



APPOINTING AUTHORIZATION FOR A DEALERSHIP AND/OR TITLE SERVICE

This form is accepted only by Kansas Vehicle Title Service Co. (KVTSC) and should not be submitted to any County Motor Vehicle Office or directly to the Division of Vehicles Front Counter.

- INSTRUCTIONS:**
- Dealerships should complete section 1 for their own representative/runner or section 2 if using a title service.
 - Title Services need to complete section 3 unless the person submitting paperwork to KVTSC is the person named on the title service license as the owner of the title service. KVTSC *recommends* the title service owner still complete section 3.
 - This single form shall suffice for all authorized transactions until rescinded in writing or license is not renewed or is revoked.
 - **REMINDER:** A TR-134, *Authorization to Receive Title*, is required to be attached to each application for duplicate title in the name of the owner of a vehicle traded in or if an owner uses a title service to obtain a duplicate title.

1. DEALERSHIP REPRESENTATIVE/RUNNER

This section allows the person listed below to present ALL title applications and receive all issued titles or correspondence as well as any other authorized business conducted at KVTSC on behalf of the Dealership listed below. This single form shall be maintained by KVTSC and shall suffice as proof of authorization for all transactions now and in the future, until rescinded in writing by the Dealership.

Name of Dealership: _____ Dealer Number: _____

Name of Representative/Runner: _____

I am the authorized agent for the Dealership shown above and hereby authorize the person shown as our Dealership's Representative/Runner to present title applications in the name of or on behalf of our Dealership, including those for duplicate title applications for vehicles which have been traded to our Dealership. The owner or authorized representative of the Dealership has also granted authorization to the above named Representative/Runner to act on its behalf in applying for and receiving duplicate titles. I also acknowledge it is the Dealership's responsibility to monitor their Representative/Runner's conduct, notify KVTSC in writing as soon as possible if this individual is no longer authorized for the Dealership, and indemnify KVTSC for all loss, cost, claims or expense due to the actions of the named representative.

By my signature, I hereby certify this is a true and correct statement and is effective on this date until rescinded: _____

Printed Name of Authorized Person _____	Signature of Authorized Person _____
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2. DEALERSHIP AUTHORIZING A TITLE SERVICE

This section allows the Title Service listed below to present ALL title applications and receive all issued titles or correspondence as well as any other authorized business conducted at KVTSC on behalf of the Dealership listed below. This single form shall be maintained by KVTSC and shall suffice as proof of authorization for all transactions now and in the future, until rescinded in writing by the Dealership.

Name of Dealership: _____ Dealer Number: _____

Name of Title Service: _____ Title Service No.: _____

I am the authorized agent for the Dealership shown above and hereby authorize the Title Service shown herein as our Dealership's representative to present title applications in the name of our Dealership. The owner or authorized representative of the Dealership has also granted authorization to the above named Title Service to act on its behalf in applying for and receiving duplicate title applications for vehicles which have been traded to our Dealership and to otherwise act on their behalf to apply for and receive duplicate titles. I also acknowledge it is the Dealership's responsibility to monitor the Title Service's conduct, notify KVTSC in writing as soon as possible if this Title Service is no longer authorized for the Dealership, and indemnify KVTSC for all loss, cost, claims or expense due to the actions of the named representative.

By my signature, I hereby certify this is a true and correct statement and is effective on this date until rescinded: _____

Printed Name of Authorized Person _____	Signature of Authorized Person _____
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3. TITLE SERVICE REPRESENTATIVE/RUNNER

This section allows the person listed below to present ALL title applications and receive all issued titles or correspondence as well as any other authorized business conducted at KVTSC on behalf of the title service listed below. This single form shall be maintained by KVTSC and shall suffice as proof of authorization for all transactions now and in the future, until rescinded in writing by the dealership. If the person processing title applications or other transaction is the same person to whom the title service license is issued, this section could be completed, but is not required. **Individuals using a title service need to complete form TR-134 to authorize the title service to act on their behalf.**

Name of Title Service: _____ Title Service Number: _____

Name of Representative/Runner: _____

I am the authorized agent for the Title Service shown above and hereby authorize the person shown as our Title Service representative to present all title applications in the name of a dealership or for duplicate title applications for vehicles which have been traded in to a dealership and the owner has granted the dealership authorization to act on their behalf to apply for and receive a duplicate title. I also acknowledge it is the Title Service's responsibility to monitor the representative's conduct, notify KVTSC in writing as soon as possible if this individual is no longer authorized for the Title Service, and to indemnify KVTSC for all loss, cost, claims or expense due to the actions of the named representative.

By my signature, I hereby certify this is a true and correct statement and is effective on this date until rescinded: _____

Printed Name of Authorized Person _____	Signature of Authorized Person _____
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Kansas Vehicle Title Services Co., LLC (KVTSC) has been receiving many questions concerning the authorization method/form which will be used by KVTSC. Following are some additional details related to the authorization form in order to clarify some of these questions.

TERMS (For the purpose of authorizing vehicle transactions, not all inclusive.)

Owner means a person or business who holds the legal title of a vehicle.

Transaction means making application for title (dealer title only or duplicate title) or release of lien.

