

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

Thank you for using Express Title Service!

1. Using our service begins with applying for your title at your local Tag Office, and informing the clerk you want your title application hand carried. The clerk should stamp your Title & Registration Receipt (application) 'hand carry' and give you two copies. One of those copies will have what looks like a retail pricing bar code towards the top of it. Insert that bar coded copy, the two forms listed below, and any other documents pertinent to the application into an appropriate envelope, and drop it in the mail promptly.

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 sending the application.

If you are a licensed vehicle dealer and are applying for a title(s) in the name of the dealership, photo identification is not required.

3. The enclosed 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 application.

4. The document entitled 'Express Title Service' must also be completed and accompanied with your check or money order, made payable to Express Title Service. We will accept cash but we do not recommend this type of payment.

Be sure to apply proper 1<sup>st</sup> class postage (minimum 80 cents). 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 U.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 title applications into the Kansas Titles & 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 offices dictate how fast hand carried applications 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.

# 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 # \_\_\_\_\_

Vehicle Make \_\_\_\_\_ Year \_\_\_\_\_ Style \_\_\_\_\_ VIN# \_\_\_\_\_

Vehicle Make \_\_\_\_\_ Year \_\_\_\_\_ Style \_\_\_\_\_ VIN# \_\_\_\_\_

(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 \_\_\_\_\_



Send Application papers to;

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

Be sure to include  
Photo identification!