

PLEASE AVOID DELAYS ON YOUR TITLE BY READING AND FOLLOWING THESE INSTRUCTIONS.

Thank you for using Express Title Service.

1. If you are using a Kansas Manual Application for Title form, you will need to issue two payments; One made payable to Kansas Dept. of Revenue in the amount of \$10.00 for the title; and one payable to Express Title Service in the amount of \$15.00 for the hand carry service.
2. If you are applying for service as an individual, your Application must be accompanied by photo identification of the vehicle owner. If you are applying for service as a corporation or government entity, we must have photo identification of the person submitting the application. If you are a Kansas licensed automobile dealer applying for a title in the name of an individual, we must have photo identification of the individual; if you are a Kansas licensed automobile dealer applying for a title in the name of the dealership, we do not need photo identification.
3. The document entitled 'TITLE SERVICE/INDIVIDUAL AUTHORIZATION' is required by the State of Kansas. If you are applying for more than one title, make copies of this form and use a separate form for each vehicle.
4. The document entitled 'Express Title Service' must also be completed. This form lets us know where and how to contact you in the event of a problem.

Be sure to apply proper 1st class postage (minimum 80 cents), and drop it in the mail promptly. We cannot accept mail with postage due.

If time is critical and you are located some distance from Topeka, you might consider sending it 'next day Express Mail' through the S.S. Postal System. Do not send it on any other 'next day' delivery, as U.S. Postal is the only one which will deliver to a P.O. Box, which we have. If you want your title delivered back to you 'next day', be sure to enclose another pre-addressed, pre-paid 'next day' envelope with your Application. Otherwise your title will be sent by 1st class mail.

We hand carry applications into the Kansas Title & Registrations offices in Topeka every day Monday through Friday. Your application will be on the first trip to their offices after we receive it from you.

Normally your new title should be in the mail to you on the second business day after your application was carried to the State offices. However, please keep in mind that work load and personnel conditions at the State office dictate how fast hand carried application's are processed. On occasion there can be a delay of a day or more. Please be assured your title will be in the mail to you the same day it is issued by the State.

Even with occasional delays, the 'hand carried' program provides much faster service than going through the regular channels.

PLEASE AVOID DELAYS IN YOUR TITLE(S) BY TAKING THE TIME TO
COMPLETE THIS FORM CORRECTLY

EXPRESS TITLE SERVICE

OF KANSAS

Phone 620-669-9764

Application for Service

Date _____

If this Application for Service is for an individual, it must be accompanied by photo identification of the vehicle owner. If it is for a corporation, school district or government entity, we must have photo ID of the person sending in the application. Only if it is for a vehicle being titled into the name of a licensed car dealership, we do not need photo ID. This is required by the State of Kansas.

Vehicle Make _____ Year _____ Style _____ VIN # _____

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(Make copies and use separate Application sheets for each vehicle owner)

Vehicle Owner's Name (printed) _____

Phone _____ Address _____

City _____ County _____ State _____ Zip _____

Name of person (or dealership) applying for this service (print) _____

Phone _____ Address _____

City _____ County _____ State _____ Zip _____

If licensed vehicle dealer, what is your dealer # _____.

If new title(s) are to be sent somewhere other than to the name and address preprinted on the Kansas Title & Registration Receipt, where do we send it?

Name _____ Phone _____

Address _____ City _____ State _____ Zip _____

I hereby deposit with and authorize Express Title Service to act as courier for my vehicle title to and from the Kansas Dept. of Revenue – Vehicle Titles & Registration Division in Topeka, KS.

I understand Express Title Service will act in a diligent and professional manner and will make every effort to get my new title back as quickly as possible* but will not be responsible for delays due to inclement weather, mechanical failure or other causes beyond their control. (*Depending on processing/printing time required by Kansas Titles & Registrations Div.)

Number of title applications being sent _____. Cost: 1 title \$15.00; 2 titles \$13.00 each; 3 or more titles \$11.00 each. (If you consistently send us 6 or more titles per month call 1-866-723-0470 for price).

I am enclosing my Check ____ Money Order ____ Cash ____ in the amount of \$ _____.
(There will be a \$35.00 collection fee for insufficient funds checks).