Authorization .. means a written document when the owner of a vehicle appoints a person or business as their agent to conduct a single or multiple vehicle transactions on the owner's behalf.

Runner means an employee, agent or representative of a dealership or title service.

KVTSC/KVTS .. means Kansas Vehicle Title Services Co., LLC.

BACKGROUND

In most cases, but not all, the owner of the vehicle will not be the one conducting transactions at KVTSC. The transaction will be handled by a Runner for a dealership or title service. As the Runner is not the owner, and the business the Runner works for may also not be the owner, an Authorization will be required.

KVTSC will have a form which is to authorize a dealership's or title service's Runner and will authorize a title service to act on behalf of a dealership which is a repetitive client of the title service. Simply put, KVTSC's form is for the Runner conducting transactions at KVTSC as a regular client of KVTSC and conducts repetitive business for the same company or companies. Once the KVTSC authorization form is completed and submitted, no additional authorization is needed for each transaction (exception is noted under Duplicate Title for Owner in both the Dealership and Title Service sections below).

If a dealer and/or title service wishes to still use an individual authorization for each transaction, a Kansas DMV's form TR-134 as an example, KVTSC will gladly accept the form attached to the transaction.

DEALERSHIP

IF THE OWNER OF THE DEALERSHIP OR ONE OF THE AUTHORIZED OFFICIALS OF THE DEALERSHIP IS CONDUCTING THE TRANSACTION, NO AUTHORIZATION WILL BE NEEDED.

USING THEIR OWN RUNNER: The dealership which is a repetitive client of KVTSC will need to complete the KVTSC form "Appointing Authorization for a Dealership and/or Title Service" appointing the dealer's Runner to act on their behalf for all transactions for that dealership. KVTSC will maintain the original Authorization form at their office as proof the Runner is authorized to act for the dealership. If the dealer needs to send a different person, Runner, to KVTSC for a short time, i.e. regular Runner is not at work for that day or the next week or two, etc., the dealer will need to provide authorization for the new Runner.

IT IS THE DEALERSHIP'S RESPONSIBILITY TO NOTIFY KVTSC IMMEDIATELY IN WRITING IF THE DEALERSHIP'S RUNNER IS NO LONGER AUTHORIZED TO ACT FOR THE DEALERSHIP AFTER THE DATE SET FORTH IN THE WRITTEN NOTIFICATION.

USING THEIR OWN TITLE SERVICE: The dealership using a title service as their Runner to KVTSC will need to complete the KVTSC form "Appointing Authorization for a Dealership and/or Title Service" appointing the title service to act on the dealership's behalf for all transactions for that dealership. KVTSC will maintain the original Authorization form at their office as proof the title service is authorized to act for the dealership.

IT IS THE DEALERSHIP'S RESPONSIBILITY TO NOTIFY KVTSC IMMEDIATELY IN WRITING IF THE TITLE SERVICE IS NO LONGER AUTHORIZED TO ACT FOR THE DEALERSHIP AFTER THE DATE SET FORTH IN THE WRITTEN NOTIFICATION.

DUPLICATE TITLE FOR AN OWNER: When a dealership takes a vehicle in as trade, or outright purchases a vehicle from the owner, and the owner cannot locate the Kansas title issued in the owner's name, a separate authorization will be required. The owner will need to complete a general power of attorney or a Kansas DMV form TR-134 or another authorization type form which contains all the information as required on the TR-134 appointing the dealership to act on owner's behalf.

THIS IS IN ADDITION TO ANY AUTHORIZATION REQUIREMENTS LISTED ABOVE.

TITLE SERVICE

IF THE OWNER OF THE TITLE SERVICE OR ONE OF THE AUTHORIZED OFFICIALS OF THE TITLE SERVICE IS CONDUCTING THE TRANSACTION, NO AUTHORIZATION WILL BE NEEDED.

USING THEIR OWN RUNNER: The title service which is a repetitive client of KVTSC will need to complete the KVTSC form "Appointing Authorization for a Dealership and/or Title Service" appointing the title service's Runner to act on their behalf for all transactions for that title service. KVTSC will maintain the original Authorization form at their office as proof the Runner is authorized to act for the title service. If the title service needs to send a different person, Runner, to KVTSC for a short time, i.e. regular Runner is not at work for that day or the next week or two, etc., the title service will need to provide authorization for the new Runner.

IT IS THE TITLE SERVICE'S RESPONSIBILITY TO NOTIFY KVTSC IMMEDIATELY IN WRITING IF THE TITLE SERVICE'S RUNNER IS NO LONGER AUTHORIZED TO ACT FOR THE TITLE SERVICE AFTER THE DATE SET FORTH IN THE WRITTEN NOTIFICATION.

DUPLICATE TITLE FOR AN OWNER: When a title service is submitting an application for a duplicate title for the owner, the owner will need to complete a general power of attorney or a Kansas DMV form TR-134 or another authorization type form which contains all the information as required on the TR-134 appointing the title service to act on owner's behalf.

THIS IS IN ADDITION TO ANY AUTHORIZATION REQUIREMENTS LISTED ABOVE.