

REGISTRATION CHECKLIST

Print this checklist to help you remember to bring the required documents and information to the tag office.

To title a brand new vehicle purchased from a dealer

- ___ 1.) Legally assigned Manufacturer's Statement of Origin (MSO)
- ___ 2.) Sales tax receipt or bill of sale
- ___ 3.) Physical Proof of Insurance (Insurance Card)

To title a newly purchased (used) vehicle with a Kansas title

- ___ 1.) Legally assigned title from previous owner/dealer
- ___ 2.) Sales tax receipt or bill of sale
- ___ 3.) Current Mileage (if 2010 or newer)
- ___ 4.) Physical Proof of Insurance (Insurance Card)
- ___ 5.) Lienholder Release, if one is showing on front of the title

To title a newly purchased (used) vehicle with an Out-of-state (non-Kansas) title

- ___ 1.) Legally assigned title from previous owner/dealer
- ___ 2.) Sales tax receipt or bill of sale
- ___ 3.) Current mileage (if 2010 or newer)
- ___ 4.) Physical Proof of Insurance (Insurance Card)
- ___ 5.) Lienholder Release, if one is showing on front of the title
- ___ 6.) Completed MVE-1 Form (Inspection), obtained from a vehicle inspection officer
- ___ 7.) If a Recreational Vehicle is being titled, the title provided must show empty weight, or a scale ticket will be required.

To transfer an out-of-state vehicle registration to a Kansas registration and apply for a Kansas title

NOTE: Kansas no longer provides Courtesy Registrations for Out-of-State vehicles with Liens. Please complete the form (here) and forward it to your lienholder to have your title mailed to us.

___1.) Fill out form (HERE) and send to your lienholder

___2.) Lienholder sends title to Treasurer's Office

___3.) Call Sheriff to schedule MVE-1 Inspection. Come to Treasurer's Office at scheduled time for inspection to have employee take title to Sheriff.

___4.) Physical Proof of Insurance (Insurance Card)

___5.) Current mileage (if 2010 or newer)

To renew a vehicle registration

___1.) Registration renewal application with current address and zip code

___2.) Physical Proof of Insurance (Insurance Card)

___3.) Registration receipt from current year or tag number (if renewal application was not received)