

DR 2539A (06/04/25)  
COLORADO DEPARTMENT OF REVENUE  
Division of Motor Vehicles  
Vehicle Services Program  
DMV.Colorado.gov

PUBLISHED  
(06/30/25)

## Duplicate Title/Lien Request and Receipt

C.R.S. 42-6-125, 42-6-126, 42-6-135, 42-6-137

Sections in **bold text** represent required information. If any bolded field is left blank, your application will be rejected.

### This Statement Must Be Signed By Owner, Agent or Lienholder

I certify, under penalty of perjury in the second degree, that the title for this vehicle will be issued to me as:

1 — (Check One) ☒ Owner ☐ Agent ☐ Lienholder

and the original title has been lost or destroyed, has not been assigned or transferred, and is subject only to lien(s) shown on State Motor Vehicle records. I understand that this duplicate title will be the only valid certificate of title and the original and any previously issued duplicate title(s) will be void.

Printed Name as it Appears on Identification of Owner, Agent, or Lienholder (include firm name if applicable)

2 — *Rosalind P. Kirchhoff*

Signature of Owner, Agent, or Lienholder

*Rosalind P. Kirchhoff*

Date (MM/DD/YY)

*08/21/26*

Identification of individual signing above:

☒ Colorado DL ☐ Colorado ID ☐ Other

ID Number

3 — *254198073*

Expires

*06/30/2031*

DOB (MM/DD/YY)

*09/04/1971*

**Witness Signature (required).** The undersigned witness affirms that the named owner of the vehicle identified in this document presented the identification described above.

Witness Printed Name

4 — *Marisol T. Baca*

Witness Signature

*Marisol T. Baca*

Date (MM/DD/YY)

*08/21/26*

**Please Provide Mailing Address Below.**

**To Expedite, Please Include a Self Addressed Stamped Envelope.**

Name

5 — *Rosalind P. Kirchhoff*

Street Address

*1442 Chipeta Dr*

City

*Montrose*

State

*CO*

ZIP Code

*81401*

### Duplicate Title/Lien Request and Receipt (Continued)

|                        |             |                   |                     |                   |                           |
|------------------------|-------------|-------------------|---------------------|-------------------|---------------------------|
| <b>Year of Vehicle</b> | <b>Make</b> | <b>Body Style</b> | <b>Title Number</b> | <b>Issue Date</b> | <b>County of Issuance</b> |
| 2015                   | Jeep        | SUV               | 402617385           | 03/02/2015        | Montrose                  |

|                                            |   |   |   |   |   |   |   |   |   |                             |   |                          |   |   |   |   |         |    |
|--------------------------------------------|---|---|---|---|---|---|---|---|---|-----------------------------|---|--------------------------|---|---|---|---|---------|----|
| <b>Vehicle Identification Number (VIN)</b> |   |   |   |   |   |   |   |   |   | <b>License Plate Number</b> |   | <b>State of Issuance</b> |   |   |   |   |         |    |
| 1                                          | C | 4 | R | J | F | A | G | X | F | C                           | 4 | 1                        | 8 | 5 | 2 | 7 | CQV-U88 | CO |

**Owner Name**

Rosalind P. Kirchhoff

**Street Address**

1442 Chipeta Dr

|             |              |                 |
|-------------|--------------|-----------------|
| <b>City</b> | <b>State</b> | <b>ZIP Code</b> |
| Montrose    | CO           | 81401           |

**Lienholder (if applicable)**

**Name**

**Street Address**

|             |              |                 |
|-------------|--------------|-----------------|
| <b>City</b> | <b>State</b> | <b>ZIP Code</b> |
|             |              |                 |

- Make check or money order payable to: **Colorado Department Of Revenue,**
- Or**

- If applying at your County Motor Vehicle, make check payable to: **County Clerk.**

The state may convert your check to a one time electronic banking transaction. Your bank account may be debited as early as the same day received by the State. If converted, your check will not be returned. If your check is rejected due to insufficient or uncollected funds, the Department of Revenue may collect the payment amount directly from your bank account electronically.

Account Number: **M1525571**

**Duplicate Title: \$8.20**

**Lien Release Title: \$7.20**

7 5750 Total Amount: ☒ \$8.20 ☐ \$7.20

## Procedure For A Duplicate Colorado Title

To comply with Colorado Laws this procedure is to be followed when applying for a Colorado duplicate title.

1. Complete and sign the **Duplicate Title/Lien Request and Receipt** title application (DR 2539A). The application must be signed by the owner, lienholder, or authorized agent by power of attorney of the vehicle listed on this form. The individual signing the duplicate title application must provide identification information.
2. Colorado duplicate titles can only be applied for by the owner, lienholder, or an authorized agent. If the authorized agent applies for the duplicate title, they must submit a Power of Attorney (POA) signed by the owner or lienholder. If the Power of Attorney form used **does not** have a place for the grantor's identification information, a DR 2842 Supplemental Secure and Verifiable Identification Information and Attestation Clause must also be submitted.

**Do not send photocopies of identification or original identification card(s), such as Driver's license or Passport.** If the POA is VIN specific, the original must be submitted and will be returned upon request. If a General POA is submitted, a photo copy or fax copy is acceptable (notary seal must be visible on copy) and must be included with **each** application. The DR 2175 (Colorado POA) and the DR 2842 are available at the County Motor Vehicle offices, the Vehicle Services Section, or online at DMV.Colorado.gov.

3. A lien release is required for all active liens. The lien release must be on the lienholder's letterhead (letterhead is not required if the lienholder is an individual). Photo and fax copies are accepted and must include **vehicle year, make, VIN, titled owner's name(s), agent's signature, date of lien release and must be signed under penalty of perjury in the second degree or notarized declaration as defined in C.R.S. 18-8-503.**

The title will be issued omitting all reference to the lien pursuant to C.R.S. 42-6-126.

