



**VEHICLE DEALER LICENSING RECORDS
FEES AND PROCEDURES (K.S.A 74-2022)**

Principle Office: Docking State Office Building
915 SW Harrison Street
Topeka, KS 66612

Office Hours: 8 a.m. to 5 p.m. weekdays
(except official state holidays)

Official Custodian: Shawnel Neal

Other Custodians: Director of Vehicles
Title and Registration Manager

Record Fees:	Dealer Monthly Sales report	\$6.00
	Auction Monthly Sales report	\$25.00
	Dealer Bond	\$6.00

Written Request: The agency requires any request for access or copies to be in writing to adequately document the request, to clarify exactly what records are sought and to determine the requester's right to access. Such written request shall state the requester's name and address, information necessary to ascertain the records to which the requester desires access and the requester's right to access. (For public records which are not confidential or may not be discretionarily closed pursuant to K.S.A. 45-221 or other law, it will be sufficient to state "Kansas open records act, K.S.A. 45-215 *et seq.*," as the requester's right to access.) Identification of records sought must be as specific as possible to aid in identifying the record sought. Requests will be honored for documents in existence at the time of the request. Documents may not be requested prospectively. Optionally, to aid in contacting the requester, a daytime telephone number should be provided.

Request Forms: The Kansas Department of Revenue has developed the following record request form:

- D 64 Request for Copies or Access (Dealer Licensing Records)

A copy of this form is available on the Kansas Department of Revenue website at www.ksrevenue.org.

This form was designed to assist the requester in submitting all the necessary information so that the department can determine the requester's right to access. Written requests submitted to the department in other formats will not be denied; however, the department may need to gather additional information.

Response Time: The agency will act on requests as soon as possible; however, if it appears it will take some time to provide records or notification of fees is required, a response will be provided within three business days of the request, estimating fees and

providing further information regarding the agency's ability and plans to provide the requested records.

Fees: The fees were set in accordance with K.S.A. 74-2022, which authorizes the Secretary of Revenue to “fix, charge and collect fees to provide access to or to furnish copies of data constituting public records in the vehicle information processing system (VIPS), the Kansas computer assisted mass appraisal system (KS CAMA) and other electronic database systems of the Department of Revenue. All such fees shall be fixed in order to recover all or part of the costs incurred to operate, maintain and improve the specific electronic database system in which the data are stored or maintained, including the costs incurred to provide access to or furnishing copies of such data. The fees fixed pursuant to this section shall not be subject to the provisions of K.S.A. 45-219 and amendments thereto.”

The agency reserves the right to require any fees for access to or copies of tax records be received before work is performed to produce the records in order to insure payment. If necessary, the agency will provide an estimate of fees to be charged prior to providing records, and where such estimate is provided, fees actually charged shall not exceed such estimate.

Fees may be waived at the discretion of the Secretary of Revenue, Official Records Custodian or the Division Director. Criteria for waiver include but are not limited to the size and clarity of the request, availability of records, difficulty and time required to access the records and whether the use or distribution of the records is determined, by the Secretary of Revenue or custodian(s), to significantly benefit the Kansas Department of Revenue and/or the general public.

Faxing Records & Air Express Delivery: Generally, records may be faxed if the request is for records that are not confidential or restricted, the record consists of fewer than 15 pages and are a standard page size, and fax time and facilities are readily available at the time. Whether and to what extent records will be faxed is at the sole discretion of the custodians. If air express delivery is requested, it shall be up to the requester to pay all fees for such delivery. Payment for this service must be made directly to the delivery service.

Published Records: The Kansas Department of Revenue has made several reports and publications available to the public on the Internet. The Web address is: www.ksrevenue.org.