

**COLORADO DEPARTMENT OF TRANSPORTATION  
MOTOR POOL SERVICE REQUEST**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Current mileage: \_\_\_\_\_

**Deliver Vehicle to HQ Motor Pool 2301 W. 11th Ave., Denver CO 80205**

What is the vehicle's license plate number?

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

Is your windshield:  OK  Chipped  Cracked (Requires replacement)

Are there any warning indicators lit? (Check Engine, Service Due, Tire Pressure, etc.—please specify):

Contact Name: \_\_\_\_\_ Contact phone #: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Supervisor phone #: \_\_\_\_\_

Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Nature of service request i.e. scheduled maintenance, repairs, etc. Please provide as much detail as possible so that we may best address ALL of your vehicle's issues.

When would you like to drop off your vehicle?

Date: \_\_\_\_\_ Time: \_\_\_\_\_

By when do you need your vehicle completed?

Date: \_\_\_\_\_ Time: \_\_\_\_\_

For Motor Pool service, please e-mail this form to **BOTH:**

**Victor Santistevan: [Victor.Santistevan@state.co.us](mailto:Victor.Santistevan@state.co.us) AND Tom Pacheco: [Tom.Pacheco@state.co.us](mailto:Tom.Pacheco@state.co.us)  
ph: 303-534-0643 ph: 303-534-1257**