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)