

# STOP, PLEASE READ!

The Ford County Treasurer's Office is asking for your help in minimizing the impact of coronavirus (COVID-19) on our community and our staff. Beginning Friday, March 20<sup>th</sup> as determined by the Ford County Disaster Declaration by the Ford County Commission, the Ford County Treasurer's Office has suspended all walk-in or in-person renewals at the Ford County Government Center.

## **Renewing Registration**

Those with a last name starting with "B" have tags that expire March 31<sup>st</sup> and those with "C-D" have tags that expire April 30<sup>th</sup>.

All vehicle registration payment options:

1. Online at [ikan.ks.gov](http://ikan.ks.gov).
2. Mail to: Ford County Treasurers Office, 100 Gunsmoke Dodge City, Kansas 67801
3. PERSONALIZED PLATES WILL NEED TO HAVE THE FORM ATTACHED IN THE PACKET COMPLETED FOR RENEWAL (ADD \$45.50 TO THE TOTAL COST OF YOUR REGISTRATION). AT THE CURRENT TIME, WE **WILL NOT BE PROCESSING NEW REQUESTS FOR PERSONALIZED PLATES**, OUR PRIORITY IS TO KEEP UP WITH CURRENT VEHICLES REGISTERED.

Customers will have their registration mailed. A customer information form will need to be filled out, so our clerks have the most Updated information for the renewal.

Please call our office at 620.227.4530 for the amount due for registration renewal, if you have not received the renewal notice from the State of Kansas.

## **Newly Purchased New/Used Vehicle**

If you have a newly purchased vehicle you have 60 days from the day of purchase to get it titled and registered. The Governor of Kansas has signed an Executive Order 20-12 giving an extension on registration renewals and 60 day permits for newly purchased vehicles. You may register your vehicle by mail only. Please expect a 1 week to 2 week turn around time to receive your documents and plate information. Also, please make sure you have a contact number and email address included for my staff to contact you if they have questions about your registration. PLEASE DO NOT MAIL CASH.

## **60 Day Permit on Newly Purchased New/Used Vehicle**

If you recently purchased a new/used vehicle from a private sale and need a temporary tag, e-mail a copy of the front and back of your title and proof of insurance to [fotreasurer@fordcounty.net](mailto:fotreasurer@fordcounty.net). If you purchased from a dealer and have not received a title you may email a buyers order as proof of purchase along with insurance. This will be processed via e-mail instead of in-person. We will mail you the temporary tag in a plastic sleeve. The purchase date needs to be within 60 days, or we will not be able to provide a temporary tag.

If you have sold or traded a vehicle in, you can put the plate from the SOLD/TRADED vehicle on the new vehicle to serve as your 60-day temporary tag.

Price for 60-day permit: \$8.00

## **Dealer Titles**

Mail in Only

## **Out of State/Out of Country Vehicles**

Vehicles currently registered in another state or country will be screened by priority.

## **Real Estate and Personal Property Taxes**

620.227.4536

1. Mail to: Ford County Treasurer 100 Gunsmoke Dodge City, Kansas 67801
2. Online Payments can be made at <https://www.kansas.gov/propertytax/>
3. To view or print your tax statement, refer to [www.fordcounty.net](http://www.fordcounty.net) , Under Services, Public Parcel Search <http://www.ford.kansasgov.com/parcel/DisclaimerReg.asp> , Enter your information and submit.

These Links May Require Adobe Acrobat Reader. Click [here](#) to Download it.

[View Tax Information](#) --- [View Sketch](#) --- [View PRC](#) --- [Current Tax Statement](#) --- [Current Tax Receipt](#) --- [Back to Search Page](#) --- [Home](#)

The Parcel Number for this Property is 029-086-14-0-30-11-019.00-0  
Quick Ref ID: 2364

## **VIN Inspection**

Due to the Governor's directive on efforts to combat the spread of the COVID-19 virus, all VIN inspections ceased starting March 23<sup>rd</sup>. Starting Monday we will register your vehicle as a COURTESY REGISTRATION without the vehicle inspections being done. Please know that you will have 6 (SIX) months to get VIN inspections done. Tags will be revoked if not completed by this time. Also, if you have done anything with that vehicle (wrecked, sold, traded, etc.) you still must have a completed VIN inspection. Not doing this complicates things FOR YOU down the road.