In the unlikely event of a loss or theft of a title, Express title Service liability shall be limited to the actual charge by the Kansas Dept. of Revenue – Titles & Registrations Division, for a replacement title.

Signature _____

KANSAS

Department of Revenue
Division of Vehicles
www.ksrevenue.org

Kansas Manual Application for Duplicate, Secured or Reissue Title

Mail or Take Completed Application to the County Treasurer's Motor Vehicle Office

CHECK ONE:

- \$10.00 Duplicate Title* (Replaces previous title that was lost, stolen or mutilated.)
- \$10.00 Secured Title (Adds a lien holder to a title.) Attach current title* or etitle registration receipt to this application.
- \$10.00 Reissued Title (Removes a lien from a paper title.) Attach lien release and current title* to this application.

* Read and **MUST Complete Duplicate Title Certification** Below

NOTE: An application for secured or duplicate title with a lien holder on the record will be held electronically by the Kansas Division of Vehicles and the paper title will not be issued until a release of lien is submitted.

VEHICLE INFORMATION

If Known Previous Title Number _____

Year _____ Make _____ VIN _____ License Plate _____

Odometer Reading at the Time of Completing this Application ▶ _____ <small>ODOMETER READING (No Teatubs)</small>	I, the owner of the above described vehicle, do hereby certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked: <input type="checkbox"/> The mileage stated is in excess of the mechanical limits of the odometer. <input type="checkbox"/> The odometer reading is not the actual mileage. WARNING-Odometer Discrepancy.
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OWNER INFORMATION (Owner's Name(s) as Printed on Previous Title) NOTE: The names on the registration receipt are listed the same as on the title.

NAME(S) _____

_____ Address _____ City _____ State _____ ZIP _____ () Phone Number **REQUIRED**

Vehicle is/was titled in the County of: _____ Kansas.

MAIL TITLE TO: (Must Check One) To the owner's name and address above. To the name and address below:

Name _____
Address _____ City _____ State _____ ZIP _____

1ST LIEN HOLDER'S NAME _____

Address _____ City _____ State _____ ZIP _____

2ND LIEN HOLDER'S NAME _____

Address _____ City _____ State _____ ZIP _____

DUPLICATE TITLE CERTIFICATION (This certification **MUST** be completed when applying for duplicate title or secured or reissued title and the paper title is lost.)

I certify that I am the lawful owner of the vehicle described above and a Kansas Certificate of Title was issued to me and my previous certificate of title has been: (Must Check One) Lost; Mutilated*; Has Become Illegible*. * Attach title to application.

By my/our signature(s), I/we swear or affirm that I/we are the owner(s) of the above listed vehicle, that all liens and encumbrances, if any, are listed and that all information stated here in is true and correct. I/we am/are aware that the law provides severe penalties for making false statement under oath. (Do Not Sign if All Information is Not Complete.)

Signature of Kansas Registered Owner _____	Date _____	Signature of Kansas Registered Owner _____	Date _____
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If two or more persons are shown on the face of the title as owners with an "and" between the names, ALL persons must sign this application. NOTE: The names on the registration receipt are listed the same as the names on the title.

INSTRUCTIONS

- Signature(s) of the owner(s) must match the name(s) on the face of the current Kansas title record. (The registration receipt will also show the name(s).)
- To remove on existing lien, a notarized lien release is required.
- Record the name and address of the secured party/lienholder, if applicable.
- A copy of the security agreement is NOT necessary.
- Current mileage is required. Please do not guess.
- If a legal document or power of attorney is used, please attach it to the application.
- The current Kansas title* must be attached to this application for reissued title. The current Kansas title* or etitle registration receipt must be attached to this application for secured title. *If the current paper title has been lost or destroyed, must complete the Duplicate Title Certification above.

Kansas does not print any secured or duplicate titles that have a lien (loan) listed on the vehicle record. If a lienholder is shown on the registration receipt, there is a lien/loan on the vehicle record.

Mail or Take Application to Your Local County Treasurer's Office.

Send Application papers to;

Express Title Service
P.O. Box 1753
Topeka, KS 66601-1753

Send two checks for each title;
Kansas Dept. of Revenue \$10.00
Express Title Service \$15.00

Be sure to include
Photo identification!