

How to fill out a Kansas title

This sheet is not the title. It is the checklist to keep beside one. A sale without assignment of the certificate of title is fraudulent and void - K.S.A. 8-135(c)(7). The statute is the specification here: the certificate of title shall contain upon the reverse side a form for assignment of title to be executed by the owner, with the seller certifying the mileage and the purchase price and the buyer signing to acknowledge both.

Who has to sign

Every owner joined by AND	The Division's rule is mechanical: and means all persons listed must sign, or means either person can sign with only one signature required, and a missing connector defaults to and.
The buyer, on the assignment	Their signature is not decoration - the statute makes it the acknowledgement of the odometer and purchase price certification made by the seller.
Nobody in front of a notary	The Division does not require title assignments, title applications or bills of sale completed within Kansas to be notarized. It reserves the right in unusual circumstances, and that is all.
An attorney-in-fact, in original ink	On a TR-41 for a paper title or a TR-40 for an electronic one - the Division will not accept a faxed or photocopied power of attorney, and no one may sign both sides of a disclosure-age sale.
The lienholder, sworn	A lien printed on the certificate is released in the lien release section on its face, on a notarized TR-150, or by the lienholder's letter - the notary belongs to the Kansas lienholder's signature, never to yours.

Every box, in the order you meet it

#	WHO	BOX	WHAT GOES IN IT
1	YOU	Purchase price	Your entry, and a certified one - the statute has the seller insert and certify the mileage and the purchase price, and the county treasurer computes the buyer's sales tax from the actual selling price written here. Watch out: Kansas needs no separate bill of sale when the price is on the title - Pub. KS-1526's rule is that a bill of sale is not required if the sale price is entered on the vehicle title. Write it plainly; a price the treasurer finds bears no reasonable relationship to fair market value invites the tax to be computed on value instead.
2	YOU	Date of sale	The day possession changes. The Division's used-vehicle page counts the buyer's 60 days from the day the title was assigned to the new owner. Watch out: This date also starts the penalty clock - the county assesses it on and after the 61st day - and it is the date you will certify on the TR-216 notification, so all three must agree.
3	YOU	Odometer reading	Whole miles at the moment of transfer, unless the vehicle is exempt: 2010 model year or older vehicles are exempt at ten years, 2011 or newer at twenty. Watch out: Your signature below this line is the certification, and the buyer's is the acknowledgement - which is why Kansas will not let one person sign both halves of a disclosure-age sale even with a power of attorney, unless it is the dealer-stock secure form.
4	YOU	Your printed name and signature	Both, and for every owner the and/or rule requires: names joined by and all sign, names joined by or need only one, and no connector means and. Watch out: Sign exactly the name the face of the certificate carries. The TR-720B's parallel rule for replacements - signatures of the owners must match the names on the face of the current Kansas title record - is how the county reads every signature you give it.
5	BUYER	The buyer's printed name and signature	The only two entries the Division leaves to the buyer, and the statute gives their signature a job: acknowledging the odometer and purchase price certification made by the seller. Watch out: Never hand over a certificate with these blank and the rest complete - that is an assignment in blank, and the statute you are relying on voids sales that travel without a proper assignment.
6	LENDER	The lien statement, and the release	The assignment carries a statement of all liens or encumbrances on the vehicle at the time of assignment, and a lien printed on the certificate must be released - in the lien release section on the face, on a notarized TR-150, or by the lienholder's letter. Watch out: If the loan is still open there is usually no paper certificate at all: the Division holds lien titles electronically and will not print one until the lien clears. That sale runs on the TR-39a, not on this page.
7	DEALER	The dealer reassignments	Two further assignment forms printed on the reverse, which the statute reserves to dealers - the first for dealer-to-dealer sales, the second for a dealer selling to another dealer or the ultimate owner. Watch out: A private seller never writes here. If a previous sale filled your assignment block and you are not a dealer, stop and call your county treasurer before anyone signs anything.

#	WHO	BOX	WHAT GOES IN IT
8	YOU	Then the plate, then the filing	Not on the certificate at all. The plate comes off at delivery because the registration and the right to use it expired at the moment of transfer, and the optional TR-216 notification goes in online for \$10. Watch out: The plate is worth money twice over - \$1.50 moves the number to your next vehicle, or the county treasurer refunds the unused registration and property tax from the day the plate reaches the counter.