## Registration Renewal

You will need:

	Insurance (paper copy or electronic)
	Form of Payment
	Credit/Debit Authorization Form (if wanting to use card)
	Customer Information Form

If the registered owner and/or their spouse is active duty military:

	Everything listed in first table!
	LES or ERB/ORB (current full month)

\*If you are renewing a Personalized Plate, you will need to remit an additional \$45.50 to the total cost of your registration AND complete the Mail in Personalized Plate Application form.

## Out of State/Out of Country Title and Registration

If last registered Out of State, you will need:

	Original Title (if <b>NO</b> lienholder)
	Front and Back copy of the title OR an electronic title (if <b>YES</b> lienholder)
	Proof of Sales tax paid (if titled/registered in previous state for at least 6 months prior to making application for KS title.)
	Insurance (paper copy or electronic)
	Driver's License
	Registration from the Previous Jurisdiction
	Form of Payment (card, check, or money order)
	Credit/Debit Authorization Form (if wanting to use card)
	Customer Information Form

If last registered Out of Country, you will need:

	Everything listed on the first table!
	Customs/Import Paperwork
	DOT Form HS-7
	EPA Form 3520-1 or 3501
	If a motorcycle or motorized bicycle, we will need household goods custom documents that list the motorcycle.

If the registered owner and/or their spouse is active duty military:

	Everything Listed on the first table!
	LES or ERB/ORB (current full month)

## Property Tax Payment

You will need:

	Customer Information Form
	Form of Payment
	Credit/Debit Authorization Form (if using card)
	Tax Identification (Tax/Parcel #, property address, previous receipt, etc.)

## Title and Registration

Purchased from a KS Dealer, you will need:

Title or MSO/MCO (all paperwork stapled)
Insurance (paper copy or electronic)
Driver's License
Sales Tax Receipt Form ST-8 (unless no sales tax paid)
*Lienholder Information (Name and Address)
*Lien Release
*Power of Attorney
*Affidavit to a Fact
*Affidavit of Correction
Form of Payment (card, check, or money order)
Credit/Debit Authorization Form (if wanting to use card)
Customer Information Form

Purchased from an Out of State dealer, you will need:

Everything listed above excluding sales tax receipt!
Proof of vehicle price and sales tax, if paid. (Buyers order, bill of sale, Sales Invoice, etc.)

Note for Out of State Dealer: A receipt from the state the dealer collected sales tax for is needed to credit that tax paid toward Kansas sales tax due.

\*If applicable.

Purchased from an individual/Private Sale:

Title
Insurance (paper copy or electronic)
Driver's License
Proof of Purchase Price (if gifted use form Affidavit to a Fact (Form TR-12) if from Lineal Ascendants/Decedents use Relationship Affidavit (Form TR-215))
*Lienholder Information (Name & Address)
*Lien Release
*Power of Attorney
*Affidavit to a Fact
*Affidavit of Correction
Form of Payment (card, check, or money order)
Credit/Debit Authorization Form (if wanting to use card)
Customer Information Form

If the registered owner and/or their spouse is active duty military:

Everything listed in first table!
LES or ERB/ORB (current full month)

## Customer Information Sheet

Name: \_\_\_\_\_  
Residency Address: \_\_\_\_\_  
Mailing Address (if applicable): \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

## Customer Information Sheet

Name: \_\_\_\_\_  
Residency Address: \_\_\_\_\_  
Mailing Address (if applicable): \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

## Customer Information Sheet

Name: \_\_\_\_\_  
Residency Address: \_\_\_\_\_  
Mailing Address (if applicable): \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**\*\*IF YOU WISH TO PAY BY PHONE, THIS FORM MUST BE FAXED/EMAILED BEFORE YOUR TRANSACTION CAN BE FINALIZED.**



**Ford County Treasurer  
100 Gunsmoke  
Dodge City, Kansas 67801  
620.227.4530 – Motor Vehicle Department  
620.227.4536 – Tax Department  
620-227-4532 – FAX or fotreasurer@fordcounty.net**

**CREDIT CARD AUTHORIZATION FORM**

NAME: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

DRIVER'S LICENSE: \_\_\_\_\_

I hereby affirm that I am the owner of the below referenced credit card and that my name is listed on the front of the credit card.

