**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 |