Before you write on it

- **Never sell without the certificate** — This is the Kansas rule that outranks every other: a sale without assignment of the title is fraudulent and void under K.S.A. 8-135(c)(7). A missing certificate is replaced for ten dollars on the TR-720B before the sale, not papered over with a handshake and a bill of sale.
- **Fill in everything except two lines** — Price, date, mileage, your printed name, your signature - all yours. The buyer's printed name and signature are the only entries the Division leaves for the other side of the table.
- **Check the connector between co-owners** — And means both of you sign, or means either of you can, and no connector is read as and. Two minutes with the face of the certificate saves a sale-day scramble for an absent co-owner's power of attorney.
- **No white-out, no write-overs** — The Division's forms carry the warning in capitals - any alterations or erasures will void this form - and its registration FAQ refuses lien releases with any erasures, whiteouts, alterations or mutilations. A spoiled certificate becomes a mutilated one: TR-720B, ten dollars, attach the ruined title.
- **Original ink for any power of attorney** — A faxed or photocopied power of attorney will not be accepted - the Division wants all signatures in the original ink, and since January 2025 a replacement-title application signed under one needs a copy of the owner's driver's license attached.
- **Whole miles, and the right box** — The odometer certification takes no tenths. Rolled past its limits gets the mechanical-limits statement; a reading you cannot vouch for gets not actual, and the printed warning beside it - odometer discrepancy - follows the vehicle onto every later title.

DIAGRAM — not a copy of a Kansas Certificate of Title

sellmycarhub.com

KANSAS CERTIFICATE OF TITLE

the face — printed by the Division, and none of it yours to write on

Kansas publishes no picture of its certificate, and the face has been laid out differently across eras - so this panel maps only the blocks the law and the Division name, without claiming their positions.

OWNER NAME(S) TR-720B: signatures must match the names on the face of the current Kansas title record - and two names joined by AND both sign.	VEHICLE — YEAR, MAKE, VIN The identifiers every Kansas form asks you to copy from the certificate rather than from the dash.
STATEMENT OF LIENS OR ENCUMBRANCES K.S.A. 8-135(c)(1): no title issues with an unreleased lien unless the lienholder consents in writing - and while a lien is recorded, no paper certificate exists at all.	LIEN RELEASE SECTION TR-150's instructions place it here: a paper title's lien may be released by filling out the lien release section on the face of the title.
BRAND LINE — PRIOR NONHIGHWAY OR SALVAGE TITLE K.S.A. 8-135(c)(2)(A): the title shall indicate whether the vehicle has been titled previously as a nonhighway vehicle or salvage vehicle.	

THE REVERSE OF THE SAME SHEET

where a Kansas private sale happens — and a sale made without it is void

K.S.A. 8-135(c)(2)(A): THE CERTIFICATE OF TITLE SHALL CONTAIN UPON THE REVERSE SIDE A FORM FOR ASSIGNMENT OF TITLE TO BE EXECUTED BY THE OWNER.

The Division's used-vehicle page names the entries: the back of title must be completed with purchase price, date of sale, odometer reading, as well as the print and signatures of seller(s) and buyer(s) name - and the seller completes all of it except the buyer's printed name and signature.

1 PURCHASE PRICE Inserted and certified by the seller - the county taxes the buyer on it.	2 DATE OF SALE Starts the buyer's 60 days, and the penalty on day 61.	3 ODOMETER READING Certified by your signature; 2011-or-newer models disclose for 20 years.
4 SELLER — PRINT AND SIGNATURE Every owner the AND rule requires, in the name the face carries. No notary - the Division does not require assignments completed within Kansas to be notarized.	BUYER — PRINT AND SIGNATURE The statute gives their signature a job: acknowledging the odometer and purchase price certification made by the seller.	
ABSTRACT OF MILEAGE K.S.A. 8-135(c)(2)(A): blank spaces so that an abstract of mileage as to each owner will be available - the Division inserts your certified reading on the buyer's new certificate.		
7 FIRST AND SECOND REASSIGNMENT — DEALER'S ONLY Two further assignment forms the statute reserves to dealers: the first only for dealer-to-dealer sales, the second for a dealer selling to another dealer or the ultimate owner. A private seller uses the assignment above and neither of these.		

