



BOAT TITLE APPLICATION

ADDITIONAL INFORMATION MANUAL

Updated January 2020



Table of Contents

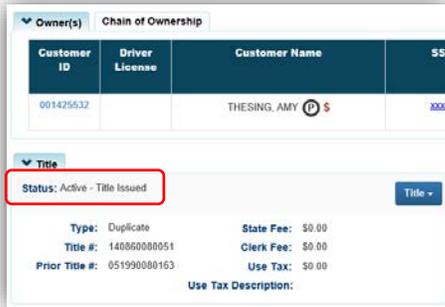
General Title Requirements	3
Title Application Process	4
Boat Ownership Personal Information Requirements.....	6
Requesting a State-Issued HIN.....	7
Editing a Title Application from the Shopping Cart.....	9
Editing a Title Application after Checkout	11
Paying Delinquent Ad Valorem with a Title Application	
Vehicles with Ad Valorem Due.....	14
Buyers with Ad Valorem Due.....	16
Multiple Owners with Delinquent Ad Valorem	19
Resuming a Title Application Placed on Hold.....	21
Title Application Queues.....	23
Title Application Queues Icons	24
‘For Approval’ Title Application Queue.....	24
‘Returned Work’ Title Application Queue.....	28
Reprocessing a Cancelled Title Application.....	31
Working With Your PVA	
Adjusting Ad Valorem During a Title Application	34
Title Application Statuses.....	35
Coast Guard Vessel Types and Descriptions	35

General Title Requirements

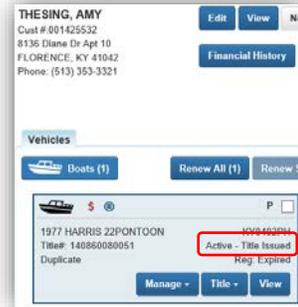
Titles must meet basic requirements in order to be eligible to process a new title application. A description of the requirements is as follows.

1. The title status must be active.

On the Vehicle Summary Page:



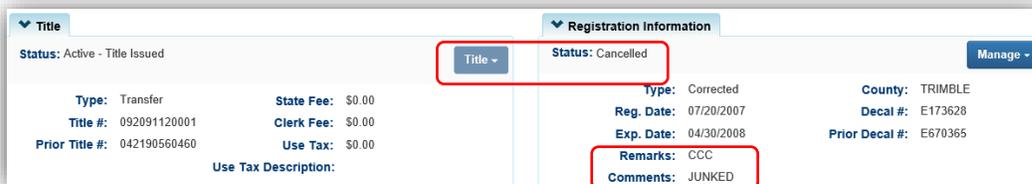
On the Customer Account Page:



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.
 - o See the section '[Working With Your PVA](#)' below for details on how to handle these situations.
 - b. The following message will occur when attempting to transfer a boat with PVA Issues.



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.
4. 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.

1. Title Information 2. Vehicle Information 3. Seller Information 4. Buyer Information 5. Lien Information 6. Registration 7. Additional Information 8. Finalize

2. Place On Hold 3. Continue

4. Delinquent taxes are owed on this vehicle. Click [here](#) to view and pay your delinquent taxes for this vehicle. You can continue past this step, but delinquent taxes must be paid in the amount of \$62.22 to complete this transaction.

5. Total Due: \$9.00

6. Vehicle has a Situs Address

7. Request State-Issued HIN

8. Cancel Title Application > Continue

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.
 - o 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 '[Paying Delinquent Ad Valorem with a Title Application](#)' 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 '[Requesting a State-Issued HIN](#)' for more information on this process.
 8. You may click **⊗ Cancel Title Application** 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

Birthdate, 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.

Primary	Secondary	Customer ID	Customer Name	Delinquency
<input checked="" type="checkbox"/>		001560623	NORMAN PORTYWOOD	None

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.
 - o Without clicking Save, KAVIS will not retain any changed information.

PORTYWOOD, NORMAN
Cust # 001560623

Personal Information

Birth Date: * Birth Date is required.

County of Residence: *

Preferred Name:

Gender: * Gender is required.

Citizenship: * Citizenship is required.

E-Mail:

Phone

Home:

Mobile:

Work:

Identification

Passport:

Visa:

Driver's License:

SSN:

Green Card:

ITIN:

* At least one form of identification is required

Address

Is Mailing address different? No Yes

Physical

Address 1: *

Address 2:

City: *

State: * Zip: *

County:

Attn:

Alias

No Alias data.

Add Alias

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.

1. Request State-Issued HIN

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

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.

Home > Receipt Search > Transaction Summary

Transaction ID: 033283090 Transaction Date: 04/22/2019
Receipt Number: LPJ190422080535 Date Paid: 04/22/2019

▼ BIEDENHARN, ROBERT
Customer ID: 001599878
(Items: 4) (Vehicles: 1)

Item	Description	Title #	KY #	HIN	Qty	Price	Amount	
KAVIS	1990 SEARAY 2200	191120375002	KY0405SC	KYZ03579C919				
	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	

Customer Total: \$18.00
Sub Total: \$18.00
Total: \$18.00

Cash Payment: \$18.00

Reprint / E-mail Preview Modify Receipt Done

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

▼ Vehicle Information Update

Year: 1990 Make: SEARAY Model: 2200
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](#).