I hereby authorize Ford County Treasurer's Office to charge my credit card (listed below) in the amount of \$\_\_\_\_\_ for payment of transactions processed. OR I authorize Ford County Treasurer to process the payment over the phone after a verbal confirmation with Ford County Treasurer staff: \_\_\_\_

Account Holder Signature: \_\_\_\_\_

**CREDIT CARD INFORMATION**

Credit Card Type (Please Circle): Mastercard Visa American Express Discover Card

Card Number \_\_\_\_\_

Expiration Month: \_\_\_\_ Expiration Year: \_\_\_\_ Security Code \_\_\_\_\_

Cardholder Signature x \_\_\_\_\_

There will be an additional 2.5% processing fee applied to the total of the transaction.

**KANSAS**

Department of Revenue  
Division of Vehicles  
PO Box 2505, Topeka, KS 66601-2505  
<https://www.ksrevenue.org/>

**TITLE AND REGISTRATION  
MANUAL APPLICATION**

**County Name** \_\_\_\_\_ **Plate Type** \_\_\_\_\_ **Application Date** \_\_\_\_\_

**Owner's Name(s) (Last, First, Middle Initial)** \_\_\_\_\_ **DL, FEIN, TIN, SSN (provide one)** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_  
**VIN** \_\_\_\_\_ **Fuel type** \_\_\_\_\_ **Year** \_\_\_\_\_ **Make** \_\_\_\_\_ **Model** \_\_\_\_\_  
**Purchase/Brought into KS Date** \_\_\_\_\_ **Mileage** \_\_\_\_\_  Actual  Exceeds  Not Actual  Exempt  
**Empty Weight** \_\_\_\_\_ **Declared/Gross Weight** \_\_\_\_\_ **Truck Class** \_\_\_\_\_

**Title Mailing Address**

**Name** \_\_\_\_\_  
**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**License Plate/ Registration Mailing Address**

**Name** \_\_\_\_\_ **Push Notification Phone or Email** \_\_\_\_\_  
**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**1<sup>st</sup> Lienholder Mailing Address**

**Name** \_\_\_\_\_  
**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**2<sup>nd</sup> Lienholder Mailing Address (Trk/Mbl Home only)**

**Name** \_\_\_\_\_  
**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Transfer on Death**

**1<sup>st</sup> TOD Name** \_\_\_\_\_  
**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_  
**2<sup>nd</sup> TOD Name** \_\_\_\_\_  
**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Plate Transfer Information**

**Previous Vehicle's VIN** \_\_\_\_\_ **Year** \_\_\_\_\_ **Make** \_\_\_\_\_ **Model** \_\_\_\_\_  
**Vehicle Sold to/Repossessed by** \_\_\_\_\_  
**Adding Name to Title/Registration** \_\_\_\_\_  
**Relationship**  Spouse  Parent  Child

\_\_\_\_\_  
*Signature of Person Being Added*

\_\_\_\_\_  
**Insurance Co. Name**

\_\_\_\_\_  
**Insurance Policy No.**

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** \_\_\_\_\_

**Fee Summary**

Title Fee	
Title Penalty	
Registration Fee	
Registration Penalty	
DMV Modernization Fee	
County Service Fee	
Law Enforcement Training Center Fee	
Reflectorized Plate Fee	
Property/Tax Due	
Property/Tax Penalty	
Previous Property/RV Tax Due	
Previous Property/RV Tax Penalty	
KHP Staffing and Training Fee	
Miscellaneous Fee	
Sales Tax	
<b>GRAND TOTAL</b>	

**KANSAS DEPARTMENT OF REVENUE**  
**AFFIDAVIT TO A FACT**  
[www.ksrevenue.org](http://www.ksrevenue.org)

Complete vehicle information, check and complete appropriate statement(s) and the Affiant's Certification at the bottom of the form.

