

Dealer Licensing  
300 SW 29<sup>th</sup> Street  
PO Box 2369  
Topeka, KS 66601-2369



Phone: 785-296-3963  
Fax: 785-296-0691  
[www.ksrevenue.gov](http://www.ksrevenue.gov)  
Laura Kelly, Governor

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Mark A. Burghart, Secretary **Dealer Record Fees and Information**

**Principle Office:** Zibell State Office Building  
300 SW 29th Street, PO Box 2369  
Topeka, KS 66601-2369

**Office Hours:** 8 a.m. to 4 p.m. (open at 9:00 a.m. on Tuesdays)  
(Closed on official state holidays)

**Official Custodian:** Sarah Fulton

**Other Custodians:** Director of Vehicles  
Title and Registration Manager

<b>Record Fees:</b>	Dealer Monthly Sales report	\$6.00
	Auction Monthly Sales report	\$25.00
	Dealer Bond	\$6.00

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**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.gov](http://www.ksrevenue.gov).

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 will provide an estimate of fees to be charged as soon as possible after receiving the request. The agency reserves the right to require any estimated charge for access to or copies of records be received before work is performed to produce the records in order to insure payment. While the agency will do its best to provide an accurate estimate of the fees, it is possible that the records can be produced for less than the estimated amount. If so, any additional amounts will be refunded. However, it is also possible that after the work is started, the agency will discover that the estimate is too low. If this occurs, the agency will promptly inform the requestor of the revised estimate. The agency may require advanced payment of any additional cost before continuing work to fulfil the request.

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.gov](http://www.ksrevenue.gov).