Shopping Cart Interface:

- Customer: HILL, ADAM (Customer ID: 001375789)
- Vehicle 1: 1991 BAJA W/A (KY #: KY0046GV)
- Vehicle 2: 1999 FOUR WINNS HORIZON (KY #: KY0504XU)
- Items include: Clerk Title Fee, State Title Fee, Ad Valorem Tax (2014-2019), Clerk Lien Fee, and various taxes.
- Total: \$855.57
- Buttons: Cancel, Suspend Items, Continue Shopping, Checkout

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.

Registration Process Flow:

1. Title Information
2. Vehicle Information
3. Seller Information
4. Buyer Information
5. Lien Information
6. Registration (Active)
7. Additional Information
8. Finalize

Registration Status: Expired
Expiration Date: 04/30/2011
Decal Number: E500449

Registration Type:	Expiration Date:
First time	04/30/2020

Fee	Amount
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

Buttons: Cancel Edit, Place On Hold, Continue, Remove

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

Finalize Title Application Total Due: \$895.57

1. Title Action - Kentucky Transfer
 The existing title is in a Transferable Status

2. Vehicle Information
 Required Fields Complete
 No Lien on vehicle
 Delinquent Taxes Owed and Paying with Application
 County of Dockage Complete
 Motor(s) Information Complete

3. Seller Information
 Seller 1 Name and Address Complete

4. Buyer Information
 Buyer 1 HILL, ADAM
 Notary Date Complete
 Required Fields Complete
 Master Record Check Complete
 No Delinquent Taxes
 Ad Valorem Checks Complete

5. Lien Information
 Add Lien
 I have not applied for a loan in connection with the vehicle described herein, and if not, I will not apply for a loan within 30 days of this application.

6. Registration
 Registration Complete

7. Additional Information
 Additional Information Complete

Cancel Edit **Place On Hold** **Print Preview** **Update Cart**

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

Void Miscellaneous Items \$ Payoff Debits Send Items

Current Department: MOTOR VEHICLES

Collapse All / Expand All

Select All Items (0 of 1 Selected)

SMITH, ADAM + Add Miscellaneous Item
 Customer ID: 001212798
 (Items: 4)

Item	Description	Qty	Price	Amount	Edit	Delete
KAVIS	1995 VOLVO REGAL					
	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		

Customer Total: \$18.00

GUEST CUSTOMER (Items: 0)

Sub Total: \$18.00
 Total: \$18.00

+ Force AVIS Items **Cancel** **Suspend Items** **Continue Shopping** **Checkout**

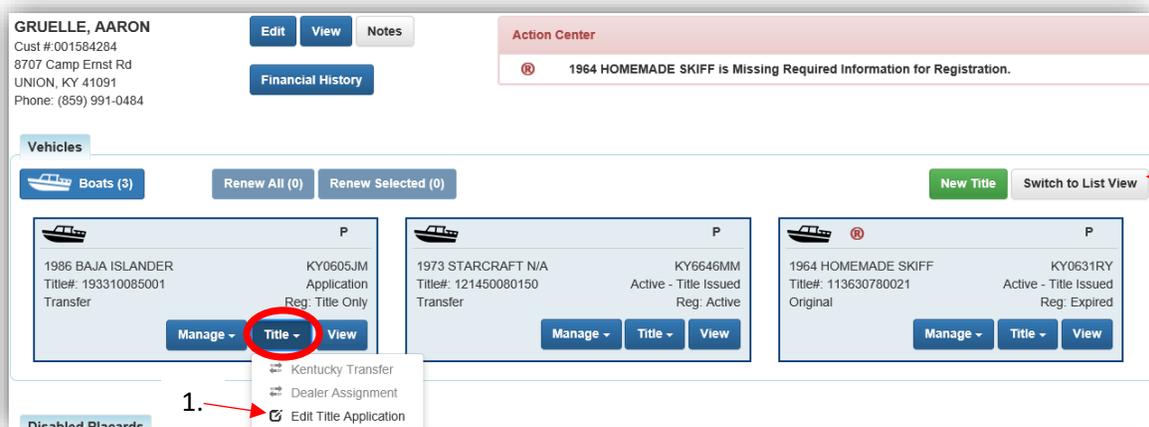
Editing a Title Application after Checkout

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:

1. Starting from a Customer Account Page in the tile view, choose  Edit Title Application in the **Title** dropdown menu of the specific vehicle. Continue with Step 4.



