

HOW TO RENEW YOUR VEHICLE BY MAIL

You will need to submit the following in order to receive your Vehicle Renewal Decal & Registration Paperwork.

- COPY OF YOUR CURRENT OKLAHOMA DRIVER'S LICENSE
- COPY OF YOUR WICHITA TRIBAL ENROLLMENT CARD
- COPY OF YOUR CURRENT OKLAHOMA VEHICLE INSURANCE VERIFICATION CARD.
(Insurance must have the Registered Tribal members name on the policy.)
- PAYMENT: CHECK, MONEY ORDER OR THE ONE TIME CREDIT/DEBIT CARD AUTHORIZATION FORM FILLED OUT.
- PLEASE INCLUDE \$9.00 MAIL FEE.
- THERE IS A 30 DAY GRACE PERIOD AFTER THE EXPIRATION MONTH. ON THE 31ST DAY OF THE GRACE PERIOD A PENALTY OF TWENTY-FIVE CENTS PER DAY WILL ACCRUE UNTIL THE VEHICLE IS RENEWED. PENALTY SHALL CONTINUE TO ACCRUE UNTIL THE PENALTY EQUALS TWICE THE AMOUNT OF THE ANNUAL REGISTRATION FEE.
(If we do not receive the mail fee, we will not process your renewal. We will send it back to you by first class mail.)

HOW TO REGISTER YOUR VEHICLE BY MAIL

You will need to submit the following in order to receive your Vehicle Registration Documents & Tag.

- TITLE OR CERTIFICATE OF ORIGIN. THIS MUST HAVE THE TRIBAL MEMBER'S NAME ON IT: THE SIGNATURE OF THE SELLER MUST BE NOTARIZED.
- LIEN ENTRY PAPERWORK OR LIEN RELEASE.
- BILL OF SALE
- COPY OF YOUR CURRENT OKLAHOMA DRIVER'S LICENSE
- COPY OF YOUR WICHITA TRIBAL ENROLLMENT CARD
- COPY OF YOUR CURRENT OKLAHOMA VEHICLE INSURANCE VERIFICATION CARD.
(Insurance must have the Registered Tribal members name on the policy.)
- PAYMENT: CHECK, MONEY ORDER OR THE ONE TIME CREDIT/DEBIT CARD AUTHORIZATION FORM FILLED OUT.
(We do charge a \$3.00 Convenience Fee when using the One Time Credit/Debit Card Authorization Form)
- PLEASE INCLUDE \$9.00 MAIL FEE.
- VEHICLES MUST BE REGISTERED WITHIN 30 DAYS OF THE NOTARY DATE. ON THE 31ST DAY, A PENALTY OF TWENTY-FIVE CENTS PER DAY WILL ACCRUE.

**THE TAG OFFICE WILL NOT PROCESS ANY RENEWALS OR NEW REGISTRATIONS BY MAIL IF WE DO NOT RECEIVE ALL REQUIRED DOCUMENTS AND CORRECT PAYMENT. WE WILL RETURN YOUR DOCUMENTS BACK TO YOU THROUGH FIRST CLASS MAIL.
WE ARE NOT RESPONSIBLE IF YOUR MAIL GETS LOST.**

Mail to: Wichita Tax Commission
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