

**RECORDER'S NOTES**  
**By Pamela Bacon**  
**Logan County Clerk and Recorder**

**MOTOR VEHICLE INFORMATION:**

Help us help you! To save you time please have whichever one of the following applies to help us assist you with transactions:

- Plate number
- Vin Number of vehicles
- Renewal Card
- Title
- Title complete notice
- Proof of Colorado Insurance for the vehicle you are transacting on.

If you don't have any information; staff will do their best to search the statewide database by your name, but the system is a statewide system and will pull everyone in the State of Colorado that has similar names or vehicles you once owned or plated in Colorado. **You will also be required to show identification if you have nothing with you.**

Address search may also include vehicles that a prior person living at that same address had registered.

Make sure you know what name is on the vehicle; example: personal full name, first initial and last name, business names or Trust.

- If a vehicle is renewed in error, the Department of Revenue will NOT refund the state portion of that renewal. Make sure it is the one you still own and need!
- If a vehicle is missed in a search: it is ultimately the vehicle owner's responsibility to know when plates expire on their vehicle and to properly renew them before expiration.

Renewal postcards are a courtesy reminder card that is mailed out from the State Department of Revenue.

*The Election and Recording Department can be reached at 522-1544 for voter and election questions or recording information. The Motor Vehicle Department can be reached at 522-1158 for license plates/renewals or titling a vehicle. You can also reach our office by email at [baconp@logancountyco.gov](mailto:baconp@logancountyco.gov) . Like us on Facebook at Logan County Elections/MotorVehicle/Recording*