GRUELLE, AARON
Cust #: 001584284
8707 Camp Ernst Rd
UNION, KY 41091
Phone: (859) 991-0484

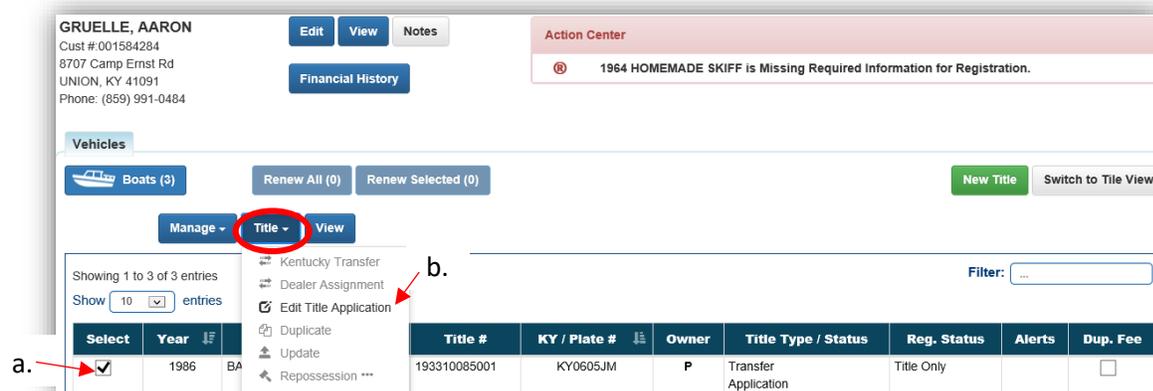
Action Center
1964 HOMEMADE SKIFF is Missing Required Information for Registration.

Vehicles
Boats (3) Renew All (0) Renew Selected (0) New Title Switch to List View

Vehicle	Title #	Owner	Reg. Status
1986 BAJA ISLANDER	193310085001	KY0605JM	Transfer
1973 STARCRAFT N/A	121450080150	KY6646MM	Active - Title Issued
1964 HOMEMADE SKIFF	113630780021	KY0631RY	Original

1.  Edit Title Application

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



GRUELLE, AARON
Cust #: 001584284
8707 Camp Ernst Rd
UNION, KY 41091
Phone: (859) 991-0484

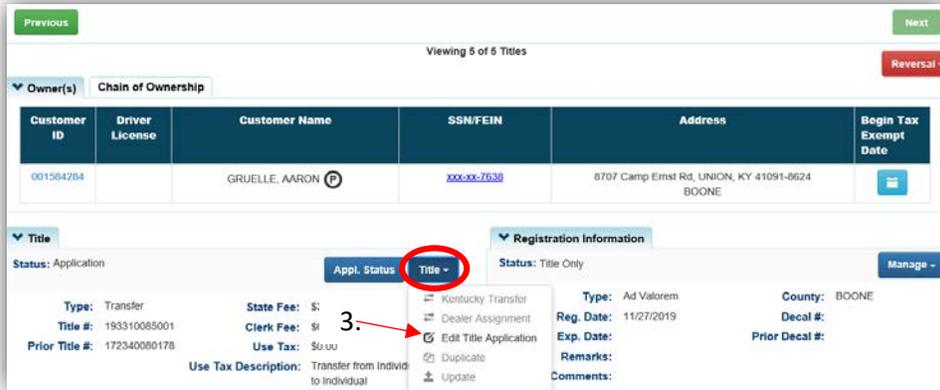
Action Center
1964 HOMEMADE SKIFF is Missing Required Information for Registration.

Vehicles
Boats (3) Renew All (0) Renew Selected (0) New Title Switch to Tile View

Select	Year	BA	Title #	KY / Plate #	Owner	Title Type / Status	Reg. Status	Alerts	Dup. Fee
<input checked="" type="checkbox"/>	1986	BA	193310085001	KY0605JM	P	Transfer Application	Title Only		<input type="checkbox"/>

