KAVIS

BOAT TITLE APPLICATION ADDITIONAL INFORMATION MANUAL

Updated January 2020



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General Title Requirements

Titles must meet basic requirements in order to be eligible to process a new title application. A description of the requirements is as follows.

1. The title status must be active.

On the Vehicle Summary Page:

Customer ID	Driver License	Customer N	lame	S
001425532		THESING, AMY	(D) s	22
✓ Title Status: Active - T	itle Issued			Title +
✓ Title Status: Active - T Type:	itle Issued	State Fee:	\$0.00	Title -
✓ Title Status: Active - T Type: Title #:	itle Issued Duplicate 140860080051	State Fee: Clerk Fee:	\$0.00 \$0.00	Title -

On the Customer Account Page:



- 2. The title cannot have 'PVA Issues'.
 - a. PVA Issues occur if the current year's Ad Valorem information is missing, if the tax district is unassigned for any year, or the vehicle does not have a value.
 - See the section '<u>Working With Your PVA</u>' below for details on how to handle these situations.
 - b. The following message will occur when attempting to transfer a boat with PVA Issues.

 Title Action Failed

 Section Failed

 Section Cannot be performed. Contact the PVA. There is a problem with one or more Ad Valorem year(s)

- 3. The title cannot transfer ownership with an Active lien, either Pending or Filed.
 - a. Title actions of Duplicate and Update are available when there is an active lien, as ownership is not changing and the lien copies over to the new title.
 - b. When processing a Salvage title application, the lien must be either released or deleted from the current title first. It can then be refiled with the Salvage application.
- The Registration cannot be in a Cancelled status, with remarks of "Junked" (CCC from AVIS) or "Sold out of State" (CCG from AVIS). The Title menu will be unavailable until the Registration is reactivated.



Title Application Process

Each type of title application is slightly different, but the flow through the steps are the same. Here is an example of one of the steps in the process, the Vehicle Information step. Examples of each specific type of application are available in the Title Application Manual for Boats New to KY and the Title Application Manual for Existing KY Titles.

				2.		
4.					Total Du	ie: \$9
Delinquent taxes are owed on this vehicle. Click mplete this transaction.	here to view and pay your de	linquent taxes for this v	ehicle. You can continue pa	st this step, but delinqu	ent taxes must be paid in the amo	ount of \$62
Boat Details				6		
County of Dockage:	BOONE	*		0.	Vehicle has a Situs Addres	s
Year:	1976 *			Length Ft:	15 *	
Make:	FABUGLASS	*		Length In:	6 *	
Model:	F16	*		Beam Ft:	5_ *	
HIN:	A valid HIN is required			Beam In:	1 *	
7.	Request State-Issued H	IN		Occupant Capacity:	8	
Boat Type:	Other - Utility	*		Weight Capacity:		
Hull Material:	Fiberglass 🗸	*		Number of Toilets:	0*	
Engine Drive:	Outboard 🗸	*		Primary Use:	Select One	
Propulsion:	Propeller V	*		Brand:	Hail Damaged	
Motor(s)						
						+ Add M
V Motor #1		5 A (
Tear: 1974 *		Fuel: Gas	* T	ear of Purchase:	De	lete Copy
Horsepower: 70.0 *		J0008580		e e		

- 1. Bubbles at the top of the Title Application Process can be clicked at any time to go to that page if you need to input information in a different order.
 - a. Green = required information for the page is complete.
 - b. Bright Blue and larger = the page currently open.
 - c. Faded Blue = have not yet proceeded to this page.
 - d. Red = page has been proceeded and required information is missing.
 - The application can be put in the Shopping Cart if there are no pages that are highlighted red due to missing information.

- 2. Place On Hold will save the title application to the Customers' Account Pages (Seller(s) and Buyer(s) once they have been added) for 60 days, after which it will be deleted.
- 3. Continue will move you to the next page in the process.
 - a. If required information is missing, an alert will explain what is missing.
- 4. If delinquent taxes are due on the boat being transferred, they must be paid. These can be included with the application fees or in a separate transaction.
 - a. See the section titled '<u>Paying Delinquent Ad Valorem with a Title Application</u>' for more information.
- 5. As fees are added and ad valorem is chosen to be paid with the application, the Total Due will be updated.
- 6. The Situs Address is the specific dockage place for the boat. This is required if the County of Dockage is different from the County of Residence of the primary Buyer.
- 7. MVL requires ALL boats to have a valid HIN.
 - a. The new Title Number and HIN, if requested, will be generated and displayed on the vehicle summary page immediately after the application has been checked out/payment processed.
 - b. See the section titled '<u>Requesting a State-Issued HIN</u>' for more information on this process.
- 8. You may click ^(O) Cancel Title Application</sup> and at any point of a title application and all information that has been entered will be removed.
 - a. Nothing is saved in KAVIS until you either click a Save button, or have proceeded through checkout and payment has been processed.
 - b. Any ad valorem was paid during the application process will remain paid since the payment was processed. Any ad valorem chosen to be paid with the application will go back to being past due since payment was not processed for them.
- 9. After a title application has been checked out, it will be in the 'For Approval' Title Application Queue to be reviewed and submitted to MVL for approval.
 - a. The only applications that do not go to the queue are Duplicates, Dealer Assignments, and Salvages that were initiated from a current KY title.

*Do not click your browser's back button during a Title Application.

Boat Ownership Personal Information Requirements

Birthday, Gender, Citizenship, and a Social Security Number are required by law for boat ownership. Title Applications cannot be finalized until all Buyers have these Personal Information fields entered.

- 1. The following Buyer Information step is part of the Title Application Process and is explained in greater detail in each specific Title Application section of both the Title Application Manual for Boats New to KY and the Title Application Manual for Existing KY Titles.
 - a. The red flag icon is going to appear for any Buyer that is missing the required personal information.

		See internation	Buyer Information	Lien Information	Registration	Purchase Informa Place On Hold	Son F	inalize
							Total Due:	\$9
Juyer Information								
Invalid Data 0	One or more Buyers cont	tain errors.						
Primary Secon	dary Customer ID	Customer Name	Delinguency					
~	001560623	NORMAN PORTYWO	D None P	0				
	Buyer Notary Date is a	required field						
Buyer Notary Dat	te:			1				
Add a Buyer								
Kex								
I = The first two R	uyers listed on the Title /	Application will be printed	on the title.					
= The Customer	Orofile contains errors 1	Colori fiss to parossio to r						

- 2. Clicking the red flag icon will open the Customer's Information section.
 - a. Add the missing information and/or edit any information that needs to be updated.
 - b. A Driver's License can also be scanned and the information will be entered.
 - c. Click **Save** when all information is entered and correct.
 - Without clicking Save, KAVIS will not retain any changed information.

DTVMOOD N	ODMAN				
st #:001560623	ORMAN				
e Change					
Personal Information	ation				
Die	Birth Date is require	ed.	Phone	Identification	
County of Por	idence:		Home:	Passport:	
County of Res	BOONE		Mobile:	Visa:	
Preferred	Gender is required.		Work:	Driver's License: Select S	tate 🔽
0	Gender: Unspecified 🗸	*			
	Citizenship is require	d.		SSN:	
Citiz	ensnip: Select One	✓ *		Green Gard.	
				ITIN:	
	E-Mail:			At least one form of identification	tion is required!
	E-Mail:			At least one form of identification	tion is required!
	E-Mail:			At least one form of identification	tion is required!
Address	E-Mail:	524 - 9.14		At least one form of identification	tion is required!
Address	E-Mail:	erent? No Oyes		At least one form of identification	tion is required!
Address Physical	E-Mail:	erent? No Oyes		At least one form of identificat	tion is required!
Address Physical Address 1: 33	E-Mail: Is Mailing address diff 3 Maher Rd	erent? ®No OYes		At least one form of identification At least one form of identification	tion is required!
Address Physical Address 1: 33 Address 2:	E-Mail: Is Mailing address diff 3 Maher Rd	erent? ®No Oves		At jeast one form of identification	tion is required!
Address Physical Address 1: 33 Address 2: City: W.	E-Mail: Is Mailing address diff 3 Maher Rd ALTON	erent? No Oyes		At jeast one form of identification	tion is required!
Address Physical Address 1: 33 Address 2: City: W State: K	E-Mail: Is Mailing address diff 3 Maher Rd ALTON intucky 💽 *	erent? *No Oves		At least one form of identification	tion is required!
Address Physical Address 1: 33 Address 2: City: W State: K County: EK	E-Mail: Is Mailing address diff 3 Maher Rd ALTON entucky ONE V	erent? •No Yes		At least one form of identification	fion is required
Address Physical Address 1: 33 Address 2: City: W State: K County: EX Attn:	Is Mailing address diff	erent? *No Cyes		At least one form of identification	flon is required
Address Physical Address 1: 33 Address 2: 0 City: W. State: Ke County: EK Attn: 0 Allias	Is Mailing address diff	erent? *No Cyes		At least one form of identification	flon is required
Address Physical Address 1: 33 Address 2: City: W State: County: B Attn: Attn: Attas	E-Mail: Is Mailing address diff 3 Maher Rd ALTON ALTON ALTON ANNE Y *	erent? *No Cyes	No Alias data.	At least one form of identification	fion is required

Requesting a State-Issued HIN

While creating a title application, a new HIN can be requested from MVL. This new HIN will be created by KAVIS as soon as the application has been checked out (payment has been processed).