4. All duplicate title transactions require identification. Secure and Verifiable ID (see form DR 2841) is required for titles issued on or after July 1, 2006.
5. If you are applying as lienholder and the lien is **Not Filed** in Colorado, you must include a Power of Attorney from the owner, (see step 2 above) or, in the case of repossession, include a Statement of Repossession **and** a certified copy of the security agreement.

## 6. Mail-in requests:

The fee for a duplicate title is \$8.20 pursuant to C.R.S. 42-6-137 (5). The fee for a lien release title is \$7.20 pursuant to C.R.S. 42-6-137(4). Make checks payable to the Colorado Department of Revenue.

Submit applications by **Regular Mail** to:

Colorado Department of Revenue  
Division of Motor Vehicles  
PO Box 173350  
Denver CO 80217-3350

### Drop off at:

Colorado Department of Revenue  
DMV - Vehicle Services  
3265 S Wadsworth Blvd Suite 3A  
Lakewood CO 80227

### In-Person/Physical Address: Submit applications to:

Colorado Department of Revenue  
DMV - Vehicle Services  
3265 S Wadsworth Blvd Suite 3A  
Lakewood CO 80227

**E-Services:** [myDMV.Colorado.gov](https://myDMV.Colorado.gov) (For quickest processing, please utilize this option)

Agents acting on **behalf of a business** must provide a Power of Attorney (POA) or a Letter of Authorization (LOA).

7. If your application has been rejected, return the original DR 2539A with the additional information required.

**Checks submitted with rejected applications will not be returned and are destroyed by the Department.**

# How to fill out DR 2539A — Duplicate Title/Lien Request and Receipt

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Colorado · written against DR 2539A (06/04/25), issued under C.R.S. 42-6-125, 42-6-126, 42-6-135, </forms/colorado/dr2539a-duplicate-title-lien-request-and-receipt/>  
42-6-137

Four pages: two of form and two of procedure. It is what a Colorado owner files when the certificate is lost or destroyed, and it doubles as the application for a fresh title once a lien has been released. The opening warning is the one to read twice - sections in bold text represent required information, and if any bolded field is left blank, your application will be rejected.

**This sheet is not the form.** Download the blank DR 2539A from the Colorado Department of Revenue, Division of Motor Vehicles at [https://dmv.colorado.gov/sites/dmv/files/documents/DR\\_2539A.pdf](https://dmv.colorado.gov/sites/dmv/files/documents/DR_2539A.pdf) — always take the current revision from the agency rather than a copy. Print this and keep it beside you while you complete theirs.

## Every line, in the order you meet it

|   |       |                                                   |                                                                                                                                                                                                                                                                                                                                        |
|---|-------|---------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | YOU   | <b>Owner, Agent or Lienholder</b>                 | One tick inside the printed certification, saying which capacity you are applying in. <b>Watch out:</b> If a lien is active or recorded on the vehicle, only the lienholder or their agent can apply at all - ticking Owner will not change that.                                                                                      |
| 2 | YOU   | <b>Printed name, signature and date</b>           | The name as your identification prints it, then the signature the certification belongs to. <b>Watch out:</b> Include the firm name where the title is in a business. The bracketed instruction on the field says so and a county will hold the application without it.                                                                |
| 3 | YOU   | <b>Identification of individual signing above</b> | Colorado D L, Colorado I D or Other, with a number, an expiry and a date of birth. <b>Watch out:</b> Secure and verifiable identification is required for any title issued on or after July 1, 2006, which is nearly every certificate still in circulation.                                                                           |
| 4 | OTHER | <b>Witness Signature (required)</b>               | Printed name, signature and date from whoever saw the identification presented. <b>Watch out:</b> Marked required on the face of the form. A county clerk can do it across the counter, which is the simplest way to satisfy it.                                                                                                       |
| 5 | YOU   | <b>The mailing address block</b>                  | Where the replacement certificate is to be sent, with a suggestion to enclose a self addressed stamped envelope. <b>Watch out:</b> If it is going out of state, this has to travel by post - the online route will not accept an out-of-state address.                                                                                 |
| 6 | YOU   | <b>The vehicle on page two</b>                    | Year, make, body style, title number, issue date and county of issuance, then the vehicle identification number, plate number and state. <b>Watch out:</b> The title number and issue date come off the old registration card if the certificate itself is gone. If neither exists, the county can look the record up before you file. |
| 7 | YOU   | <b>The fee band</b>                               | \$8.20 for a duplicate title, \$7.20 for a lien release title, each with its own total box. <b>Watch out:</b> Make the cheque payable to the Colorado Department Of Revenue if you are posting it, and to the County Clerk if you are filing it at a county office. The form prints both.                                              |

### What gets this one rejected

- A bolded field left blank. The instruction at the top says so in terms, and it is the only warning of its kind in the Colorado set.
- An unwitnessed signature. The witness affirms that identification was actually presented, and the form marks that block required.
- Applying as somebody other than the owner, agent or lienholder. Where a lien is recorded, only the lienholder or their agent may apply at all.
- A power of attorney without identification behind it. If the power of attorney used has no place for the grantor's identification information, a DR 2842 has to go with it.
- A photocopy of a driver licence in the envelope. The procedure says not to send photocopies of identification or original identification cards.
- A cheque with a rejected application. Cheques submitted with rejected applications are not returned and are destroyed by the department.

☒ Amber is what you write   ☐ Grey is a block somebody else completes   The filled-in example is at the start of this sheet.

Read off DR 2539A (06/04/25) and the Colorado Department of Revenue, Division of Motor Vehicles's own pages, current as of 2026-08-23. Plain-language help with a form, not legal advice — where this and the agency differ, the agency governs.

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