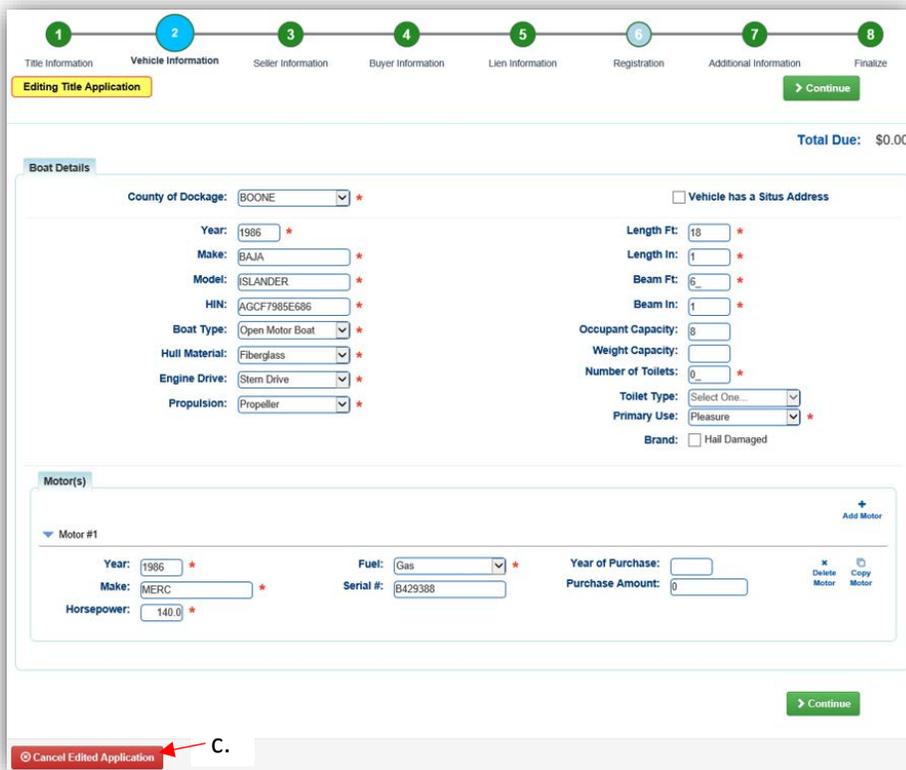
a. b.  Edit Title Application

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



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

 - 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.
 - The application cannot be placed on hold while editing
 -  **Cancel Edited Application** will delete all changes made, the edited application must be checked out from the Shopping Cart for the changes to be saved.



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.

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.

Vehicle History

2019

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

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.
 - a. \$30.30 is only the delinquent ad valorem.

The screenshot shows a progress bar with 8 steps: 1. Title Information, 2. Vehicle Information (highlighted in blue), 3. Seller Information, 4. Buyer Information, 5. Lien Information, 6. Registration, 7. Additional Information, and 8. Finalize. Below the progress bar, there are buttons for "Place On Hold" and "Continue".

Below the progress bar, there is a message: "1. Total Due: \$9.00" and a red box containing the text: "Delinquent taxes are owed on this vehicle. Click [here](#) to view and pay your delinquent taxes for this vehicle. You can continue past this step, but delinquent taxes must be paid in the amount of \$30.30 to complete this transaction." A red arrow points from the "1." above to the "here" link, and another red arrow points from the "a." below to the "\$30.30" amount.

Below the message, there is a "Boat Details" section with the following fields:

- County of Dockage: Select One... *
- Year: 2002 *
- Make: GAME FISHER *
- Length Ft: 10 *
- Length In: 3 *
- Vehicle has a Situs Address

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. **Cancel** 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).

Info: Manage AdValorem Taxes

All Delinquent taxes must be paid now or with the Title Transaction. Pay with Application will display all taxes under the Primary Buyer. Choose Pay Now to create a separate receipt for the Seller.

1 Title Information 2 **Vehicle Information** 3 Seller Information 4 Buyer Information 5 Lien Information 6 Registration 7 Additional Information 8 Finalize

BARKER, CHRISTOPHER
Cust # 1145154
3721 Jonathan Dr
HEDRON, KY41040-0275
 Select All Items (4 of 4)

Item	Title #	KY #	Days Past Due	Delinquent Date	Amount
<input checked="" type="checkbox"/> 2002 GAME FISHER	112380080175	KY0634WP	992		\$11.54
<input checked="" type="checkbox"/> 2002 GAME FISHER	112380080175	KY0634WP	627		\$10.04
<input checked="" type="checkbox"/> 2002 GAME FISHER	112380080175	KY0634WP	262		\$8.72
<input checked="" type="checkbox"/> 2002 GAME FISHER	112380080175	KY0634WP			

Ad valorem Tax 2020 \$5.25
Penalty \$0.00
Interest \$0.00
Lien Fee \$0.00
Sub Total: \$5.25

Selected Total: \$35.55

Total Due: \$35.55

3. Selecting **Pay With Application** 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'.

1 Title Information 2 Vehicle Information 3 Seller Information 4 Buyer Information 5 Lien Information 6 Registration 7 **Additional Information** 8 Finalize

Total Due: \$44.55

Delinquent Taxes \$35.55 owed and paying with application

Boat Details

County of Dockage: Select One... * Vehicle has a Situs Address

Year: 2002 * Length Ft: 10 *
Make: GAME FISHER * Length In: 3 *

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.
 - b. Select **\$ Pay All**.

Title: Out-of-state Transfer

Resume Transaction \$407.89

1. 2. 2b. 1.

Total Due: \$9.00

Buyer Information

Ownership Connector: OR *

Pay Delinquency: \$ Pay All

Primary	Secondary	Customer ID	Customer Name	Delinquency
✓		001358575	BRENDA A Jennings	Yes
+	✓	001343910	OR ADAM HILL	
+	+	001294020	OR AMY ELIZABETH CHAPMAN	None

Buyer Notary Date: 01/09/2020 *

Add a Buyer

Key
✓ = The first two Buyers listed on the Title Application will be printed on the title.