- **The required documentation for a new HIN request** should be scanned into PODD with the application documents.
- 1. On the Vehicle Information step of any title application, if KAVIS has detected an invalid or missing HIN, there will be a checkbox available to request a state-issued HIN.

		-		\smile		U U
Title Information	Vehicle Information	Seller Information	Buyer Information	Lien Information	Registration	Additional Information Finalize
						Place On Hold > Continue
						Total Due: \$9.
loat Details						
	County of Dockage:	Select One	•			Vehicle has a Situs Address
	Year:	1975 *			Length Ft:	12 *
	Make:	SEARS	*		Length In:	1 *
	Model:	0	*		Beam Ft:	4*
	HIN:	SEA56475M7	*		Beam In:	1 *
	±.	Request State-Issued	HIN		Occupant Capacity:	3
	Boat Type:	Other 🗸	*		Weight Capacity:	
	Hull Material:	Aluminum 🔽	*		Number of Toilets:	0*
	Engine Drive:	Outboard 🗸	*		Toilet Type:	Select One
		Contraction of the local division of the loc				

2. To quickly see the new HIN and Title Number, on the Checkout Page have the 'Navigate To:' dropdown menu set to 'Transaction Summary'.

Cash	Check	Charge Card	W eb	Advanced -	Tota	l Amount Due: Balance Due:	\$18.00 \$0.00	
					C	Change Due:	\$0.00 \$18.00	×
					Financial Receipt: No Receipt	2. Navig Trans	ate To: action Summary V Cancel 얀 Finish	2

- 3. The Transaction Summary will display the new HIN and Title Numbers.
 - a. Clicking on the Title Number, KY#, or HIN will take you to the new Vehicle Summary Page.

Transaction ID:	033283090	Transaction Date:	04/22/2019					
leceipt Number:	LPJ190422080535	Date Paid:	04/22/2019					
BIEDENHARN	I, ROBERT			C				
(Items: 4) (Vehi	icles: 1)			d.	Oty	Price	Amount	
(KAVIS) 1990 S	EARAY 2200		Title #: 191120375	002 KY #: KY04055C HIN: KY	203579C919		2741367679736	
ĸ	YTC State Registration Fee	0			1	3.00	\$3.00	
C	lerk Registration Fee				1	6.00	\$6.00	
C	lerk Title Fee				1	6.00	\$6.00	
5	tate Title Fee				1	3.00	\$3.00	
				Custome	r Total:		\$18.00	
				Sub	Total:		\$18.00	
					Total:		\$18.00	
				Cash Pay	ment		\$18.00	-)

4. From the new Vehicle Summary Page, the Vehicle Information section will also include the new HIN.

▼ Vehicle Information		
		Update
Year: 1990	Make: SEARAY 4. Model: 22	00
KY Number: KY0405SC	HIN: KYZ03579C919	

Editing a Title Application from the Shopping Cart

All information on a title application can be edited from the Shopping Cart.

1. From the Shopping Cart, click Edit.

Select All Items (0 of 1 Selected) HILL, ADAM + Add Miscellaneous Item Customer ID: 001175/289 (Items: 18) Item Description TRANS 191 BAJA N/A	KY #: kyousov	Qtv			
W HILL, ADAM + Add Miscellaneous Item Cutomer IB: 0013/5789 (Items: 18) Item Description (KAVIS) 199 BAJAN/A	KY #: KY00466V	Qtv			
Castome B2:001375789 (Items: 18) hem Description Georgi 1991 BaJA H/A	KY #: KY00466Y	Qtv			
(Nems: 18) Item Description KAVIS: 191 BJA N/A	KY #: KY0046GV	Qtv			
(Rems: TS) Item Description KAVIS 1991 BAJA N/A	KY #: KY0046GV	Qtv			
Itom Description KAVIS 1991 BAJA N/A	KY #: KY0046GV	Qtv			
KAVIS 1991 BAJA N/A	KY #: KY0046GV		Price	Amount	
		10.000			/ X
Action: Title (Kentucky Transfer)					Lot Develo
Clerk Title Fee		1	6.00	\$6.00	
State Title Fee		1	3.00	\$3.00	
Ad Valorem Tax, 2014		1	141.78	\$141.78	
Clerk Lien Fee		1	2.00	\$2.00	
Ad Valorem Tax, 2015		1	123.30	\$123.30	
Clerk Lien Fee		1	2.00	\$2.00	
Ad Valorem Tax, 2016		1	106.36	\$106.36	
Clerk Lien Fee		1	2.00	\$2.00	
Ad Valorem Tax, 2017		1	90.74	\$90.74	
Clerk Lien Fee		1	2.00	\$2.00	
Ad Valorem Tax, 2018		1	75.85	\$75.85	
Clerk Lien Fee		1	2.00	\$2.00	
Ad Valorem Tax, 2019		1	62.85	\$62.85	
Clerk Lien Fee		1	2.00	\$2.00	
1999 FOUR WINNS HORIZON	KY #: KYOSO4XU				
Ad Valorem Tax, 2018		1	125.60	\$125.60	
Clerk Lien Fee		1	2.00	\$2.00	
Ad Valorem Tax, 2019		1	104.09	\$104.09	
Clerk Lien Fee		1	2.00	\$2.00	
					+
					Add
	Customer Total:			5855 57	
GUEST CUSTOMER					
(Items: 0)					
have Description		01	Delas		
item Description		City	Philos	Amount	
No Miscettaneous items have been added					+
					A01
	Sub Total:			\$855.57	
	Total:			\$855.57	

- 2. Click on the bubbles at the top to go to the specific step and correct or add information.
 - a. For this example, the Customer changed their mind and they DO want to register the boat.

Inte	Information Vehicle Information	Seller Information	Buyer Information	Lien Information	Registration	Additional Information	Finaliz
Regis	tration					Total	Due: \$89
		2002000			anasanan		
	Registration Status: Expired	The Registr	ation for the vehicle Expiration Date:	being transferred is E 04/30/2011	xpired.	Decal Number: E508449	
•	Registration Type: First time	Expiration Date:	04/30/2020				
	F&W State Registration Fee	\$30.00					
	KYTC State Registration Fee	\$3.00					
	Boat Safety Fee	\$1.00					
	Clerk Registration Fee	\$6.00					
	Total Registration Fees	\$40.00					
							× Remove

- 3. After the correction is finished, return to the Finalize Page and click Update Cart.
 - a. **Ocancel Edit** will cancel the changes to the title application, the application will remain in the Shopping Cart.

rmation Vehicle Information	Seller Information Buyer	Information	Lien Information	Registration	Additional Information Place On Hol	Finalize
alize Title Application					Total Due:	\$895.57
1. Title Action - Kentucky Tran	sfer					
	C The existing title is in a Transferable	Status.				
2. Vehicle Information						
	CRequired Fields Complete					
	CNo Lien on vehicle					
	CDelinquent Taxes Owed and Paying	with Application				
	County of Dockage Complete					
	CMotor(s) Information Complete					
3. Seller Information						
Seller 1	CName and Address Complete					
4. Buyer Information						
	CNotary Date Complete					
Buyer 1 HILL, ADAM	CRequired Fields Complete					
	Master Record Check Complete					
	CNo Delinquent Taxes					
	CAd Valorem Checks Complete					
5. Lien Information						
	Add Lien					
	I have not applied for a loan in	connection with the	vehicle described herei	n, and if not, I will not apply	y for a loan within 30 days of this appl	lication.
6. Registration						
	CRegistration Complete					
7. Additional Information						
	CAdditional Information Complete					

- 4. From the Shopping Cart, the application can also be deleted by clicking Delete.
 - a. Ocancel will also delete the application, along with all other KAVIS items in the Shopping Cart.

	Void Miscellaneous Items		\$ Payo	off Debits		A Send Iter
	Current	t Departn	nent: MC	TOR VEHICLES		~]
Collapse All / Expand All						
Select All Items (0 of 1 Selected)						
SMITH, ADAM + Add Miscellaneous Item						
Customer ID: 001212798						
(Items: 4)						
Item Description		00	Drice	Amount		
(KAVIS) 1995 VOLVO REGAL		way	P Inde	COLONIS	Eat	X
KYTC State Registration Fee		1	3.00	\$3.00		
Clerk Registration Fee		1	6.00	\$6.00		
Clerk Title Fee		1	6.00	\$6.00		
State Title Fee		1	3.00	\$3.00		
				Ā	id .	
GUEST CUSTOMER	Customer Total:			\$18.00		
(Items: 0)	Sub Total-			\$18.00		
	a. Total:			\$18.00		
+ Force AVIS Items	Ø Cancel ± Si	uspend Ite	ems	Continue Shop	ping	Checke

Editing a Title Application after Checkout

You may edit a Title Application that you have completed/checked out, whose buyer is a resident of your county, when the title application is located in one of your Title Application Queues (For Approval or Returned Work).

You can make changes to: Vehicle Information, Buyer Information, and Additional Information. If changes are required for Registration or Liens, those can be completed on the Manage page or on the Manage Lien page.

