
Recently Purchased Vehicle

JOHNSON COUNTY
KANSAS
Motor Vehicle



Title Drop Off Service

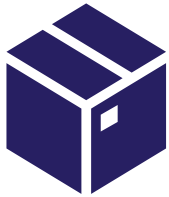
It's as easy as 1... 2... 3!

1



Complete the Title Drop Off Service application, gather all required documents, and put all original documents in a sealed envelope.

2



Place your envelope into one of our convenient and secure drop boxes or send it in the mail.

3



Your registration receipt and decal, itemized statement receipt, and invoice with payment instructions will be mailed to you.

Questions?

E-mail us at dmv@jocogov.org

Call us at 913-826-1800

Recently Purchased Vehicle



Title Drop Off Service Helpful Hints

Drop Box Locations:

6000 Lamar Avenue, Mission, KS 66202
782 N Ridgeview Rd, Olathe, KS 66061

Mailed Envelopes:

6000 Lamar Avenue, Suite 100, Mission, KS 66202

Title transactions can be complex. We're committed to helping you through the process. When putting together your paperwork, please remember the following things:

- ✓ **SIGN THE TITLE** - if a signature is missing, the title will be returned to you for correction. If multiple owners, please have all signatures.

On a Kansas Title, please sign and print as purchaser. Every state title is different so find where it says "Signature of Purchaser" and sign.

- ✓ **SEND THE ORIGINAL TITLE** - We cannot accept a copy of the title.
- ✓ **A LIEN RELEASE IS REQUIRED** - if the previous owner had a lien listed on the title.
- ✓ **SPECIALTY PLATES**- If you are getting a new plate and want a plate other than the standard plate (such as a personalized plate or distinctive plate), please e-mail us at dmv@jocogov.org. We will send you the additional forms needed.
- ✓ **TRAILERS** – Additional information is required if registering a utility or recreational vehicle trailer. Please e-mail us at dmv@jocogov.org. We will send you the additional forms needed.

Don't panic. If we are unable to process your application for any reason, we'll send you an e-mail directly to let you know what information is missing. Please e-mail dmv@jocogov.org for questions.

Recently Purchased Vehicle



Title Drop Off Service Application

Drop Box Locations:

6000 Lamar Avenue, Mission, KS 66202
782 N Ridgeview Rd, Olathe, KS 66061

Mailed Envelopes:

6000 Lamar Avenue, Suite 100, Mission, KS 66202

Contact Information- Please Print

Name: _____

Vehicle Year, Make, Model: _____

Last 6 Digits of Vehicle Identification Number (VIN): _____

E-mail Address: _____

Telephone #: _____

Documents Required:

- Title Drop Off Application (page 1)
- Title & Registration Manual Application- **Please remember to sign the application.** If multiple owners, please have all signatures (back of this form- page 2)
- Ownership Document (Title OR Manufacturer's Certificate/Statement of Origin)- **No copies. Please remember to sign your title.** If multiple owners, please have all signatures
- Proof of Insurance- Copy of card or supply insurance provider, policy #, and expiration
- Copy of Photo ID- Example: Driver's License

Documents May Be Required (if they apply to you):

- VIN Inspection from Kansas Highway Patrol- If vehicle title is from any state other than Kansas (Manufacturer's Certificate/Statement of Origin exempt from inspection). To get an inspection, visit www.kansashighwaypatrol.org.
- Kansas Sales Tax Receipt- If vehicle is purchased from a Kansas dealership
- Bill of Sale- Required if purchase price and date of sale are not indicated on the title or purchased from an out of state dealer.
- Certificate of Trust- If titling in the trust's name (<https://www.ksrevenue.org/pdf/tr81.pdf>)

Please expect to hear from us within 14 days. Questions? Please e-mail us at dmv@jocogov.org

TITLE AND REGISTRATION MANUAL APPLICATION

New Owner's Name(s): _____

Owner Distinction: AND OR
If "AND" is selected, signatures of all registered owners will be required

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

VIN: _____ Year: _____ Make: _____

Model: _____ Mileage: _____ Purchase Date: _____

Vehicle Color: _____ Trim Level: _____ Fuel Type: Gasoline Diesel Hybrid
 Other: _____

Lienholder Information (If Applicable)

Lienholder Name: _____

Lienholder Address: _____

Transfer on Death Designees (Optional)- If more than 1, please supply listed information on additional sheet.

Name, Address, Date of Birth: _____

Title/Registration Mailing (If Different From Above)

Address: _____

Kansas State Parks Passport

Please check here if you would like to add this to your registration: \$15.50

Plate Transfer Information (If Applicable)

Previous Vehicle VIN _____ Previous Vehicle Plate _____

I hereby certify that I am a resident or have a bona fide place of business in this county and that I am an owner of and have in effect financial security for the aforementioned vehicle as required by Kansas Law. I further certify that all liens and/or encumbrances, if any, are listed and the information on this application is true and correct to the best of my knowledge. FALSE CERTIFICATION CAN RESULT IN CRIMINAL PROSECUTION

Owner's Signature(s): _____

Date: _____