Cancel Title Application

3. **Pay With Application** will add all ad val due to the Total Due to be paid with the title application fee.
 - a. If a Buyer wants to pay the ad val separately from the title application fees, select **Pay Now**.
 - o 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.
 - o In this example, deselecting Amy's checkbox and clicking **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.

Info: Manage AdValorem Taxes

All Delinquent taxes must be paid now or with the Title Transaction. Pay with Application will display all taxes under the Primary Buyer. Choose Pay Now to create a separate receipt for the Seller.

1 Title Information 2 Vehicle Information 3 Seller Information 4 Buyer Information 5 Lien Information 6 Registration 7 Additional Information 8 Finalize

a. CHAPMAN, AMY
Cust #: 1091393
10065 Duncan Dr
FLORENCE, KY41042-3148
 Select All Items (1 of 1)

2005 SEA DOO Title #: 071861000036 KY #: KY0472ML Days Past Due: 66 Delinquent Date: Amount

Selected Total: \$41.16

HILL, ADAM
Cust #: 1375789
216 Mikkelsen Dr
FLORENCE, KY41042-3212
 Select All Items (2 of 2)

1999 FOUR WINNS Title #: 101820080167 KY #: KY0504XU Days Past Due: 431 Amount

1999 FOUR WINNS Title #: 101820080167 KY #: KY0504XU Days Past Due: 66 Delinquent Date: Amount

Ad valorem Tax	2019		\$92.13	
Penalty			\$9.22	<input checked="" type="checkbox"/> Waive
Interest			\$2.74	<input checked="" type="checkbox"/> Waive
Lien Fee			\$2.00	
Sub Total:			\$106.09	

Selected Total: \$233.69

Total Due: \$233.69

b. **Cancel** 3. **Pay With Application** a. **Pay Now**

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 6 Registration 7 Additional Information 8 Finalize

Place On Hold Continue

Total Due: \$621.20

Buyer Information

Ownership Connector: AND *

Pay Delinquency: **\$ Pay All** a.

Primary	Secondary	Customer ID	Customer Name	Delinquency
✓		001375789	ADAM HILL	None
ⓘ	✓	001091393	AND AMY CHAPMAN	Yes

Buyer Notary Date: 07/04/2019 *

Add a Buyer

Key
✓ = The first two Buyers listed on the Title Application will be printed on the title.

Cancel Title Application

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.

1 Title Information 2 Vehicle Information 3 Seller Information 4 Buyer Information 5 Lien Information 6 Registration 7 Additional Information 8 Finalize

Place On Hold Continue

b. Due: \$662.36

Buyer Information

Ownership Connector: AND *

Pay Delinquency: **\$ Edit Pay All** 5.

Primary	Secondary	Customer ID	Customer Name	Delinquency
✓		001375789	ADAM HILL	None
ⓘ	✓	001091393	AND AMY CHAPMAN	Paying w/A

Buyer Notary Date: 07/04/2019 *

Add a Buyer

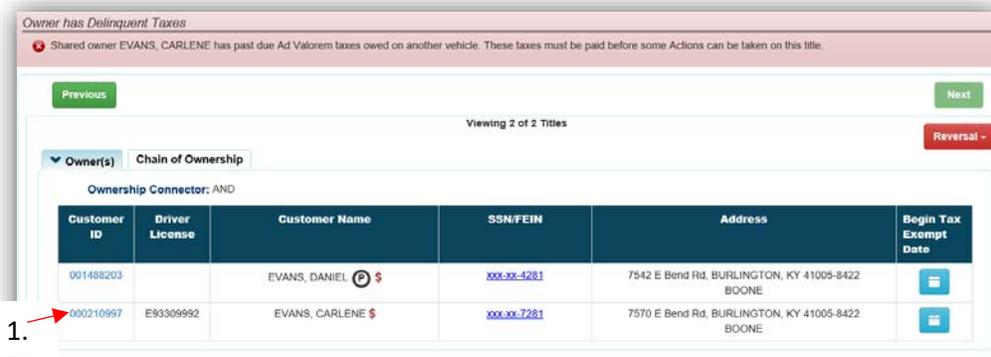
Key
✓ = The first two Buyers listed on the Title Application will be printed on the title.

Cancel Title Application

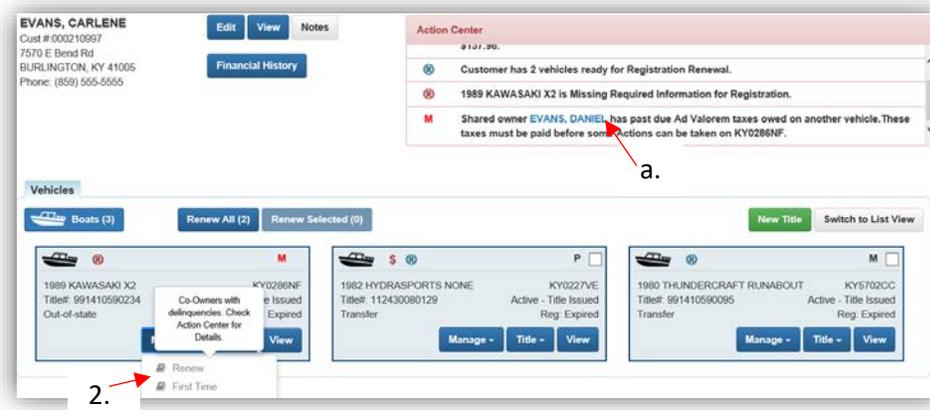
Multiple Owners with Delinquent Ad Valorem

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.