There are 3 ways to get started:

 Starting from a Customer Account Page in the <u>tile view, choose</u> ^I Edit Title Application in the <u>Title</u> ✓ dropdown menu of the specific vehicle. Continue with Step 4.

GRUELLE, AARON	Edit View Notes	Action Center			
'07 Camp Ernst Rd NION, KY 41091 none: (859) 991-0484	Financial History	® 1964	HOMEMADE SKIFF is Missin	g Required Information for Regist	ration.
Vehicles					
Boats (3)	enew All (0) Renew Selected	(0)	р	New 1	Title Switch to List View
1986 BAJA ISLANDER Title#: 193310085001 Transfer	KY0605JM 19 Application Ti Reg: Title Only Tr	173 STARCRAFT N/A Ile#: 121450080150 ansfer	KY6646MM Active - Title Issued Reg: Active	1964 HOMEMADE SKIFF Title#: 113630780021 Original	KY0631RY Active - Title Issued Reg: Expired
Manage -	CTitle → View	Manage	t Title - View	Manage	- Title - View
Disabled Placards	 Dealer Assignment Edit Title Application 				

- 2. Starting from a Customer Account Page, in the list view:
 - a. Select the checkbox for the specific vehicle.
 - b. Choose C Edit Title Application in the dropdown menu. Continue with Step 4.

GRUELLE, AARON Cust #:001584284	Edit View Note	es	Action Center					
8707 Camp Ernst Rd UNION, KY 41091	Financial History		(R) 1964 HO	MEMADE SM	KIFF is Missing Required Inf	ormation for Registr	ation.	
Phone: (859) 991-0484								
Vehicles								
						New T	itio Swit	ah ta Tila
Boats (3)	Renew All (0) Renew Sel	lected (0)				New I	and Swit	ch to The
Boars (3) Manage +	Renew All (0) Renew Sel	lected (0)				New I	Jule	ch to the
Boars (3) Manage -	Renew All (0) Renew Sel Title - View	b.				Filter	r:	ch to file
Boars (3) Manage • Showing 1 to 3 of 3 entries Show 10 v entries	Renew Alf (0) Renew Set Title - View Image: Set of the	b.				Filter	r:	
Boars (3) Manage • Showing 1 to 3 of 3 entries Show 10 v entries Select Year 4	Renew Alf (0) Renew Set Title - View Kentucky Transfer Dealer Assignment Edit Title Application Duplicate	b.	KY / Plate # 斗	Owner	Title Type / Status	Filter Reg. Status	r:	Dup. F

3. Starting from the Vehicle Summary Page, Choose C Edit Title Application in the Title - dropdown menu of the specific vehicle.

❤ Owner(s)	Chain of Owner	ship	Viewing 5 of 5 Titles		Rever
Customer ID	mer Driver Customer Name		SSN/FEIN	Address	Begin Tax Exempt Date
001584284		GRUELLE, AARON	xxx-xx-7638	8707 Camp Ernst Rd, UNION, KY 41091-8624 BOONE	
✓ Title			Y Regi	stration Information	
Status: Applicat	on	Appl. Status	Title - Status:	Title Only	Manag
Type: Title #: Prior Title #:	Transfer 193310085001 172340080178	State Fee: S: Clerk Fee: SI Use Tax: Suou Use Tax Description: Transfer from Individ	Kentucky Transfer Cealer Assignment Edit Title Application Duplicate Instate	Type: Ad Valorem County: Reg. Date: 11/27/2019 Decal #: Exp. Date: Prior Decal #: Remarks:	BOONE

Editing Title Application displays at the top while you make your changes.

4.

- a. Click the bubbles at the top to navigate to the pages needing changes.
 - Changes can only be made to the **Vehicle Information**, **Buyer Information**, and **Additional Information** pages.
- b. The application cannot be placed on hold while editing
- c. Ocancel Edited Application will delete all changes made, the edited application must be checked out from the Shopping Cart for the changes to be saved.

itle Information Ve	hicle Information	Seller Information	Buyer Information	Lien Information	Registration	Additional Information	on Finalize
diting Title Application							> Continue
Boat Details							Total Due: \$
Co	unty of Dockage:	BOONE	✓ *			Vehicle has a Situs A	Address
	Year:	1986 *			Length Ft:	18 *	
	Make:	BAJA	*		Length In:	1 *	
	Model:	ISLANDER	*		Beam Ft:	6_ *	
	HIN:	AGCF7985E686			Beam In:	1 *	
	Boat Type:	Open Motor Boat	~ *		Occupant Capacity:	8	
	Hull Material:	Fiberglass	- *		Weight Capacity:		
	Engine Drive:	Stern Drive	~) *		Number of Toilets:	0 *	
	Propulsion:	Propeller	~) *		Toilet Type:	Select One	
					Primary Use:	Pleasure	⊻] *
					Brand:	Hall Damaged	
Motor(s)							
 Motor #1 							Add Motor
Year:	1986 *		Fuel: Gas	V * Y	ear of Purchase:		×
Make:	MERC	*	Serial #: B429388	Pu	rchase Amount: 0		Delete Copy Motor Motor
Horsepower:	140.0 *						
							* Continue
							2 Commute

- 5. On the Finalize step, click **Print Preview** to print the updated title application.
 - a. Click Add To Cart to add the edited application to the Shopping Cart.

tle Information Vehicle Information	n Seller Information	Buyer Information	Lien Information	Registration	Additional Information	Finalize
liting Title Application						
					Total Due:	\$0.00
inalize Title Application						
1. Title Action - Kentucky Trans	ifer					
2. Vehicle Information						
	CRequired Fields Complete					
	CNo Lien on vehicle					
	CNo Delinquent Taxes Owed					
	County of Dockage Complete					
	CMotor(s) Information Complete	2				
3. Seller Information						
Seller 1	CName and Address Complete					
4. Buyer Information						
	CNotary Date Complete					
Buyer 1 GRUELLE, AARON	CRequired Fields Complete					
	CMaster Record Check Comple	te				
	CNo Delinquent Taxes					
	CAd Valorem Checks Complete	8				
5. Lien Information						
6. Registration						
7. Additional Information						
	CAdditional Information Comple	te				

- 6. The edited application MUST be checked out from the Shopping Cart for the changes to be saved.
 - a. After checkout, the application will be placed back in the 'For Approval' Title Application Queue to be reviewed and submitted to MVL.
- 7. On the Vehicle Summary Page, the Vehicle History section will have a record of this transaction.

~					
Trans Number	Cntrl Number	Action Date	Action Description 7.	Amount	User
33416928	191860080TA00008	07/05/2019 4:26 PM	Title Correction - Application Status		kytc\lara.jeb
33415385	191750080TA00016	06/24/2019 8:39 PM	Title Transfer		kytc\lara.jeb
		06/24/2019 8:39 PM	Lien Add		kytc\lara.jeb

Paying Delinquent Ad Valorem with a Title Application

Payment of delinquent ad valorem can be done either beforehand in a separate transaction or in the same transaction as the application and/or registration fees.

Vehicles with Ad Valorem Due

To process a title application (except a Dealer Assignment), the vehicle's past due ad valorem must be paid.

- Sellers in the application are not required to pay ad valorem on other vehicles they own.
- Dealer Assignments, Lienholder Repossessions, and Salvage applications with Lienholders as the Buyer do not require delinquencies to be paid for the boat being transferred.
 The delinquent ad valorem will remain unpaid on the Seller's account.
- 1. From the Vehicle Information Page of the Title Application Process, click here to pay the vehicle's past due ad valorem.

1 Title Information	2 Vehicle Information	3 Seller Information	4 Buyer Information	5 Lien Information	Registration	Additional Informat	ion Finalize
Delinquent taxes are c complete this transaction Roat Datails	wed on this vehicle. Click h	1. Here to view and pay your of	delinquent taxes for this v	rehicle. You can continue p	ast this step, but deline	quent taxes must be pa	Total Due: \$9.00
Dout Details	County of Dockage:	Select One) *			Vehicle has a Si	tus Address
	Year: Make:	2002 * GAME FISHER) *		Length F Length I	t: 10 * n: 3 *	

a. \$30.30 is only the <u>delinquent</u> ad valorem.

