

MOTOR VEHICLE 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) Properly assigned and notarized Manufacturer's Statement of Origin (MSO)
- 2) Completed Federal Odometer Disclosure Statement
- 3) Sales tax receipt or bill of sale
- 4) Physical Proof of Insurance (Insurance Card)

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

- 1) Legally assigned and notarized title from previous owner/dealer
- 2) Completed Federal Odometer Disclosure Statement if less than 10 years old
- 3) Sales tax receipt or bill of sale
- 4) Current mileage
- 5) Physical Proof of Insurance (Insurance Card)
- 6) Lienholder Release if one is showing on front of the title

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 certified 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
- 2) Physical Proof of Insurance (Insurance Card)
- 3) Registration receipt from current year or tag number (if application was not received in the mail)