

DEPARTMENT OF REVENUE

Division of Motor Vehicles – Title and Registration Sections

1 CCR 204-10

RULE 34. TEMPORARY REGISTRATION PERMITS

Basis: The statutory bases for this regulation are 42-1-204, 42-3-116(5), 42-3-203(3)(b), 42-3-203(3)(c)(II) and 42-3-203(3)(c)(III) C.R.S.

Purpose: The following rules and regulations are promulgated to establish criteria for the issuance of temporary registration permits by licensed Colorado Motor Vehicle Dealers.

1.0 Definitions

- 1.1 “Authorized Agents” means the officer of a county or city and county designated by law to issue annual registrations of vehicles and to collect any registration or license fee imposed thereon by law.
- 1.2 “Dealer Stub” means the Department of Revenue form DR 2206A.
- 1.3 “Department” for the purpose of this regulation means the Department of Revenue, State Registration Section
- 1.4 “Licensed Colorado Motor Vehicle Dealer” or “Dealer” means every person engaged in the business of buying, selling, or exchanging vehicles of a type required to be registered under articles 1 to 4 of Title 42 of the Colorado Revised Statutes and who has an established place of business for such purpose in this state.
- 1.5 “Temporary Registration Permit” or “Temporary Permit” means the Department of Revenue form DR 2206.
- 1.6 “Registration Address” means a person’s principal or primary home or place of abode, to be determined in the same manner as residency for voter registration purposes as provided in sections 1-2-102 and 31-10-201, C.R.S. or for those persons that do not have a principal or primary home or place of abode registration address is the address for which the vehicle is permanently maintained at.
- 1.7 “Secure and Verifiable Identification” or “SVID” means identification 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.

2.0 Requirements

- 2.1 The cost for temporary permits sold in blocks of twenty-five (25) shall be the fee stated in 42-3-203(3)(b) C.R.S. At the same time the block of temporary permits is purchased the Department’s authorized agents will release twenty-five dealer stubs to the purchasing dealer.
- 2.2 The cost for temporary permits on an individual basis shall be the individual temporary permit rate applicable to the general public. Dealer stubs will be released by the Department’s authorized agents for the same number of temporary permits purchased.

- 2.3 Temporary permits and dealer stubs shall be issued by Dealers upon consummation of a sale. Dealers shall not loan, give, borrow, sell, exchange or issue permits for or with another dealer, individual, business, company, or corporation.
- 2.4 Dealers shall verify SVID prior to issuance of temporary permits, unless the purchaser declares that the vehicle will be titled and registered outside the State of Colorado.
- A. The duration of a temporary permit issued under these circumstances shall be issued for 14 days or less.
- 2.5 Temporary permits and dealer stubs shall be kept in a secure location. Dealers shall contact local law enforcement within 24 hours and file a police report for any temporary permit(s) or dealer stub(s) that are lost or stolen. A copy of the police report shall be supplied to the Department via the address located on the back of the dealer stub or faxed to 303-205-5978. Replacement purchase of temporary permits shall not be allowed until a filed police report is received by the Department.
- 2.6 The duration of a temporary permit may not exceed sixty (60) days from the date of sale/issuance. Temporary permits shall not expire on a Saturday, Sunday, or legal holiday. If the 60th day falls on a Saturday, Sunday, or legal holiday the dealer shall make the temporary permit expire on the first weekday prior to the Saturday, Sunday or legal holiday. Temporary permits are not renewable, but when circumstances warrant, subsequent permits may be applied for by the consumer from their County Motor Vehicle Office or the Auto Industry Division.
- 2.7 Temporary permits shall not be issued to vehicles which are sold as "Tow Away" or to vehicles which are not roadworthy. Temporary permits shall not be used to demonstrate, transport or deliver vehicles.
- 2.8 Temporary permits shall be completed in permanent black marker/ink or printed using a standard commercial printer in fonts and styles established by the Department and shall be completely filled out ensuring accuracy of information. Missing or incomplete temporary permits shall render the temporary permit void.
- A. ABBR. MONTH – shall be the three character designation (i.e., JAN = January) of the month in which the temporary permit expires. Dealers should ensure that the month is written over the hologram strip on the temporary permit. Upon completion of the ABBR. MONTH the dealer shall remove the protective film backer and affix the protective film to the temporary permit ensuring full coverage of the written month and hologram strip.
- B. DAY – shall be the work weekday day in the month in which the temporary permit expires. Temporary permits shall not expire on a Saturday, Sunday or legal holiday. In no event shall a temporary permit expire date exceed sixty days. If the expire date falls on a Saturday, Sunday or legal holiday the dealer shall make the temporary permit expire on the first weekday prior to the Saturday, Sunday or legal holiday.
- C. YEAR (expired section) – shall be the two digits indicating the year the temporary permit expires (i.e., 08 = 2008).
- D. DEALER NUMBER – shall be the dealer number assigned to the licensed Colorado dealer from the Department of Revenue, Enforcement Business Group, Auto Industry Division that is issuing the temporary permit.
- 2.9 For every temporary permit issued by the dealer a dealer stub shall be completed with the three part copies being distributed as:

- A. White copy – shall be submitted to the Department within calendar 5 days of the issued date as detailed below in 2.13.
 - B. Pink copy – shall be provided to the customer as evidence of temporary registration.
 - C. Yellow copy – shall be retained by the issuing dealer for a minimum of one year from the issue date.
- 2.10 The dealer stub shall be completed in permanent black ink or printed using a standard commercial printer in fonts and styles established by the Department and shall be completely filled out ensuring accuracy of information is maintained. Incomplete dealer stubs are not acceptable (unless as indicated below) and shall render the dealer stub void.
- A. PERMIT NUMBER field - shall reflect the temporary permit serial number issued in 2.8 above.
 - B. Owner field - shall reflect the name of the owner of the vehicle as indicated on the SVID.
 - C. Owner field - shall reflect the name as indicated on the SVID of the second owner if there is a second owner.
 - D. Address, City, State and Zip field - shall reflect the registration address of the owner of the vehicle.
 - E. Year field - shall reflect the four digit model year of the vehicle.
 - F. Make field - shall reflect the make of the vehicle.
 - G. CWT field - shall reflect the empty weight or curb weight of the vehicle.
 - H. GVW field - shall reflect the vehicle's "Gross Vehicle Weight" which is equal to the empty weight plus the weight of the heaviest load that will be hauled. If no GVW available then leave blank.
 - I. VIN field - shall reflect the Vehicle Identification Number for the vehicle.
 - J. Date Issued field - shall reflect the date in Month, Day, Year format (mm/dd/year) for the date the temporary permit was issued.
 - K. Date Exp. field - shall reflect the date in Month, Day, Year format (mm/dd/year) for the vehicle that the dealer stub is issued indicating the date of expire of the temporary registration.
 - L. Dealer field - shall reflect the business name of the dealer.
 - M. Dealer Lic. # field - shall reflect the dealer number assigned to the licensed Colorado dealer from the Department of Revenue, Enforcement Business Group, Auto Industry Division.
- 2.11 Strike over and corrections are not permitted on the face of the temporary permit or dealer stub. Voided, damaged or recovered temporary permits and/or dealer stubs shall be mailed to the Department for recording or destruction within five calendar days of being voided. These should be marked "VOID" in bold black ink/marker across the face

of the document. The dealer shall retain the yellow copy of the dealer stub with the word "VOID" written in permanent black ink/marker across the face to indicate that the dealer did not issue or place the temporary permit on the vehicle for auditing purposes.

- 2.12 Temporary permits should be affixed to the rear of the vehicle in the area normally designed for the normal placement of the license plate. Dealers may place the temporary permits in plastic/protective bags or holders as long as the bags or holders do not cover, distort or make unreadable any part of the temporary permit. Temporary permits may be placed on the inside of the vehicle or on the inside rear window provided the temporary permit is readable.
- 2.13 The white copy of the dealer stub shall be submitted to the Department within five (5) calendar days of issuance via one of the following methods:
- A. Dealer may elect to transcribe the exact information on the issued dealer stub into an electronic file that is transferred to the Department electronically.
 - 1. Format, file type, information and transfer of the electronic file shall be determined by the Department.
 - 2. Dealers that elect to use this method are not required to mail in the white copy of the dealer stubs to the Department.
 - B. Dealer may mail the white copy of the dealer stub to the Department at the address indicated on the back of the white copy of the dealer stub.
 - 1. Only the dealer stubs are required to be submitted to the Department. Copies of insurance, vehicle registrations, identification cards etc. shall not be mailed to the Department.
- 2.14 All temporary permits and dealer stubs must be surrendered immediately to the Department of Revenue, Enforcement Business Group, Auto Industry Division when a dealer license has been suspended or revoked by the Colorado Motor Vehicle Dealer Board.
- 2.15 Dealers that do not comply with this regulation or have been found in violation of this regulation may have their privilege of issuing temporary permits revoked. Revocations will be issued through the Department of Revenue, Enforcement Business Group, Auto Industry Division.