- 2. If the ad valorem is to be paid in a separate transaction from the application fees, select Pay Now
 - a. Current year ad valorem that is not delinquent can be deselected.
 - b. Ocancel will take you back to the Vehicle Information Step of the application.
 - c. Pay With Application will add the ad valorem with the application fees and include them in the 'Total Due' amount (see step 4).

itle Inform	nation	2 Vehicle Information	3 Seller Information	Buyer Information	Lien Information	Registr	ation Addition:	al Information	Finalio
2	BARM Cust / 3721 - HEBR	KER, CHRISTOPHER 17: 1145154 Jonathan Dr ICON, KY41048-8275 Select All Items (4 of 4)							
	\square	2002 GAME FISHER	Title #: 11238008	0175 KY #: KY0634WP	Days Past Due: 992			Amount	\$11.54
•	\checkmark	2002 GAME FISHER	Title #: 11238008	0175 KY #: KY0634WP	Days Past Due: 627			Amount	\$10.04
•		2002 GAME FISHER	Title #: 11238008	0175 KY #: KY0634WP	Days Past Due: 262	Delinquent Date:		Amount	\$8.72
	V	2002 GAME FISHER	Title #: 11238008	0175 KY #: KY0634WP				Amount	
	,	4d valorem Tax 2020						\$5.25	
	F	Penalty						\$0.00	
	h	nterest						\$0.00	
	L	lien Fee						\$0.00	
							Sub Total	\$5.25	
							Selected Tota	al: \$35.5	5
					b.	•	C. Total [Due: \$35.	55

- 3. Selecting ^C Pay With Application</sup> will add the ad val to the application fees displayed in the Total Due.
 - a. Click **Delinquent Taxes** to change return to the above Manage Page if the customer would like to 'Pay Now'.

tle Information	Vehicle Information	Seller Information	Buyer Information	Lien Information	Registration	Additional Information	Finalize
						Place On Hold > Co	ntinue
						Total D	S44.55
						Total D	φ11.00
Delinquent Taxe	s \$35.55 owed and paying	with application				Total D	ac. 011.00
Delinquent Taxe Boat Details	s \$35.55 owed and paying	with application				Totar D	
Delinquent Taxe Boat Details	s \$35.55 owed and paying to be compared an	with application	*		[Vehicle has a Situs Addre	255
Delinquent Taxe	is \$35.55 owed and paying i County of Dockage Year	with application Select One Color	× *		[Length Ft	Vehicle has a Situs Addre	255

Buyers with Ad Valorem Due

To be a Buyer on a title application, Individuals and Organizations cannot have delinquent ad valorem on any vehicle they own.

The following are exceptions to this rule.

- Duplicate and Update Title Applications do not have to include delinquencies for any other vehicle owned by the Customer.
- Lienholder Repossessions and Salvage titles with Lienholders as the Buyer do not include delinquencies for other vehicles owned by the Lienholder.

Payment of delinquent ad valorem can be done either beforehand in a separate transaction or with the application's payment.

- 1. On the Buyer Information Step of a title application, the red Shopping Cart Icon appears when the Customer's ad valorem is currently in the Shopping Cart.
- 2. The red 'Yes' in the Delinquency column means that the Buyer owes ad valorem on at least 1 other boat.
 - a. A Customer can have both the red 'Yes' and the Shopping Cart Icon. This occurs when some, but not all, of the required ad valorem is in the Shopping Cart.

		Title: C	ut-of-state T	ransfer			R Tra	esume nsaction \$407.89
1 Title Information	2 Vehicle Information	3 Seller Information	4 Buyer Information	5 Lien Information	GRegistration	Additional Information Place On Hold > Cor	8 Finalize	1.
Buyer Inform Ownership Pay Delino Primary	p Connector: OR quency: \$ Pay All Secondary Customer 001358576	* 2b. Customer Name BRENDA A Jenning	Delinqu 15 Yes	2.		Total E	Due: \$9.00	
♥ Buyer Not Add a Bu Key ♥ = The first	O01343910 O01294020 ary Date: 01/09/2020 ryer st two Buyers listed on the Ti	OR ADAM HILL OR AMY ELIZABE	CH CHAPMAN None	1.				
⊗ Cancel Title	Application							

b. Select ^{\$ Pay All}.

- 3. Pay With Application will add all ad val due to the Total Due to be paid with the title application fee.
 - - If there are multiple Buyers with ad val due, they can be paid separately from each other by deselecting the checkboxes next to their name.
 - In this example, deselecting Amy's checkbox and clicking ^[C] Pay Now will put only Adam's ad val in the Shopping Cart to check out in a separated transaction.
 - b. **Cancel** will return you to the Buyer Information Step.

Service in the service of the servic	-			0	0	\cup		C
Title Inton	mation Vehicle Information	Seller Information	Buyer Information	Lien Information	Registration	Additional Infor	mation	Fina
_ • c	HAPMAN, AMY							
1	0065 Duncan Dr							
F	LORENCE, KY41042-3148							
	Select All Items (1 of 1)							
•	✓ 2005 SEA DOO	Title #: 0718610000	136 KY #: KY0472ML	Days Past Due: 66	Delinquent Date:	ר	Amount	
					Sel	ected Tota	I: \$41.16	3
								50
√ - н	ILL, ADAM							
2	ust #: 1375789 16 Mikkelsen Dr							
F	LORENCE, KY41042-3212							
	Select All Items (2 of 2)							
Þ	1999 FOUR WINNS	Title #: 1018200801	67 KY #: KY0504XU	Days Past Due: 431			Amount	
•	1999 FOUR WINNS	Title #: 1018200801	67 KY #: KY0504XU	Days Past Due: 66	Delinquent Date:		Amount	
	Ad valorem Tax 2019						\$92.13	
	Penalty						\$9.22	Wa
	Interest						\$2.74	Wai
	Lien Fee						\$2.00	
						Sub Total:	\$106.09	
					Sel	ected Tota	1: \$233.6	69

- 4. After checking out a Buyer's ad val from the Shopping Cart, you will be brought back to the Buyer Information Step.
 - a. Select \$ Pay All to repeat the previous step and pay the remaining Buyer's Ad Valorem.

1 Title Information	2 Vehicle Information	3 Seller Information	4 Buyer Information	5 Lien Information	Registration	Additional Information Place On Hold > Contin	Finalize
Buyer Informa Ownership	Connector: AND	×				Total Due:	\$621.2
Pay Deling	uency: \$ Pay All econdary Customer I 001375789 001091393	A. D Customer Name ADAM HILL AND AMY CHAPMAN	Delinquency None Yes	0			
Buyer Nota Add a Buy	ry Date: 07/04/2019	*					
Key ✓ = The first ⊗ Cancel Title	two Buyers listed on the Tit	tle Application will be printed o	on the title.				

- 5. If a Buyer has chosen to pay their Ad Valorem with the application but changes their mind, return to this step and select **\$ Edit Pay All**.
 - a. This will return you to the Manage page where the **Pay All** button is available to pay the ad valorem separately from the application fees.
 - b. Click > Continue to continue with the title application.

0	2	3			6		
Title Information	Vehicle Information	Seller Information	Buyer Information	Lien Information	Registration	Additional Information	Finalize
						Place On Hold > Cor	ntinue
						h /	
	_					D. Du	e: \$662.36
Buyer Informa	ation						
Ownership	Connector: AND	*					
Pay Deling	uency: \$ Edit Pay All	5					
				_			
Primary Se	econdary Customer I	ID Customer Name	Delinquency				
ó	001375789	ADAM HILL AND AMY CHAPMA	None N Paving w/A	8			
				•			
Buyer Notal	ry Date: 07/04/2019	*					
Add a Buy	er						
14 mil							
Key ✓ = The first	two Buyers listed on the Tit	tle Application will be printe	ed on the title.				

Multiple Owners with Delinquent Ad Valorem

A Customer will not be allowed to Register a boat if a co-owner owes delinquent ad valorem on any of the other boats they own.

- Registration of other boats owned are not blocked, just the specific boat(s) that are coowned by someone with delinquent ad val.
- Check if any Customer Accounts need to be merged. This will keep boats and Disabled Placards consolidated onto 1 account for each person and increase clarity and organization.
- 1. The Vehicle Summary Page will show a message that a shared owner has ad valorem due on at least one boat that they own separately from each other.

	ANS, CARLENE has	past due Ad Valorem taxes owed on anoth	er vehicle. These taxes must be	paid before some Actions can be taken on this title.	
Previous					N
			Viewing 2 of 2 Titles		Reve
V Owner(s)	Chain of Ownersh	ip			
Owners	hip Connector: AND				
Customer	Driver	Customer Name	SSN/FEIN	Address	Begin Ta: Exempt
ID	License				Date
ID 001488203	License	EVANS, DANIEL 🕑 \$	<u>xxx-xx-4281</u>	7542 E Bend Rd, BURLINGTON, KY 41005-8422 BOONE	Date

a. Click on the Customer ID to go to the Customer Account Page to see what boats have delinquent ad valorem.

- 2. If a boat cannot be registered, hover over the greyed-out 'Renew' or 'First Time' and a message will appear with the specific reason.
 - a. The Action Center will include the shared owner's name as a hyperlink that will take you to their Customer Account Page.

ANS, CARLENE	Edit View Note	Action Center		
0 E Bend Rd		ə 137,30.		
RLINGTON, KY 41005	Financial History	Oustomer has 2 vehicle	es ready for Registration Renewal.	
ne. (609) 555-5555		(8) 1989 KAWA SAKI X2 is	Missing Required Information for Registration.	
		M Shared owner EVANS, taxes must be paid be	DANIEL has past due Ad Valorem taxes owed on another vehicle. Th fore som Actions can be taken on KY0286NF.	050
/ehicles			a.	
Boats (3)	Renew All (2) Renew Sel	ected (0)	New Title Switch to List	/iew
(8)	M	🛥 s 🔞	P 🗌 🛥 🛛 M 🗋	1

- 3. In this example, Carlene and Daniel share ownership of 1 boat, and have 2 other boats they each own either separately.
 - a. To renew the boat they share, ad valorem on all boats owned by both must be paid.