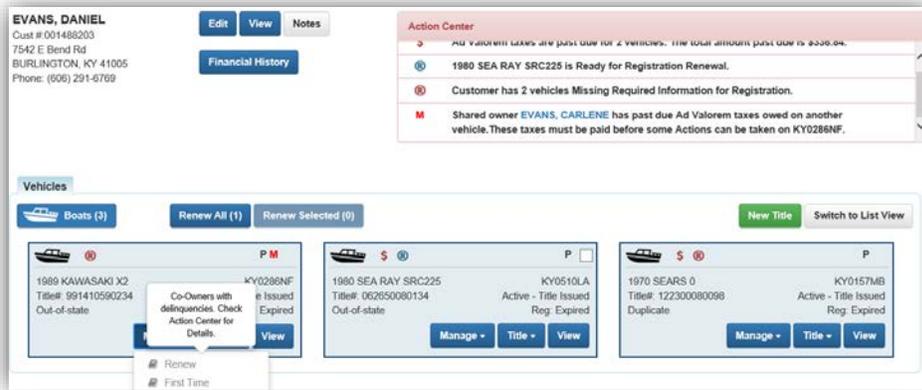
- Registration of other boats owned are not blocked, just the specific boat(s) that are co-owned by someone with delinquent ad val.
 - Check if any Customer Accounts need to be merged. This will keep boats and Disabled Placards consolidated onto 1 account for each person and increase clarity and organization.
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.
 - 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.



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.



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.

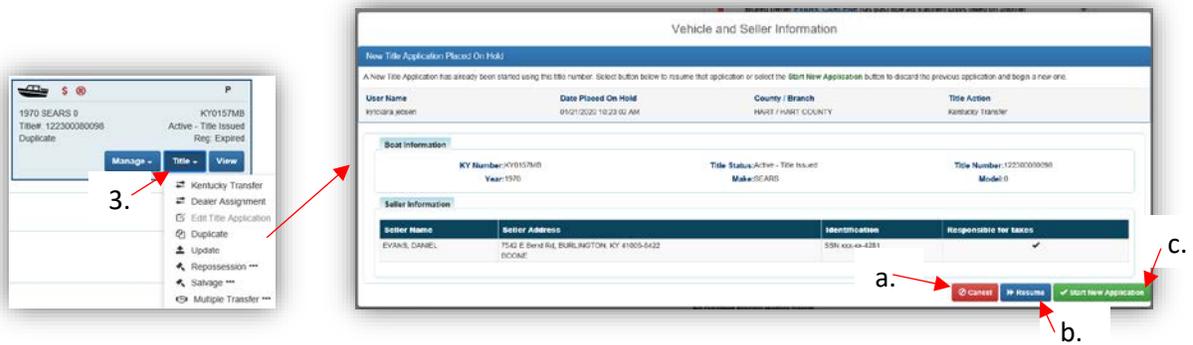
- If the Customer returns within 60 days, all information that was entered in the application will be saved.
- When placed on hold, any ad valorem that was paid in a separate transaction during the initial application process will remain paid. Ad valorem that was chosen to be paid with the application 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.

2. From a Customer Account Page for a Customer that was included with the application, click **Resume** to continue with the title application.
 - a. **X** will delete the title application.

Year	Make	Model	Title #	Buyer	Seller	Action
1970	SEARS	0	122300080098	EVANS, DANIEL	EVANS, DANIEL	X Resume

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.



- a. **Cancel** 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.
 - 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.

Kavis Access

Access Level: County Clerk

Permissions

- Read Only**
 - Customer Inquiry
 - Vehicle Inquiry
- User Management**
 - Submit User Request
- Title & Registration**
 - New Title Application
- Lien Management**
 - Manage Lien - File
 - Manage Lien - Release
- Customer Management**
 - Disabled Placards
 - Add/Edit Customer
- Point Of Sale**
 - POS Reports
 - Cashier
 - POS Manager
 - POS Admin - Logged in County
 - Remittance Report - Read Only
 - Reconcile Branch
- Title Verification**
 - Title Transaction Queue - Full Edit
 - Title Transaction Queue - Action Own
- Reports**
 - Lien Reports
 - KAVIS Reports
- Others**
 - Scanning Cover Sheets
 - Edit Tax Liability

Title Application Queues Icons

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

 = the Application is nearing the date to be suspended.

