

New Residents from Out of State

JOHNSON COUNTY
KANSAS
Motor Vehicle



Title Drop Off Service

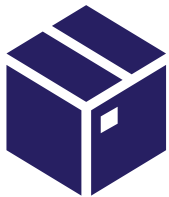
It's as easy as 1... 2... 3!

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

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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

Welcome to Johnson County! This application is to be used when a vehicle is already in your name and you are a new resident to Johnson County from out of state.

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

- ✓ **SEND THE ORIGINAL TITLE** – In most cases, we cannot accept a copy of the title. Don't have the original title? E-mail us dmv@jocogov.org.
- ✓ **A LIEN RELEASE IS REQUIRED** - if your current title shows a lien and you have paid off the loan.
- ✓ **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.

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Title Drop Off Service Application



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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). Don't have the original title? E-mail us dmv@jocogov.org.
- VIN Inspection from Kansas Highway Patrol. To get an inspection, visit www.kansashighwaypatrol.org.
- 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):

- Bill of Sale
- 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.