IZ E Bend Rd RLINGTON, KY 41005		Au valorem taxes are past que	THE Z MARDERS THE PLACEMENT DASCEDUCE AND A	
RLINGTON, KY 41005	the second se		the statement of the statement bear and is statement.	
AND A TRUE MELL TRUE AND TRUE	Financial History	1980 SEA RAY SRC225 is Read	dy for Registration Renewal.	
NR: (000) 291-0709		(8) Customer has 2 vehicles Missi	ing Required Information for Registration.	
		M Shared owner EVANS, CARLEI vehicle. These taxes must be p	NE has past due Ad Valorem taxes owed on another aid before some Actions can be taken on KY0286NF.	
Eler Boats (3) Re	new All (1) Renew Selected (0)	¥ \$ ® P 🗌	New Title Switch to List Vi	ew
1989 KAWASAKI X2 Titlelli: 991410590234 Out-of-state Action	KY0286NF 1980 whers with e Issued Title# incides. Check Expired Out-o center for hetalls. View	SEA RAY SRC225 KY0510LA 062650080134 Active - Title Issued Istate Reg. Expired Manage - Title - View	1970 SEARS 0 KY0157MB Title#: 122300080996 Active - Title Issued Duplicate Rog: Expired Manage - Title - View	

4. To renew the shared boat, either Carlene or Daniel's delinquent ad valorem must be added to the Shopping Cart and checked out. The registration can then be checked out with the other owner's delinquent ad valorem.

Resuming a Title Application Placed on Hold

This is a convenience for when a title application cannot be completed and needs to be resumed at a later date.

- If the Customer returns within 60 days, all information that was entered in the application will be saved.
- When placed on hold, any ad valorem that was paid in a separate transaction during the initial application process will remain paid. Ad valorem that was chosen to be paid with the application fees will remain unpaid.
- If there are multiple Sellers and Buyers, it will save the application to each of their accounts.
- 1. Once a title application has been assigned to a Customer (a Seller or Buyer has been chosen), it can be placed on hold by clicking Place On Hold on any step of the title application process.
 - a. KAVIS will save the information to the Seller's and/or Buyer's Customer's Account Pages for 60 days, after which it will be deleted.
 - b. Ad valorem that was chosen to be paid with the application fees will remain unpaid.

0	2	-3-				-0	-3
tle Information	Vehicle Information	Seller Information	Buyer Information	Lien Information	Registration	Additional Information	Finalize
Delinquent Taxe	b. es \$40.75 owed and paying	with application			1.	Total Du	e: \$49.7
Boat Details							
	County of Dockage	e: Select One	× •		Ĺ	Vehicle has a Situs Addre	ss

- From a Customer Account Page for a Customer that was included with the application, click [▶] Resume to continue with the title application.
 - a. 🗷 will delete the title application.

URLINGTON	Rd N, KY 41005	Financial Histo	огу	\$	Ad Valorem t	axes are past due for	2 vehicles. The total am	ount past due is \$336.84.	
hone: (606) :	291-6769			®	1980 SEA RA	Y SRC225 is Ready fe	or Registration Renewal.		
				•	1970 SEARS	0 is Missing Required	I Information for Registra	ation.	
				м	Shared owner	FEVANS, CARLENE I	has past due Ad Valorem	taxes owed on another be taken on KV0299NE	•
	ons On Hold								
itle Applicatio									- 2
Title Application	Make	11	Model		Title #	Buyer	Seller	u.	~~~~

3. If a title action is chosen for a title that has an application that is currently on hold, an overlay window will open with information on the application and several action choices.

		,	Vehicle and Seller Information	
	New Title Application Placed	On Hold		
	A New Title Application has already	y been started using this tille number. Select button below to re	sume that application or select the Gtart New Application buffor	to discard the previous application and begin a new one.
970 SEARS 0 KY0157MB	User Name Innciara jesen	Date Placed On Hold eN21/2/20 10:22 00 AM	County / Branch HART / HART COUNTY	Title Action Kentucky transfer
Ite# 122300080098 Active - Title Issued ruplicate Reg Expired	Boat Information			
Manage - Title - View	KY7	Number:KY0157MB	Title Status-Active - Title Issued	Tiple Number: 12230000098
Z Kentucky Transfer		Year:1970	Make:SEARS	Model:0
 Z Dealer Assignment 	Seller Information			
C Edit Title Application Pt Duplicate	Seller Name	Seller Address	Identification	Responsible for taxes
± Update	EVANS, DANEL	7542 E Bend Rd, BURLINGTON, KY 41005-5422	55N xxx-xx-4281	-
🔦 Repossession		11.7.000.		
🔩 Sahage 🚥			d	A COMMENT OF RECEIPTA
Multiple Transfer ***				Childrentered Childrentered Childrentered

- a. Ocancel will close the overlay, not affecting the application on hold.
- b. Resume will take you to the Vehicle Information Step of the application process.
- c. Start New Application will delete the current title application on hold and start a new title application, the type that was just chosen from the Title dropdown menu.

Title Application Queues

County Clerk offices have two titling queues where title applications await review before submitting them to Motor Vehicle Licensing (MVL).

- The 'For Approval' Queue is where title applications display upon being checked out from the Shopping Cart.
 - These applications must be reviewed and submitted by Users with designated permissions.
- The 'Returned Work' Queue is where title applications display upon being returned to the clerk's office by an MVL Reviewer.
 - o The MVL Reviewer will include pend reason(s) and comments.

There are two permission levels for County Clerk Access Levels "Title Transaction Queue – Action Own" and "Title Transaction Queue – Full Edit".

- a. Users with 'Action Own' can view applications in both of their queues that only they have completed. They do not have the ability to submit title applications to MVL.
- b. Full Edit allows the User to see all applications completed by all Users in their County in both the For Approval and Returned Work Queues. They can submit the title applications to MVL.

Access Level:	County Clerk	✓
Permissions		
Read Only		Customer Management
Customer Inquiry		Disabled Placards Add/Edit Customer
User Management		Point Of Sale
Submit User Reques	t	POS Reports Cashier POS Manager POS Manager POS Admin - Logged in County Remittance Report - Read Only Reconcile Branch
Lien Management Manage Lien - File Manage Lien - Relea	se	Title Verification
Others		Reports Usen Reports KAVIS Reports

Title Application Queues Icons

These are located in the Queue Days column next to the number of days since the title was checked out.

 \triangle = the Application is nearing the date to be suspended.

= The Application is Suspended.

= The application has been opened by another User. Hover the mouse over the icon for a message with the User Name.

The application has been opened by yourself and is currently locked to other Users.

'For Approval' Title Application Queue

This Queue holds the Title Applications that have been completed/checked out and need to be reviewed and submitted to MVL for approval.

- 1. From the Home Page, click the Queue tile.
 - a. In the overlay window that opens, choose 'For Approval' .



- 2. There are fields to enter a date to see all applications checked out on a specific date, a specific title number, and/or the Clerk's User Name who processed the application.
 - a. Title Action
 is a large dropdown menu that includes all application types. Select all that apply.
 - b. The 'Exclude Suspended Applications' checkbox will filter out any suspended applications, not including them in the search results.
 - c. The 'Display Only Unlocked Title Applications' will filter out any locked Applications that MVL or another clerk employee is currently reviewing.
 - d. **Cancel** will navigate back to the Home Page.
 - e. ^{CReset} will erase all search criteria entered.
 - f. Search will list the results based off the input above.
 - g. To navigate through searches that result with more than 100 applications, click 'Previous', 'Next', or the speficif page number.
 - h. Click III to reorder the searches either numerically or alphabetically.
 - i. Any comments added for MVL or while placing the application on hold will appear when hovering over the comment icon \mathfrak{P} .
 - j. Click the Title Number to be taken to the Vehicle's Summary Page with an additional Review section (see below).

