

Motor Vehicle

TITLE DROP OFF SERVICE

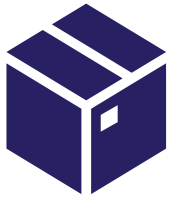
It's as easy as 1... 2... 3!

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



Receive an e-mail with payment options. Your vehicle registration will be mailed to you after payment is received.

Questions?

E-mail us at titledrop@jocogov.org

Call us at 913-826-1800

TITLE DROP OFF SERVICE HELPFUL HINTS

Drop Box Locations:

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

Mailed Envelopes:

111 S Cherry St, Suite 1500, Olathe, KS 66061

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.

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.

DO NOT ACCEPT TITLE SHOWING ANY ERASURES, WHITEOUT, ALTERATIONS OR MUTILATIONS.

By affixing his or her signature, the seller assigns, transfers and conveys unto the purchaser(s) the vehicle described on this certificate of title and the seller warrants same to be free from all liens and encumbrances except as stated on the assignment or assignment. Federal and Kansas law requires that the seller state the mileage in connection with the transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment. Kansas residents must make application for title within 30 days of the date the vehicle was sold and delivered to the county treasurer's motor vehicle office where the vehicle will be garaged. Kansas is a paperless or electronic title state. A Kansas paper title cannot be issued if or as long as there is a lien or encumbrance showing on the division's records.

IF YOU HAVE QUESTIONS, PLEASE VISIT OUR WEB SITE AT: WWW.KSREVENUE.ORG AND CLICK ON "YOUR VEHICLE" AND THEN ON "TAGS".

The undersigned hereby certifies that the vehicle described on this title has been transferred to the following printed name and address. (Seller MUST complete unless signing)

Name of Seller	Mary Smith	Address	456 Main Rd
City	Olathe	State	KS
Zip	66061		

Vehicle Description: 8125

Purchase Price of the vehicle was: 13,530.00

Vehicle was sold and delivered on: 11/04/08

Seller Signature: Alex Person

Purchaser Signature: Alex Person

Is vehicle subject to a lien? No

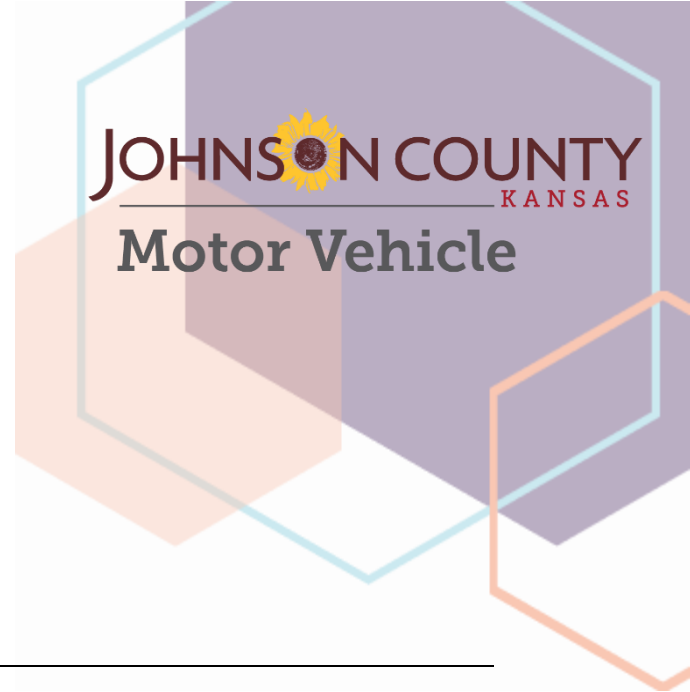
Signature of Purchaser: Mary Smith

✓ **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.

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 titledrop@jocogov.org for questions.

TITLE DROP OFF SERVICE APPLICATION



Drop Box Locations:

6000 Lamar Avenue, Mission, KS 66202

782 N Ridgeview Rd, Olathe, KS 66061

Mailed Envelopes:

111 S Cherry St, Suite 1500, Olathe, KS 66061

Contact Information- Please Print

Name: _____

Vehicle ID 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 via e-mail within 14 days.

TITLE AND REGISTRATION MANUAL APPLICATION

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 Number _____

VIN _____ Year _____ Make _____

Model _____ Mileage _____ Purchase Date _____

Vehicle Color _____ Trim Level _____ Fuel Type _____

Plate Transfer Information (If Applicable)

Previous Vehicle VIN _____ Previous Vehicle Plate Number _____

Lienholder Information (If Applicable)

Lienholder Name _____ Lienholder Mailing Address _____

Transfer on Death Designees (Optional)

Title/Registration Mailing (If Different From Above)

Address _____ City _____ State _____
ZIP _____

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) _____

**Did you check the "Helpful Hints?" Please check the list
before submitting your paperwork.**

Date _____