

# 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 less than 10 years old)
- \_\_\_ 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 less than 10 years old)
- \_\_\_ 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**

\_\_\_1.)Current out-of-state title or faxed copy of the title from the lienholder and name and address of the lien holder

\_\_\_2.)Completed MVE-1 Form (Inspection), obtained from a vehicle inspection officer

\_\_\_3.)Physical Proof of Insurance (Insurance Card)

**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)