Select a Da	ate to View:	Sea	rch Title Number:	Cler	k Name:		2	
	a. Title Act b Excl C.	ion - lude Suspended App olay Only Unlocked	lications Title Applications			d.	e. ⊘ Cancel S R	eset Sea
For Approval	24 entries		h.				g.	rious 1
litle Number	litle Action	Application Status	Primary Owner	Clerk Name	Clerk Hold 💵	Sub Location	PODD Documents	Queue Day
193020085001	Kentucky Transfer	Checkout Complete	THOMAS, LAWRENCEF	kyfd01\Barbara.Schwabe 💬	Yes	FLORENCE		43 🛕
193040085001	Kentucky Transfer	Checkout Complete	KIRBY, PRESTOND	kyfd01\Rhonda.Warnke 💬	Yes	FLORENCE		41 🛕
193260085003	Out-of-state	Checkout Complete	TRENT, SUSANM	kyfd01\Sharon.Condit 💬	Yes	BURLINGTON		20
	riansici							
92940085001	Kentucky Transfer	Checkout Complete	MERRILL, ERICJ	kyfd01\brittany.cress	×. —	FLORENCE		52 🔺
92940085001 93310085001	Kentucky Transfer Kentucky Transfer	Checkout Complete Checkout Complete	MERRILL, ERICJ GRUELLE, AARON	kyfd01\brittany.cress kytc\lara.jebsen	i	FLORENCE BURLINGTON		52 🔺 15
192940085001 193310085001 193310085002	Kentucky Transfer Kentucky Transfer Kentucky Transfer	Checkout Complete Checkout Complete Checkout Complete	MERRILL, ERICJ GRUELLE, AARON MARQUIS, AARONR	kyfd01\brittany.cress kytc\lara.jebsen kytc\lara.jebsen	i	FLORENCE BURLINGTON BURLINGTON		52 🛕 15 15
192940085001 193310085001 193310085002 193360085002	Kentucky Transfer Kentucky Transfer Kentucky Transfer Kentucky Transfer	Checkout Complete Checkout Complete Checkout Complete Checkout Complete	MERRILL, ERICJ GRUELLE, AARON MARQUIS, AARONR PERRY, ANGELAR	kyfd01\brittany.cress kytc\lara.jebsen kytc\lara.jebsen kytc\lara.jebsen	i	FLORENCE BURLINGTON BURLINGTON BURLINGTON		52 🔺 15 15 10
192940085001 193310085001 193310085002 193360085002 193360085003	Kentucky Transfer Kentucky Transfer Kentucky Transfer Kentucky Transfer Kentucky Transfer	Checkout Complete Checkout Complete Checkout Complete Checkout Complete Checkout Complete	MERRILL, ERICJ GRUELLE, AARON MARQUIS, AARONR PERRY, ANGELAR SPENCE, CARLM	kyfd01\brittany.cress kytc\lara.jebsen kytc\lara.jebsen kytc\lara.jebsen kytc\lara.jebsen	i	FLORENCE BURLINGTON BURLINGTON BURLINGTON		52 A 15 15 10 10
192940085001 193310085001 193310085002 193360085002 193360085003 193360085006	Kentucky Transfer Kentucky Transfer Kentucky Transfer Kentucky Transfer Kentucky Transfer Kentucky Transfer	Checkout Complete Checkout Complete Checkout Complete Checkout Complete Checkout Complete Checkout Complete	MERRILL, ERICJ GRUELLE, AARON MARQUIS, AARONR PERRY, ANGELAR SPENCE, CARLM COVEY, EVA (M)	kyfd01\brittany.cress kytc\lara.jebsen kytc\lara.jebsen kytc\lara.jebsen kytc\lara.jebsen kytc\lara.jebsen	i.	FLORENCE BURLINGTON BURLINGTON BURLINGTON BURLINGTON		52 🔺 15 15 10 10 10
92940085001 93310085001 93310085002 93360085002 93360085003 93360085006 93360085010	Kentucky Transfer Kentucky Transfer Kentucky Transfer Kentucky Transfer Kentucky Transfer Kentucky Transfer Kentucky Transfer	Checkout Complete Checkout Complete Checkout Complete Checkout Complete Checkout Complete Checkout Complete	MERRILL, ERICJ GRUELLE, AARON MARQUIS, AARONR PERRY, ANGELAR SPENCE, CARLM COVEY, EVA (M) FRAKES, JOYCEE	kyfd01\brittany.cress kytc\lara.jebsen kytc\lara.jebsen kytc\lara.jebsen kytc\lara.jebsen kytc\lara.jebsen kytc\lara.jebsen	i	FLORENCE BURLINGTON BURLINGTON BURLINGTON BURLINGTON BURLINGTON		52 🛕 15 15 10 10 10 10 10

- 3. The Vehicle Summary Page will have a Appl. Status button that will open an overlay window that will list the work that has been completed on the current application.
 - a. See the section of this manual titled '<u>Title Application Statuses</u>' for an explanation on each status.

Previous							N
	Chain of Oumorphic		Viewing 3 of	3 Titles			Rev
Customer	Driver License	Customer Name	,	SSN/EEIN		Addrace	7
001096691		GRABOW, MAURICE	Ø	xxx-x	Title Applic	ation Status	
 Title 				-	Checkout Complete	05/31/2019 2:20:20 PM	
Status: Applicatio	n		Appl. Status	Sta		Close	
Type: Title #:	Transfer 191510085001	State Fee: \$3.00 Clerk Fee: \$6.00			Reg. Date: 05/31/2019	Decal #:	
Prior Title #:	183530080107	Use Tax: \$0.00	3.		Exp. Date: Remarks:	Prior Decal #:	

- 4. The Review section at the bottom of the Vehicle Summary Page will allow you to cancel the application completely, keep in it your office while you correct any necessary information, or submit the application to MVL.
 - a. **O Cancel Title Application** will cancel the Title Application and removes from the Title Application Queue.
 - b. Back To Transaction Queue will take you back to the 'For Approval' Title Transaction Queue.
 - c. The following buttons below display only to Users with the Title Transaction Queue -Full Edit permission.
 - d. Selecting Hold in Clerk's Office will save the application to the top of the 'For Approval' Queue.
 - e. Submit to MVL will allow you to ask for Extra Review from MVL.
 - f. Associated PODD documents can be opened by clicking on the paper icon.



5. Users with the Title Transaction Queue – Action Own, in the For Approval work queue will have access to view their own work.

Application Status:	Checkout Complete	Last Action By: kytc\Allison.Botula	a-Griff PODD Documents:
Extra Review Reason:		Comments.	
	Ø Canc	el Title Application	

'Returned Work' Title Application Queue

This is where to finde title applications that have been returned from MVL for further editing.

- 1. From the Home Page, click the Queue tile.
 - a. Then in the overlay window that opens, choose 'Returned Work' .



- 2. There are fields to enter a specific title number and/or the Clerk's User Name who processed the application.
 - a. Title Action
 is a large dropdown menu that includes all application types. Select all that apply.
 - b. The 'Exclude Suspended Applications' checkbox will filter out any suspended applications, not including them in the search results.
 - c. The 'Display Only Unlocked Title Applications' will filter out any locked Applications that MVL or another clerk employee is currently reviewing.
 - d. **Cancel** will navigate back to the Home Page.
 - e. ^{CReset} will erase all search criteria entered.
 - f. Search will list the results based off the input above.
 - g. To navigate through searches that result with more than 100 applications, click 'Previous', 'Next', or the speficif page number.
 - h. Click III to reorder the searches either numerically or alphabetically.
 - i. Any comments added for MVL or while placing the application on hold will appear when hovering over the comment icon \mathfrak{P} .
 - j. Click the Title Number to be taken to the Vehicle's Summary Page with an additional Review section (see below).

	a. 🔸	Title Action +	2]					
	h	Exclude Su	spended Applications						
	D.	Display Onl	y Unlocked Title Applications			d	e	\mathbf{X}	f. \
	c.						Ø Cancel	C Reset	Sea
Returned Work									
Returned Work	ntries			h.			g.	Previous	1
Returned Work Showing 1 to 8 of 8 e Title Number	ntries Title Action	Application Status	Pend Reasons	h. Primary Owner	Clerk Name	Clerk Hold J]	g. Reviewer Name II	Previous Sub Location	1 Queu Days
Returned Work Showing 1 to 8 of 8 e Title Number	Title Action Update	Application Status Suspended	Pend Reasons Other 300	h. Primary Owner	Clerk Name	Clerk Hold II Yes	g. Reviewer Namo kytcWhitley.Garr	Previous Sub Location	1 Queu Days 142 9

- 3. The Vehicle Summary Page will have a Appl. Status button that will open an overlay window that will list the work that has been completed on the current application.
 - a. See the section of this manual titled '<u>Title Application Statuses</u>' for an explanation on each status.

			Viewing 2 of 2 Titles	Title Applica	tion Status
• Owner(s)	Chain of Ownership	•		Application Status	Date Completed
Gustomer	Driver	Customer Name	SSN/FEIN	Suspended	06/18/2019 8:42:58 AM
ID	License			Returned to County Clerk	03/26/2019 9:25:59 AM
001320441		20	www.ww.0020	NCIC Completed	03/13/2019 10:54:36 PM
001320441		BANK FIFTH THIRD (P)		Checkout Complete	03/13/2019 5:32:25 PM
				Checkout Complete	03/13/2019 6:41:43 AM
		3		Checkout Complete	03/13/2019 6:32:46 AM
Status: Applicatio	n	Appl. :	Status Status: Active	MVL Approved – Lien Pending	03/13/2019 6:27:28 AM
Туре:	Transfer	State Fee: \$3.00			
Title #:	191340085001	Clerk Fee: \$6.00	Reg.		
Prior Title #:	171030080181	Use Tax: \$0.00	Exp. Da	re: 04/30/2020 Prior L	Jecal #: KTU/6/EF

- 4. The Review section at the bottom of the Vehicle Summary Page will allow you to cancel the application completely, keep in it your office while you correct any necessary information, or submit the application to MVL.
 - a. **O Cancel Title Application** will cancel the Title Application and removes from the Title Application Queue.
 - b. Back To Transaction Queue will take you back to the 'For Approval' Title Transaction Queue.
 - c. Submit to MVL will allow you to ask for Extra Review from MVL.
 - o This will only to Users with the Title Transaction Queue Full Edit permission.
 - d. Associated PODD documents can be opened by clicking on the paper icon.

Application Status:	Suspended	Last Action By:	System Operation	PODD Documents:
Pend Reasons(s):	Missing Boat Documents	Comments:	need BTR and title/ or bill of sale or proof of ownership.	_
Extra Review Reason:				
	a.			b.
	Ø Cancel	Title Application		Submit to N
	C.			