 = The Application is Suspended.

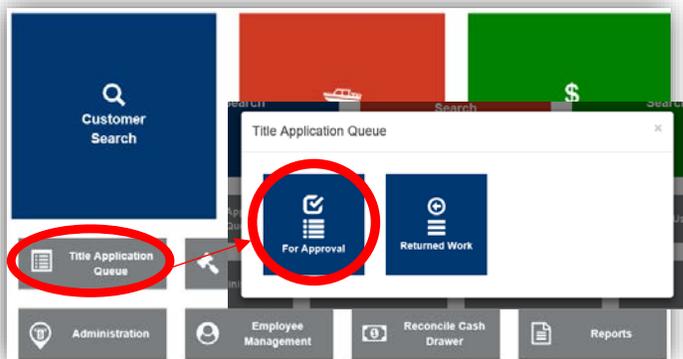
 = The application has been opened by another User. Hover the mouse over the icon for a message with the User Name.

 = 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  Title Application 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. **Reset** 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 specific page number.
 - h. Click  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 .
 - j. Click the Title Number to be taken to the Vehicle's Summary Page with an additional Review section (see below).

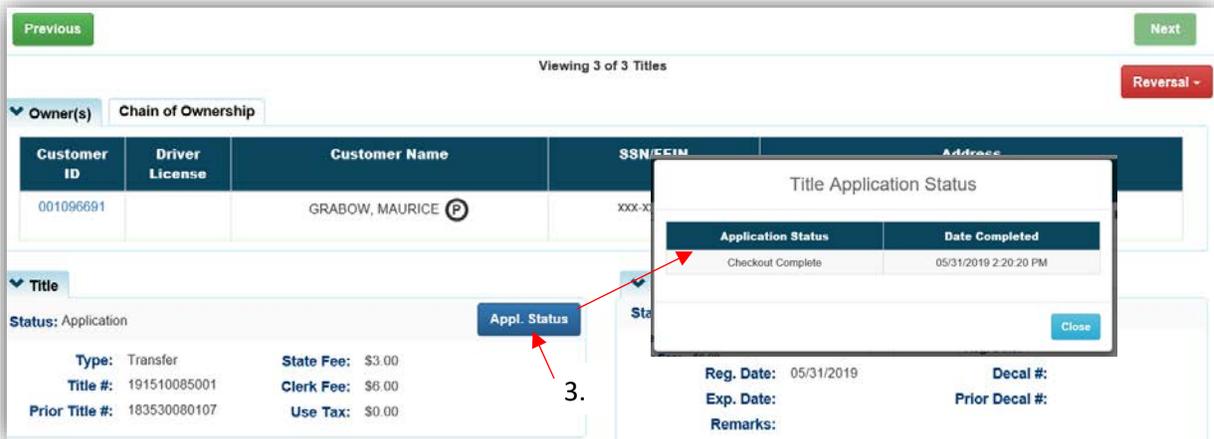
The screenshot shows a search interface with the following elements:

- Search Filters:**
 - Select a Date to View:** [Text Input]
 - Search Title Number:** [Text Input]
 - Clerk Name:** [Text Input]
 - Title Action:** [Dropdown Menu]
 - Exclude Suspended Applications:** [Checkbox]
 - Display Only Unlocked Title Applications:** [Checkbox]
 - Buttons:** Cancel, Reset, Search
- Table of Results:**

