

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
- ___ 4) Physical Proof of Insurance (Insurance Card)
- ___ 5) Lien holder 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
- ___ 4) Physical Proof of Insurance (Insurance Card)
- ___ 5) Lien holder Release, if one is showing on front of the title
- ___ 6) Completed MVE-1 Form, obtained from the vehicle inspection officer

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

- ___ 1) Current out-of-state title (if title has a lien, lienholder must send the title to Tag Office)
- ___ 2) Completed MVE-1 Form, obtained from the 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, signed by vehicle owner.
- ___ 2) Physical Proof of Insurance (Insurance Card)
- ___ 3) Registration receipt from current year or tag number (if application was not received in the mail)