You write it, in pen
 Not yours to fill
 ● Numbered blocks match the steps on this page

Drawn, not photographed: Kansas publishes no specimen of its certificate. Block names transcribed from K.S.A. 8-135(c)(1) and (c)(2)(A), the Division of Vehicles' Titled a Used Vehicle page, and the instructions printed on TR-150 and TR-720B - no typography, colour, proportion or security printing of the real document is reproduced here

A LIEN MEANS THERE IS NO PAPER TITLE

K.S.A. 8-135d, in force since January 2003

WHEN AN ASSIGNMENT OF TITLE OR MANUFACTURER'S STATEMENT OF ORIGIN INDICATES THAT THERE IS A LIEN OR ENCUMBRANCE ON A VEHICLE, THE DIVISION SHALL RETAIN POSSESSION OF SUCH CERTIFICATE OF TITLE ELECTRONICALLY.

TR-39a says what that means for a seller: the Division will not issue a vehicle title of any type when there is a lien recorded on it. The sale happens anyway - on paper the Division designed for exactly this.

1 • TR-39a — ELECTRONIC TITLE SALES AGREEMENT

Filled out in its entirety by the seller, signed and hand printed by both parties, with the registration receipt attached. It gets the buyer a 60-day permit and binds you to deliver the assigned paper title within sixty days, personally or by registered or certified mail.

2 • LIEN RELEASE — TR-150, THE TITLE'S OWN SECTION, OR A LETTER

The payoff clears the record. A Kansas lienholder's release is notarized; K.S.A. 8-1,157 gives a paid-off lender three business days after a cash or wired payoff, ten for any other method - and TR-155 is the demand that starts that clock.

3 • THE PAPER CERTIFICATE PRINTS — THEN THE ASSIGNMENT

Only vehicles with no lienholder have a paper title issued. When it arrives, the ordinary assignment happens - or the buyer completes it as your attorney-in-fact under a TR-40, with the price and mileage you already swore.

Drawn as a map of the statute and the Division's own forms - K.S.A. 8-135d, TR-39a, TR-150, TR-155 and TR-40 - because the electronic title itself is a database record with no face to photograph.

DIAGRAM — the assignment entries on a Kansas title, enlarged

ASSIGNMENT OF TITLE

to be executed by the owner — K.S.A. 8-135(c)(2)(A)

1

PURCHASE PRICE

The seller shall insert and certify the mileage and the purchase price. Written plainly - a price with no reasonable relationship to value invites the county to tax on value instead.

2

DATE OF SALE

The same date goes on the bill of sale and the TR-216 filing. The buyer's 60 days, inclusive of weekends and holidays, run from it

3

ODOMETER READING

Whole miles. Exempt at ten years for 2010-or-older models, at twenty for 2011-or-newer - the Division's own age rule.

4

PRINT AND SIGNATURE OF SELLER(S)

All information completed before this line is signed. AND between two names means both sign; OR means either may; no connector defaults to AND. Signed anywhere - no Kansas assignment is notarized.

PRINT AND SIGNATURE OF BUYER(S)

The only entries the seller leaves blank. Their signature acknowledges the odometer and purchase price certification made by the seller - which is why nobody may sign both halves of a disclosure-age sale.

STATEMENT OF LIENS OR ENCUMBRANCES AT ASSIGNMENT

The assignment restates the liens. An unreleased lien stops the buyer's new title unless the lienholder consents in writing - and usually means the sale should have run on the TR-39a instead.

A diagram, not a tracing; every rectangle is a block the statute or the Division names, drawn to no real certificate's layout, because Kansas publishes none to trace. Amber marks the seller's entries; grey is the buyer's half.

Every rule here is transcribed from Kansas Division of Vehicles, Titling a Used Vehicle and the Kansas Department of Revenue, Division of Vehicles's own pages. Plain-language help with a form, not legal advice — where our wording and the agency's differ, theirs governs.