

## 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 or faxed copy of title from lien holder and name and address of the lien holder
- \_\_\_ 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)