**COVID Closure Dealership Drop Info**

During our closure to the public, we understand that our dealer partners need an avenue to drop off transactions.  You always have the choice of mailing your documents to the below addresses, which is our ideal method of receipt.  However, we recognize that our closure is happening during one of the busiest times of the year and we would like to extend the ability to schedule **drop off** appointments for dealer transactions. No *Pick-up options are currently being offered,* instead, we will mail completed/rejected transactions via USPS or utilizing a pre-paid shipping label and envelope provided by the dealership (at the time of drop).

Appointments are limited to one per day per dealer, in order to limit contact and exposure.

This service is *only* available in the lobby of the Sheriff’s Substation located next door to our Commerce City Motor Vehicle office during the hours of 7:00 am – 1:00 pm. *by appointment only. Walk-in customers will not be permitted*. – 4201 E 72nd Ave. Commerce City, CO 80022.

Please note, the timeframes are for drop off services only, no transactions will be processed and are limited to 10-minutes. Late arrivals will be required to reschedule. This allows us to assist as many customers as possible while keeping everyone involved safe during the COVID-19 pandemic.

**Mailing Address:**

|  |  |
| --- | --- |
| Adams County Motor Vehicle P.O. Box 5011 Brighton, CO 80601-8215  | Adams County Motor Vehicle 4430 S. Adams County Pkwy. Suite E2001 Brighton, CO 80601  |

**Requirements for mailings and drop-offs:**

* Include completed [drop sheet](https://www.adcogov.org/sites/default/files/Dealer%20COVID%20Drop%20Sheet%20Closure.pdf) with dealer # and specific instructions (i.e. dealership information, VIN of each item being dropped, shipping label/envelope, and payment method).
* Paperwork must be complete and accurate. *Incomplete or inaccurate documents cannot be processed and will be returned for correction.*
* Include completed title application (DR2395) for each title or MSO we are processing.
* Check for **each** transaction made payable to Adams County Clerk or escrow account with adequate funds. Call the Service Center at 720.523.6010 to set up or add funds to an escrow account, *more information below.*
* 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:**

[Schedule a Drop Appointment](https://www.signupgenius.com/go/8050F48AFA629A2FB6-commerce)  [Check a Title Status](https://mydmv.colorado.gov/?Link=TitleStatus)

**Set up an Escrow Account**

Welcome to the Setting up an Escrow Account option.

**Step One: Decide if this is option is right for your transaction.**

* Must be a representative of the business making the request.
* Allows users to “drop” business transactions/title work.
* Decreases transaction time.
* No more rejections for the incorrect amount on pre-written checks.
* Easy auditing and verification within your finance department – account holders can request balance and transaction history at any time.
* No fees to open, fund, or maintain and no balance requirements.
* Funds can be added in person (when open to the public), over the phone, or via mail.

**Step Two: What do you need?**

* Business name
* Address
* Fleet number, if applicable.
* Contact information for account holder/manager.
* Deposits can be made with a Check, Credit Card, or E-Check (service charges apply for electronic payments).

**Step Three: Make the Call.**

Once you have all documents in hand call 720.523.6010, Tuesday – Friday, 7:00 am – 1:00 pm, to speak to one of our clerks.