If an application has a Suspended status in the Returned Work Queue, it is **not** available to be submitted to MVL. Call the MVL helpdesk at 502-564-1257 and they will redirect you to a Title Reviewer who can take action on the application once the corrections have been completed.

Reprocessing a Cancelled Title Application

This is how to reprocess a cancelled title application so it can be submitted to MVL for approval.

• These applications cannot be placed on hold.

<u>Start with the title that is being transferred</u>, either from the current Owner's Customer Account Page, or from the boat's Vehicle Summary Page.

1. From the Customer Account Page, <u>tile view</u>, click 'Edit Title Application' from the Title ▼ dropdown menu. Continue with Step 4.

YER, KATIE	Edit View	Action Center			
Center St	Einaneial History	@ 200	TRACKER 0000 is Ready for F	Registration Renewal.	
RENGE, KT 41042		Cus	tomer has 1 vehicle(s) with Car	ncelled Title Application.	
ehicles					
Boats (4)	Renew All (1) Renew Selecte	rd (0)		New	Title Switch to List View
- (B)	M 🗌		Р	-	PM
2008 TRACKER 0000 Title#: 171870080206 Update Manage	KY0718SZ Active - Title Issued Reg. Expired	1988 BASS TRACKER 000 Title#: 191630085001 Transfer Manage	KY70528S Application Cancelled Reg: Title Only	1986 Viking Ship Title#: 191930085001 Original Manage	KY0900WY Application Reg: Active
	M		Kentucky Transfer		
1958 LONE STAR UNKNOWN	KY0220HT	1-	Edit Title Application		
Title#: 191900085001 Transfer	Application Reg. Title Only	1.	Q Duplicate		
Hanan	Title		Update Perossession		
manage			 Salvage ···· 		
			1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1		

- 2. From the Customer Account page, list view:
 - a. Select the checkbox for the specific boat.
 - b. Click the Title dropdown and select. Continue with Step 4.

200 Center St FLORENCE, I	KY 41042		Fina	ncial History		8 2008 TRAC	KER 0000	is Ready for Registration Re	enewal.		
Vehicles											
В	pats (4)		Renew All	(1) Renew S	elected (0)				New T	ide Swit	ch to Tile V
Showing 11 Show 10	Manage to 4 of 4 entrie	s 25	Rentuck	y Transfer	b.				Filter	: [
Showing 11 Show 10 Select	Manage to 4 of 4 entrie entrie Year #	5 25	Rentuck Coater / Coater / Coater / Coater / Coater / Coater /	y Transfer Assignment e Application	b. Title #	KY / Plate # 🛔	Owner	Title Type / Status	Filter Reg. Status	Alerts	Dup. Fe
Showing 11 Show 10 Select	Manage	s rs TR	Inte - V Control Con	y Transfer Assignment e Application e	b. Title # 171870080206	KY / Plate # LL KY0718SZ	Owner M	Title Type / Status Update Active - Title Issued	Filter Reg. Status Expired	Alerts	Dup. F
Showing 1 Show 10 Select	Manage to 4 of 4 entries entries 2008 1988	s 25 TR BA	 Rentuck ⇒ Kentuck ⇒ Dealer / © Edit Title ?) Duplical \$ Update \$ Reposs \$ Salvage \$ Rebuilt 	y Transfer ussignment e Application e ession ***	b. <u>Title #</u> 171870080206 191630085001	KY / Plate # 44 KY07185Z KY7052SS	Owner M P	Title Type / Status Update Active - Title Issued Transfer Application Cancelled	Filter Reg. Status Expired Title Only	Alerts	Dup. Fo
Showing 11 Show 10 Select	Manage to 4 of 4 entries entries Year 2008 1988 1986	s s TR BA Viking	Inte - V Rentuck Deater / Edit Tith Duplical Update Reposs Rebuilt	y Transfer ssignment e Application e ession *** *** Ship	b. Title # 171870080206 191630085001 191930085001	KY / Plate # 15 KY0718SZ KY7052SS KY0900WY	Owner M P P M	Title Type / Status Update Active - Title Issued Transfer Application Canceted Original Application	Filter Reg. Status Expired Title Only Active	Alerts	Dup. Fo

- 3. From a Vehicle Summary Page, choose 'Edit Title Application' from the Title dropdown menu.
 - a. Hovering your mouse over the icon will show you the comment entered when the application was cancelled.

Previous							Next
♥ Owner(s)	Chain of Owner	ship		Viewing 2 of 2 Titles			Revers
Customer ID	Driver License	Customer Na	ime	S5N/FEIN	bbA	ress	Begin Tax Exempt Date
000197160	D97927325	DWYER, KATIE	Ø	xxx.xx.2275	200 Center St, FLORE BOO	NCE, KY 41042-1918 DNE	
✓ Title Status: Application	in does lik promis	and a	Appl. Status	✓ Regist Title - Status: T	tration Information		Manage
Type: Title #: Prior Title #:	Transfer 191630085001 980400080122	C . 	\$3.00 \$6.00 \$0.00 Transfer from Individ to Individual	⊭ Kentucky Transfer ↓ Dealer Assignment ☑ Edit Title Application @ Duplicate ↓ Update	Type: Title Only Reg. Date: 06/12/2019 Exp. Date: Remarks: Comments:	County: Decal #: Prior Decal #:	BOONE

4. Click > continue or the bubble for the step that needs to be edited.

a. **Cancel Edited Application** will delete any changes made to the application.

				4.	7 Continue
Boat Details					Total Due:
County of Dockage:	BOONE	*	Γ	Vehicle has a Situs Ad	dress
Year:	1988 *		Make:	BASS TRACKER	
Model:	000	*	HIN:	BUJ17412E888	*
Boat Type:	Other	*	Hull Material:	Aluminum	*
Engine Drive:	Outboard	*	Propulsion:	Propeller	*
Length Ft:	20 *		Length In:	1 *	
Beam Ft:	6*		Beam In:	1 *	
Number of Toilets:	4 *		Toilet Type:	Select One	
Primary Use:	Pleasure	∨ *			
Motor(s)					
Votor #1					Xdd
Year: 1988 *		Make	MERC *	Horsepower:	45.0 * × G
Fuel: Gas	*	Serial #	OB357426	Year of Purchase:	Motor Mo
Purchase Amount:					

5. On the Finalize step, Add To Cart will place the application in the Shopping Cart.

and the second second second	Sent the match	to parate a		
ocess Cancelled Title AppL				
			Total	Due: \$0.00
Finalize Title Application				
1. Title Action - Kentucky Tran	nsfer			
2. Vehicle Information				
	CRequired Fields Complete			
	CNO Lien on vehicle			
	CNo Delinquent Taxes Oved			
	County of Dockage Complete			
	EN/otor(s) Information Complete			
3. Seller Information				
Seler 1	@Name and Address Complete			
4. Buyer Information				
	ENotary Date Complete			
Buyer 1 DWYER, KATIE	CRequired Fields Complete			
	EVaster Record Check Complete			
	ENo Delinquent Taxes			
	Bild Vacrem Checks Complete			
5. Lien information				
6. Registration				
7. Additional Information				
	CAdditional information Complete		C	
			n N	

- 6. Click **Print Preview** to print the corrected title application filled out with information that was entered during the application process.
 - a. This is not required, just a convenience.

