**KCOVRS DOCUMENT CHECKLIST**

**1. ADDING A NEW VEHICLE TO YOUR KCOVRS ACCOUNT**

|  |  |
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|  | Proof of Ownership--- Title, Out-of-State Title, MSO |
|  | Bill of Sale—Required if Purchase Date and Price are not on title |
|  | Signed Title Application—if title work is being done |
|  | Schedule C |
|  | Proof of Insurance |
|  | HVUT-2290 Form—If vehicle over 54,000lbs |
|  | Lease Agreement |
|  | Lease Purchase Agreement |
|  | VIN Inspection |
|  | Lien Release |
|  | Prior Registration |
|  | Signed Invoice—Once transaction is complete a signed invoice must be returned |

**2. ADDING A VEHICLE PREVIOUSLY REGISTERED AND TITLED IN KANSAS**

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| --- | --- |
|  | Proof of Ownership—Copy front and Back of title |
|  | Prior Registration |
|  | Proof of Insurance |
|  | Schedule C |
|  | HVUT-2290 Form—If Vehicle is over 54,000lbs |
|  | Signed Title Application—If you are re-titling the vehicle |
|  | Signed Invoice—Once the transaction is complete a signed invoice must be returned |