**Vehicle Information:**

Year \_\_\_\_\_ Make \_\_\_\_\_ ID # \_\_\_\_\_

**Vehicle Gift Certification** - Used when vehicle or trailer is given as a gift and the recipient is not a relative.

Gift is to: \_\_\_\_\_ Owner's hand printed name: \_\_\_\_\_

**ONE AND THE SAME PERSON** - Used when a person's name changed or is incorrect.

Name as listed on title \_\_\_\_\_ Legal Name \_\_\_\_\_

**DISCLAIMING VEHICLE OWNERSHIP** - Used when disclaiming ownership as shown on the assignment of title found on the backside of Certificate of Title, for the above referenced vehicle

**TITLE OR MSO ASSIGNMENT** - Used when adding a name(s) to the title assignment after the assignment was completed. All parties to be listed as purchasers must sign below.

Name of person being added to title \_\_\_\_\_

**VEHICLE NON-USE** - Used when registering or renewing vehicle registration and the vehicle was not operated for a full **registration** year. EX: A June expiration requires the vehicle to not be in operation from June of one year until after May of the following year.

Dates vehicle was not in use:

**Beginning:** Month \_\_\_\_\_ Year \_\_\_\_\_ **Ending:** Month \_\_\_\_\_ Year \_\_\_\_\_

**RELATIVES OF A MEMBER OF THE MILITARY** - Used when a family member is renewing the registration for a member of the U.S. military.

I am the (Must Check One):  Spouse;  Parent;  Eldest Brother or Sister of \_\_\_\_\_.

**ANTIQUE MODEL YEAR LICENSE PLATE** - Used when registering an antique vehicle with a model year Kansas license plate.

**License Plate Information:** Year on Plate \_\_\_\_\_ Plate Number \_\_\_\_\_

All Letters and Numbers Must be Shown

**AFFIANT'S CERTIFICATION**

I certify under penalty of perjury that all information and statement(s) made above are true to the best of my knowledge.

Affiant's Signature \_\_\_\_\_

Affiant's Signature \_\_\_\_\_

Printed Name of Person(s) that Signed Above \_\_\_\_\_ Date \_\_\_\_\_



# BILL OF SALE

[www.ksrevenue.org](http://www.ksrevenue.org)

This Bill of Sale is an affidavit of the amount of money or value that was exchanged between the seller(s) and buyer(s) for the vehicle listed herein. ONLY antique vehicles (vehicles 35 years old or older) can have the ownership transferred (sold) by bill of sale. All other vehicles sold by or purchased from a Kansas resident must have the ownership transferred (sold) by assigned title.

## Seller Information

Printed Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

ZIP \_\_\_\_\_

## Buyer Information

Printed Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

ZIP \_\_\_\_\_

## Vehicle Information:

Year \_\_\_\_\_ Make \_\_\_\_\_ VIN \_\_\_\_\_

**Purchase Price: \$** \_\_\_\_\_ **Date of Sale:** \_\_\_\_\_

By our signatures, we swear and affirm the above stated purchase price is true and accurate under penalty of perjury. I am aware that the law provides severe penalties for making false statements under oath.

Signature of Seller \_\_\_\_\_ Date \_\_\_\_\_

Signature of Buyer \_\_\_\_\_ Date \_\_\_\_\_

## Antique Vehicle Transfer of Ownership

**Complete only if no title is available.**

This section of the bill of sale is to be used to transfer ownership of an antique vehicle (vehicle that is 35 model years old or older) when there is no Kansas title for the vehicle in the name of the owner / seller. All information in the bill of sale above and the antique vehicle transfer of ownership below MUST be complete for this to be a valid assignment of ownership. If a non-Kansas resident owns the antique vehicle and the vehicle is not maintained / garaged in Kansas, the ownership of the vehicle must be transferred according to the laws of the seller's home state of residence.

I, the undersigned, certify that I am the owner of this antique vehicle, which is listed above, and on this day I have sold and am transferring ownership of this vehicle to \_\_\_\_\_ listed above as buyer. To the best of my knowledge, no title has been issued in my name for this vehicle in any titling jurisdiction.

I further certify that I will guarantee this vehicle to be free and clear from all defects, liens or encumbrances of any nature whatsoever and that I will indemnify any subsequent purchaser of same for any loss sustained should anyone prove ownership of said vehicle superior to my title.