		Kenter	de . Trans en estables	Cohlast		TC 96
-		Kentu	cky i ransportation	Cabinet		Benc S/
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		Division	n of Motor Vehicle	Licensing		Page
$\sim$	Motor E	Soat Transaction R	ecord/Application f	or Registration and/o	or Title	
KRS 195A.990 states: Any perso Any person who violates any of th	e who knowingly ente e provisions of this ch	ra or attests to the entry of false opter or administrative regulation	or erroneous information upon th ins adopted under this chupter sh	is form will be subject to the penalti- all be fixed not less than 10y dollars	is of forgery in the secon (\$50) nor more than two	d degree: KIRS 235.999 at hundred collars (\$200).
Check the type of applica	tion desired: 🔲	Duplicate 🗌 Update 🚦	KY Transfer 🔲 Out-of	-State Transfer 🔲 First Ti	me 🗌 Salvage 🗌	Rebuilt 🗌 Title Or
If Duplicate is checked, th	e original Certifi	cate of Title is: 🗌 Lost	Destroyed Dan	naged 🗌 Illegible 🗌 Ott	er	
	PLEASE NO	TE: THE ORIGINAL O	F THIS FORM MUST BE	COMPLETED IN BLUE O	R BLACK INK.	
SUCTOR 1: VESSEL I						
191630085001	TY TY	KY705200	BUJ174122996	1988	BADS TRACK	000
191630085001 Previous Title Number	RY State	KY705200 KY#	BUJ174122886 Hull Identification (F	1988 (N) Year	BADS TRACK Make	000 Model
191630085001 Previous Title Number pleasure	RY State	KY705200 KY #	BUJ174122996 Hull Identification (H	IN) Year Cutboard	DADS TOACE Make Propeller	000 Model BOORK
191630085001 Previous Title Number pleasure Primary Operation (Boat Use	RY State	KY # Cother Isol Type	BU3174122986 Hull Identification (H Aluminum HULL Motorial	I Values) 1998 IN) Year Outboard Engine Drive	BADD TRACE Make Propeller Propulsion	COO Model BOCINE County of Dooka
191630085001 Previous Title Number 2188 Purce Primary Operation (Boat Use Gas 20 Fuel Length (S	KY           State           )         Ver           eet, inches)	KY # Dther Set Type \$7,1 Beam (feet, inches)	BUDITALIZESSE BUDITALIZESSE Hull Identification (H Aluminum HULL Motorial 4 Capacity or	1988 IN) Year Cutboard Engine Drive Weight Capecity	DADD TRACK Make Propeller Propulsion © # of Tolets	COC Model BOCBR County of Docka Toilet Type
191630095001 Previous Tile Number Pleasaure Primary Operation (Boat Use Gas 20 Fuel Length (b Section 2: VESSEL E	Ky           State           )         Ver	KY 05200 KY 8 Other isel Type 5, 1 Beam (feet, inches)	BUST74122596 Hull Identification (H Aluncinum HULL Material Capacity or	1998 1998 IN) Year Outboard Engine Drive Weight Capacity	Make Make Propeller Propulsion © # of Tolets	Cool Model BOCBX County of Docka Tollet Type
191630085001 Previous Tife Number Pinnary Operation (Bost Use Gas 20 Fuel Length ( Section 2: VESSEL E MERC	Ky           State           )         Ver           -1         eet, inches)           ENGINE/MOTO         1990	KY 05200 KY # Other isol Type 5, 1 Beam (feet, inches) DR 45	DUTION Page for line DUTION Hull Identification (P Aluminum HULL Material Capecity or 00357426	1998 1998 1998 Year Cutboard Engine Drive Weight Capacity 0	DADE TRACK Make Propullar Propulsion at of Tolets	Coo Model BOCINE County of Dooks Tollet Type
191630085001           Previous Title Number           Pleasure           Prima Vojeration (Bost Use           Cara         20           Fuel         Length (S           Section 2: VESSEL E           Motor 1 Make	TY           State           )         Ver           -2         ver           eet, inches)         ENGINE/MOTO           1990         Year	KY 705200 KY # other sed Type Beam (feet, inches) OR 45 Horso Power	DU31742896 Hull Identification (F Aluminum HULL Material Capacity or 00357426 Motor Sorial #	1998 1998 1998 (N) Year Cutboard Engine Drive Weight Capacity 0 Year Purchased	DADD TOACK Make Propeller Propulsion © # of Tolets Purchase	Coo Model BOCINE County of Docks Tollet Type S0.00 FAmount

7. At the bottom of the print preview page, there are options to Print and add the application to the Shopping Cart.

	ELINANSFERO	N/SELLER SE	CHON	VESSEL TRANS	FEREE/OWNE	NBUTER SEC	TION
ALC: NOTE OF A				KAVII DWIER			
vame of Transferor/Sell	er		Dealer Number	Name of Transferee/O	whenBuyer		DUSSN/FED ID#
				BUYER JOINT OW (NOTE: If neither bax	NERSHIP: OR s checked, the transfe	AND	signatures.)
vame of Second Transf	erorSeller			Name of Second Trans	feree/Owner/Buyer		DUSSN FED IDW
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Xalling Address				Mailing Address			
forne Address (if differe	(evoda mort tre			Home Address (if differ	ent from above)		
CONSCIOUS STORES	BOCHE	8.2	41080-9761	PLONENCE	alocava.	#.¥	41042-1918
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mail address		Phone a	f (with area code)	Citizenship of Primary A	policant	Sex	Date of Bith
Jessel Sale Price 538.	297.00						
				Email address		Pho	ne # (with area code)
fransferor/Seller Sign	ature			Transferee Owner/Bu	yer Signature		
fransferon/Seller Sign	ature			Transferee Owner/Bu	yer Signature		
subscribed and attested bet	lore ne this date//	my commission	expires//	Subscribed and attested by	afore me this date/_	_/my commis	ion expires//
Mesting Official/Notary Skp	nature/Tile			Attesting Official Notary S	ignature/Title		
Section 6: Count	v Clerks Use Only	v					
beenen er obern	, otorino 000 011	Date	of Issuence:		Tide Number		
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Type of Application: Torrity that the two indi Clerk Signature: DO	NOT ACCEPT TH	TLE OR APPLIC	ATION SHOWI	County:	, ALTERATION,	Date:	ONS.

#### Working With Your PVA

#### Adjusting Ad Valorem During a Title Application

While processing title applications, there will be Customers with 'PVA issues'. These issues need to be resolved before the application can be completed. PVAs have their own KAVIS accounts with which they can add or change tax segments in real time. This means you may call your county's PVA office while the customer stays with you and the PVA Issues are resolved.

- The boat being transferred must have all PVA Issues resolved before an application can be started.
- Buyers will need to have all of their vehicles free of PVA Issues to be able to complete the application.
- 1. From the Buyer Information Step of a title application, there will be a  $\xrightarrow{\text{PVA}}$  stamp.
  - a. Give the PVA the Customer ID number for them to look up.
  - b. Click on this Customer ID number to go to the Customer Account Page to see specifically what boats need attention.



2. After the PVA has saved their adjustments, click ^{C Check PVA} to refresh and load any new delinquencies that need to be paid with the current application.



3. The Customer can also go in person to the PVA, that's where the 'Place On Hold' button is useful.

#### **Title Application Statuses**

These are the Statuses that a title application can be assigned before it has been approved and the physical title has been printed.

- 1. **Checkout Complete** the application was successfully checked out and is awaiting submission to MVL.
- 2. **County Clerk Submitted** the application is being checked by NCIC, after the clerk has submitted it to MVL.
- 3. NCIC Completed the NCIC review was successful.
- Returned to County Clerk the MVL Reviewer has returned it to your office for editing

   This will include an explanation from the Reviewer.
- 5. **Returned to County Clerk-Worked** a user in your office has edited the appropriate area of the returned application and it is awaiting resubmission to MVL.
- 6. **Returned to MVL** your office has resubmitted the returned application to MVL for another review.
- 7. **MVL Pending** the MVL Reviewer is currently reviewing the application.
- 8. **Suspended Application** This application has spent a significant amount of time since it has been first checked out. This application can be submitted to MVL still.
- 9. **MVL Approved** the MVL Reviewer has approved the application and the application has been sent to be printed.
- 10. **MVL Approved-Lien Pending** the MVL Reviewer has approved the application and there is a pending lien on the title.

#### 11. Cancelled Application

- a. These will not appear in a County Clerk's Application Queue.
- b. A County Clerk or an MVL Reviewer has cancelled the application or it has surpassed the allowable time since the application was first checked out.
  - See the '<u>Reprocessing a Cancelled Title Application</u>' section for more information.
- 12. **Reactivated** MVL has selected to reactivate the application from a 'Suspended' or 'Cancelled' status.
- 13. Title Sent to Be Printed the title has been approved and has been sent to be printed.
- 14. Printed KAVIS has received confirmation that the physical title has been printed.
- 15. Reversed the application submission is being reversed, or 'backed out'.

#### **Coast Guard Vessel Types and Descriptions**

The Coast Guard has issued new vessel (boat) types to be used nationally. Old vessel types are featured in grey for reference. KAVIS will be using the new vessel (boat) types listed below in bold.

**Air Boat** (Airboat) – a vessel that is typically flat-bottomed and propelled by an aircraft-type propeller powered by an engine.

**Cabin Motorboat** (Cruiser) –a vessel propelled by propulsion machinery and providing enclosed spaces inside its structure.

**Pontoon** (Pontoon) –a vessel with a broad, flat deck that is affixed on top of closed cylinders, used for buoyancy.

**Auxiliary Sail** (Sailboat) – a vessel with a sail as its primary method of propulsion and mechanical propulsion as its secondary method.

**Open Motorboat** (Runabout) – a vessel equipped with propulsion machinery and having an open load carrying area that does not have a continuous deck.

**Houseboat** (Houseboat) –a motorized vessel with a displacement hull, designed primarily for multipurpose accommodation spaces with low freeboard and little or no foredeck or cockpit.

Houseboat - Yacht (Yacht) - a large commercial or private boat, which is equipped for cruising or racing.

**Inflatable Boat with Motor** (Inflatable Boat with Motor) – a vessel with air-filled flexible fabric used for buoyancy.

**Personal Watercraft** (Personal) – a vessel that is less than 16 feet in length, designed to carry 1-3 people, propelled by a water-jet pump or other machinery as its primary source of power and designed to be operated by a person sitting, standing, or kneeling on the vessel (rather than within the vessel's hull).

**Other - Commercial** (Commercial) – a vessel that is most often custom-made and designed for professional fishermen, divers, or for use in the cruise industry.

**Other - Hovercraft** (Hovercraft) – also known as an air-cushion vehicle or ACV, is an amphibious craft capable of travelling over land, water, mud, ice, and other surfaces.

**Other - Hydrofoil** (Hydrofoil) – has a lifting surface, or foil, that operates in water. They are similar in appearance and purpose to aerofoils used by aeroplanes.

**Other - Hydroplane** (Hydroplane) – a light, fast motorboat designed to skim over the surface of water.

**Other - Utility** –miscellaneous category used for large utility vessels that do no match another provided description.

Other (Other) – miscellaneous category used for vessels that do not match any provided description.