

# License Plate Destruction, Recycling & Disposal Approval Application

County Name

Address (Location of Scrap Plate Storage)

City State ZIP Code

Contact Name Phone Number

Fax Number Email

Pursuant to C.R.S. 42-3-201(6)(a) and (b) and 1 CCR 204-10 Rule 41. License Plate Destruction, Recycling and Disposal, license plates that are voluntarily surrendered or acquired in the ordinary course of business shall be destroyed, recycled or permanently disposed of in a manner approved by the department. Reselling, reusing, giving or gifting of scrap plates is prohibited.

The County shall complete this form and attach a request for approval on the County's letterhead. This form shall be retained by the Vehicle Services Program and shall be updated by the County at least annually or upon change in personnel or processes. License plate destruction, recycling or disposal activities are not approved until this form is returned with the approval section completed. Each County is responsible for ensuring compliance of the rules and statutes pertaining to the destruction, recycling or disposing of license plates with the junk yard, scrap yard, recycler or metals dealer with whom they have scrap plate agreements.

1. Means of receiving and storing the scrap plates to include details such as security, accountability and personnel that would have access to plates:
2. Destruction, recycling or disposal method to be used (if through Correctional Industries indicate "Correctional Industries"):
3. Timeline for completion of destruction, recycling or disposal (if through Correctional Industries indicate "picked up with quarterly shipments" or "coordinated call tag request"):

4. Agreements with any scrap yard, junk yard, recycler, metals dealer or any other entity used to destroy, recycle or dispose license plates. This should detail evidence of receipt for scrap plates, evidence of destruction, recycling or disposal (if through Correctional Industries indicate "Correctional Industries"). County may attach copies of agreements in lieu of completing this requirement:
  
5. Person responsible for administration of program including name, address, phone number and email address:

Upon approval, scrap license plates will be destroyed, recycled or disposed of pursuant to this form. Any special circumstances must be pre-approved in writing by the Vehicle Services Program prior to completion. All scraped license plates must be entered into DRIVES under "County Office" manager then "Surrender/scrap plate(s)" and evidence of the license plates being destroyed, recycled or disposed of shall be completed on the DR 2927 License Plate Destruction, Recycling or Disposal Log form. This form should be provided to the Vehicle Services Program by scanning and emailing to [countyinventorysupport@state.co.us](mailto:countyinventorysupport@state.co.us) to the attention of Administrative Services Unit. Approvals/denials will be provided back to the county via the method received.

### **Vehicle Services Program Use Only**

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Approved

Denied

Printed Name

Signature

Date (MM/DD/YY)

Reason for Denial (If Applicable)