Date vehicle was sold and delivered: \_\_\_\_\_

Signature of Seller: \_\_\_\_\_

## Notice to Buyer:

All 1950 or newer antique vehicles sold on a bill of sale must obtain an MVE-1, (Motor Vehicle Examination) issued by the Kansas Highway Patrol or their designee and submit the MVE-1 with this bill of sale when applying for antique title. Application for title must be made within 60 days of the purchase date in the county treasurer's motor vehicle office in the county in which the vehicle will be located / garaged. Penalty will be assessed on and after the 61<sup>st</sup> day.

# AFFIDAVIT OF CORRECTION

THIS FORM SHOULD BE USED TO MAKE CORRECTIONS TO ERRORS APPEARING ON THE TITLE OF A VEHICLE'S ASSIGNMENT OR ODOMETER

The Affidavit of Correction for the following described vehicle was made due to the following reason(s) as listed below:

**VEHICLE INFORMATION**      *Must be Completed*

YEAR	MAKE	VEHICLE IDENTIFICATION NUMBER
<input type="checkbox"/> Customer Changed Mind		<input type="checkbox"/> Seller/Purchaser assigned title to wrong party
<input type="checkbox"/> Assignment placed in Dealer Assignment in error		<input type="checkbox"/> Other reason (describe below):
<input type="checkbox"/> Seller/Purchaser signed name incorrectly		_____
<input type="checkbox"/> Seller/Purchaser assigned title to themselves		_____

I/we signed/ printed name(s) in error in wrong location: corrected PURCHASER/SELLER should read as follows:

_____	_____
Seller's Signature	Purchaser's Signature
_____	_____
Seller's Printed Name	Purchaser's Printed Name

BUYER and/or SELLER signed/printed on wrong line(s) :

_____	_____
Seller's Signature	Purchaser's Signature
_____	_____
Seller's Printed Name	Purchaser's Printed Name

**Odometer Corrections:**

Odometer corrections must be provided on the TR-59 form which can be found at ksrevenue.org

**AFFIANT'S CERTIFICATION**

I certify under penalty of perjury that all information and statement(s) made above are true and to the best of my knowledge.

_____	_____	_____	_____
Affiant's Signature	Dealer's Signature	D#	
_____	_____	_____	_____
Affiant's Printed Name	Date	Purchaser's Printed Name	Date

# KANSAS

Department of Revenue  
Division of Vehicles  
PO Box 2505, Topeka, KS 66601-2505  
<https://www.ksrevenue.org/>

# PERSONALIZED PLATE APPLICATION

*Take this completed form with a fee of \$45.50  
to your County Treasurer's Motor Vehicle Office*

Owner's Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

- Dashes and Symbols cannot be used.
- Combinations cannot be profane, vulgar, lewd or have an indecent meaning.
- Vehicle must have a Kansas antique title to order an antique plate.

Interpretation or Meaning of Combination (REQUIRED)

### Passenger or Truck Plate

Use Capital Letters

Personalized							
Personalized Antique							
Personalized Disabled							

- Personalized and Personalized Antique Plates shall not contain more than 7 letters and/or numbers.
- Personalized Disabled Plates shall not contain more than 5 letters and/or numbers.

### Motorcycle Plate

Use Capital Letters

Personalized				
Personalized Antique				
Personalized Disabled				

- Personalized and Personalized Antique Plates shall not contain more than 5 letters and/or numbers.

**\$45.50 Fee is for reservation of the personalized combination and DOES NOT INCLUDE annual registration fee or one time antique registration fee.**

I declare under penalty of perjury under the laws of the State of Kansas that the foregoing is true and correct. I understand, and agree, once the personalized plate is manufactured there can be no refund of the fee listed herein.

Owner's Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

### INSTRUCTIONS

1. Application for personalized license plates shall be made at your County Treasurer's motor vehicle office.
2. Application must be signed by the applicant and include the appropriate fee. Make checks payable to the county Treasurer for our county.
3. Application for disabled personalized plate(s) are required to submit a copy of applicants current Disabled ID card or a completed Certification of Disability for Disabled Parking Placard &/or Plate, form TR-159, signed by a healings arts professional.