



**COLORADO**  
Department of Revenue

Division of Motor Vehicles  
Vehicle Services Section  
PO Box 173350  
Denver, CO 80217-3350

# BULLETIN

For: Colorado Auto Dealers  
CADA  
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From: Adam Wilms, Director, Vehicle Services Section

CC: Michael Dixon, Senior Director, Division of Motor Vehicles  
Flavio Quintana, Deputy Senior Director- Operations, Division of Motor Vehicles  
Bruce Zuluaf, Director, Auto Industry Division  
Kyle Boyd, Vehicle Services Section Communications Specialist

Date: November 20, 2018

Subject: Analog Temporary Registration Permit Issuance

**BL 18-17**

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The Colorado Division of Motor Vehicles (DMV) is providing new guidance to allow dealerships to issue a temporary registration permit substitute in the event of a Colorado Division of Motor Vehicles system outage. This guidance may only be used if the system outage occurs after normal DMV business hours (5 p.m. - 8 a.m. Monday-Friday or on a weekend or state holiday).

The guidance below is pursuant to C.R.S. 42-3-115(2)(b)(III):

1. Fill out the DR 2102 System Outage Passenger Temporary Permit or DR 2103 System Outage Motorcycle Temporary Permit. This form will be available in triplicate as a secure form in the future. Until the secure form is available, please fill out the attached PDF and make two copies. The temporary permit number is the dealer number (preceded by zeros if less than six digits) and last three numbers of the Vehicle Identification Number (VIN).
2. Provide the buyer with a letter on dealership letterhead that includes the following: date, time, Vehicle Identification Number (VIN), color, year, make, body, owner name and contact information, as well as dealership contact information
3. Retain one copy of the DR 2102 System Outage Passenger Temporary Permit or DR 2103 System Outage Motorcycle Temporary Permit. Place one copy in a mounting board as you would a temporary registration permit printed from the DMV system and mount to the customer vehicle and give one copy to the customer to retain.
4. Send an image of the permit and the letter you have issued via email to [Dor\\_comcenter@state.co.us](mailto:Dor_comcenter@state.co.us) and [dor\\_vehicleportal@state.co.us](mailto:dor_vehicleportal@state.co.us) or fax it to (303) 205 - 5802. You may scan, download or take a photograph of the form in order to send it.
5. Within 36 hours of the outage, you must complete the issuance of a sixty-day temporary registration permit through the DMV system and provide it to the buyer using a method

of your choice. Dealers should enter the original date of purchase when issuing the temporary permit through the DRIVES system.

If you have any questions or are unable to issue a temporary permit during business hours, please contact the DMV Vehicle Portal at [dor\\_vehicleportal@state.co.us](mailto:dor_vehicleportal@state.co.us) or (720) 795-7864.

Thank you.

Sample Outage Passenger Temporary Permit

<b>582041321</b>			
<b>EXPIRES</b>	<b>36</b> HOURS	FROM	<b>2018</b> YEAR
		TIME	
		<b>05:30 pm</b> DATE	<b>November 24</b>
<b>VIN</b>	<b>1G1AL58F667757821</b>		<b>BLUE</b>
<b>YEAR</b>	<b>2015</b>	<b>FORD</b>	<b>TRUCK</b>

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Sample Outage Motorcycle Temporary Permit

<b>00052785</b>			
<b>EXPIRES</b>	<b>36</b> HOURS	FROM	<b>2018</b> YEAR
		TIME	
		<b>06:00 pm</b> DATE	<b>November 24, 2018</b>
<b>VIN</b>	<b>4T3ZA3BB8AU022314</b>		<b>SILVER</b>
<b>YEAR</b>	<b>2015</b>	<b>HD</b>	<b>MC</b>

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