is operational but the Dealer is unable to complete the Temporary Registration Permit transaction due to other factors (e.g., Dealer’s password problems, Dealer system network issues etc.).
- 1.8 “Temporary Registration Permit” means the Department approved form that is printed when performing a Temporary Registration Permit issuance transaction on the Approved System that when affixed to a Mounting Board and mounted to a vehicle provides evidence that the vehicle has been issued a temporary registration.

2.0 Requirements

- 2.1 Dealer issued Temporary Registration Permits must be processed and issued through the Approved System. A Dealer must register its dealership and each individual authorized

user in the Approved System. A Dealer must not issue Temporary Registration Permits unless registered in the Approved System.

- 2.2 A Dealer whose license is inactive, suspended, or revoked must not issue Temporary Registration Permits.
- 2.3 A Temporary Registration Permit is only valid if issued through the Approved System and affixed to a Mounting Board.
 - a. A Temporary Registration Permit issued to a motorcycle defined in section 42-1-102(55), C.R.S., will be printed to simulate a motorcycle size license plate and must be affixed to the motorcycle size Mounting Board.
 - b. A Temporary Registration Permit issued to all other vehicle types will be printed to simulate a passenger size license plate and must be affixed to the passenger size Mounting Board.
- 2.4 Dealers must purchase Mounting Boards directly from a Department authorized Mounting Board vendor(s). A Dealer must only use Department approved Mounting Boards for affixing Temporary Registration Permits.
- 2.5 Upon the sale of a vehicle **by the Dealer**, the Dealer must:
 - a. Perform the Temporary Registration Permit issuance transaction in the Approved System;
 - b. Print the Temporary Registration Permit generated by the Approved System;
 - c. Print the Colorado registration receipt generated by the Approved System ;
 - d. Affix the printed Temporary Registration Permit to a Mounting Board;
 - e. Affix the Mounting Board with the Temporary Registration Permit to the vehicle according to statute; and
 - f. Provide the printed Colorado registration receipt to the vehicle purchaser.
- 2.6 A Dealer must verify the purchaser(s) SVID prior to the issuance of a Temporary Registration Permit.
- 2.7 If the Temporary Registration Permit and/or Mounting Board are damaged during issuance, the Dealer may issue a corrected Temporary Registration Permit through the Approved System. The Dealer must destroy the original Temporary Registration Permit and Mounting Board to render it unreadable and unusable.
- 2.8 A Temporary Registration Permit is valid for up to sixty (60) days from the date of sale/issuance. A Temporary Registration Permit cannot not expire on a Saturday, Sunday, or legal holiday. If the sixtieth day falls on a Saturday, Sunday, or legal holiday, the Temporary Registration Permit will expire on the **first next** weekday ~~prior to the~~ **which is not a** Saturday, Sunday, or legal holiday.
- 2.9 A Temporary Registration Permit is not renewable, but when circumstances outlined in section 42-3-203(3)(e), C.R.S., are met, the Dealer may issue a second Temporary Registration Permit pursuant to the requirements in this rule.

- 2.10 A Dealer must not place hand written markings, stickers, items, decorations, decals, or other markings on the printed Temporary Registration Permit and/or Mounting Board. Mounting frames must not obstruct any portion of or otherwise render the Temporary Registration Permit unreadable pursuant to in section 42-3-202(2), C.R.S.
- 2.11 A Dealer must not alter the printing of the Temporary Registration Permit by resizing it, rotating it, or by any other alteration. Altering the printing of the Temporary Registration Permit will render it invalid.
- 2.12 A Temporary Registration Permit must not be issued to vehicles sold as "Tow Away" or to vehicles that are not roadworthy. A Temporary Registration Permit must not be used to demonstrate, transport, or deliver vehicles.
- 2.13 Dealers must ensure that the Approved System is secure and accessible only by authorized users. Dealers must meet all training and system requirements to use the Approved System.
- 2.14 Mounting Boards must be kept in a secure location. Dealers must file a police report with local law enforcement within twenty-four (24) hours of discovering that a Mounting Board(s) has been lost or stolen. A copy of the police report must be supplied to the Department.
- 2.15 All Mounting Boards must be surrendered immediately to the Department of Revenue, Enforcement Business Group, Auto Industry Division, when a Dealer's license has been suspended or revoked.
- 2.16 After notice and hearing conducted pursuant to 24-4-104 and 24-4-105, C.R.S., a Dealer found to have violated this rule may have its privilege of issuing Temporary Registration Permits suspended or revoked.

3.0 Analog Temporary Registration Permit Issuance

- 3.1 In the event of a System Outage occurring After Department Business Hours, Dealers may issue an Analog Temporary Registration Permit in lieu of the Temporary Registration Permit.
 - a. In the event of a System Outage occurring during Department Business Hours, Dealers may issue an Analog Temporary Registration Permit in lieu of the Temporary Registration Permit upon receiving notice from the Department that authorization to issue them is granted for the period of time that the System Outage occurred during Department Business Hours.
- 3.2 An Analog Temporary Registration Permit is valid for thirty-six (36) hours from the date of issuance during an Approved System outage.
- 3.3 An Analog Temporary Registration Permit shall be completed on forms provided by the Department and must contain:
 - a. The Dealer's dealer number, (preceded by zeros if less than six digits) and the last three numbers of the vehicle identification number (VIN). This will be the Analog Temporary Registration Permit serial number.
 - b. Month, Day and Year of issuance.
 - c. Time of issuance.
 - d. Vehicle VIN, color, model year, make, and body.

- 3.4 Dealer must affix the Analog Temporary Registration Permit to a Mounting Board as required in 2.3 above.
- 3.5 Dealer must provide the vehicle owner the completed Analog Temporary Registration Permit affixed to a Mounting Board, and a letter on the dealership letterhead that includes the date, time, VIN, color, model year, make, body, owner name and contact information, and Dealer's contact information.
- 3.6 Dealer must retain a copy of the Analog Temporary Registration Permit and dealership letter and send an image of the Analog Temporary Registration Permit and dealership letter to the Department via email to dor_comcenter@state.co.us and dor_vehicleportal@state.co.us or by fax to (303)205-5802.
- 3.7 Within thirty-six (36) hours from the date of issuance of the Analog Temporary Registration Permit, the Dealer must complete the issuance of a sixty-day (60) Temporary Registration Permit on the Approved System, as required in section 2.0, and provide it to the owner.
- 3.8 A Dealer that issues an Analog Temporary Registration Permit that does not coincide with an Approved System outage, or coincides with a Department approval notification, or fails to complete the requirements of this rule upon issuance of an Analog Temporary Registration Permit will be reported to the Department's Auto Industry Division.