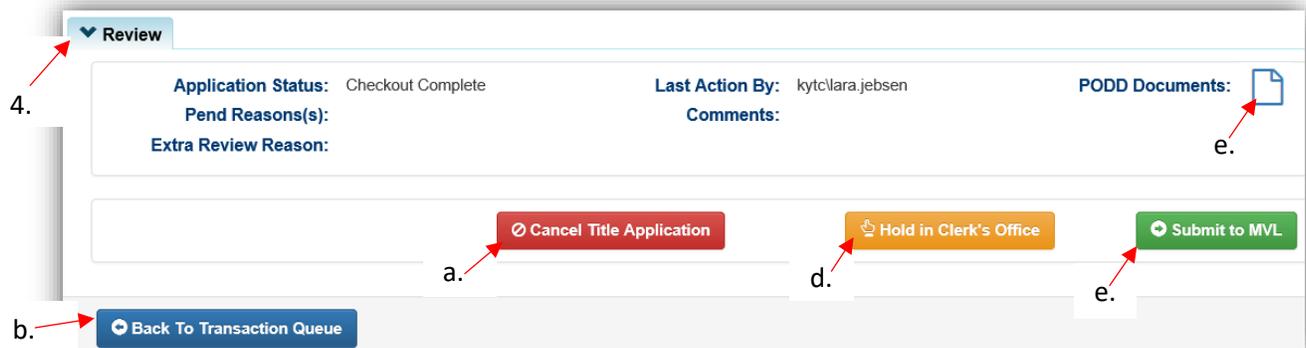
Showing 1 to 24 of 24 entries

Title Number	Title Action	Application Status	Primary Owner	Clerk Name	Clerk Hold	Sub Location	PODD Documents	Queue Days
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 Transfer	Checkout Complete	TRENT, SUSANM	kyfd01\Sharon.Condit	Yes	BURLINGTON		20
192940085001	Kentucky Transfer	Checkout Complete	MERRILL, ERICJ	kyfd01\brittany.cress		FLORENCE		52
193310085001	Kentucky Transfer	Checkout Complete	GRUELLE, AARON	kytc\lara.jebsen		BURLINGTON		15
193310085002	Kentucky Transfer	Checkout Complete	MARQUIS, AARONR	kytc\lara.jebsen		BURLINGTON		15
193360085002	Kentucky Transfer	Checkout Complete	PERRY, ANGELAR	kytc\lara.jebsen		BURLINGTON		10
193360085003	Kentucky Transfer	Checkout Complete	SPENCE, CARLM	kytc\lara.jebsen		BURLINGTON		10
193360085006	Kentucky Transfer	Checkout Complete	COVEY, EVA	kytc\lara.jebsen		BURLINGTON		10
193360085010	Kentucky Transfer	Checkout Complete	FRAKES, JOYCEE	kytc\lara.jebsen		BURLINGTON		10
193380085001	Other 1st	Checkout Complete	JACKSON, ANDREW	kytc\James.Padgett		BURLINGTON		8
- Navigation:** Previous, 1, Next

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 '[Title Application Statuses](#)' for an explanation on each status.



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. **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.

Review

Application Status: Checkout Complete	Last Action By: kytc\Allison Botula-Griff	PODD Documents:
Pend Reasons(s):	Comments:	
Extra Review Reason:		

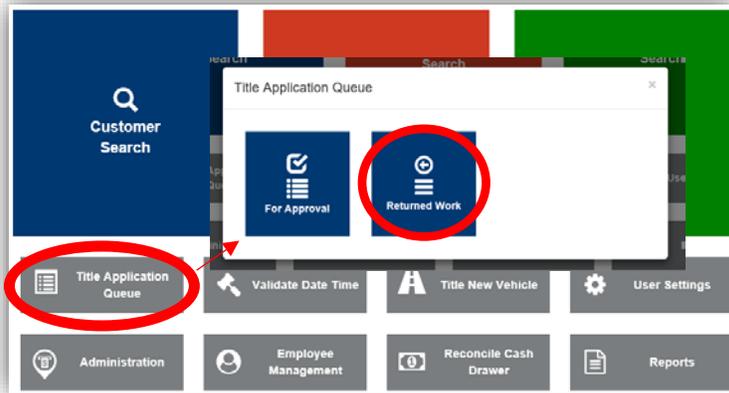
[Cancel Title Application](#)

[Back To Application Queue](#)

'Returned Work' Title Application Queue

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

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

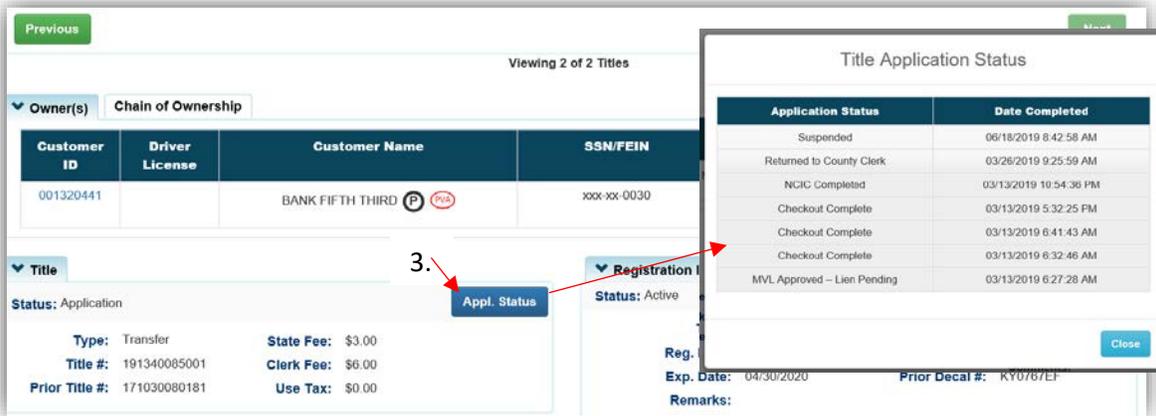


2. There are fields to enter a specific title number and/or the Clerk's User Name who processed the application.
 - a. **Title Action** is a large dropdown menu that includes all application types. Select all that apply.
 - b. The 'Exclude Suspended Applications' checkbox will filter out any suspended 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. **Reset** 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 specific page number.
 - h. Click  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 .
 - j. Click the Title Number to be taken to the Vehicle's Summary Page with an additional Review section (see below).

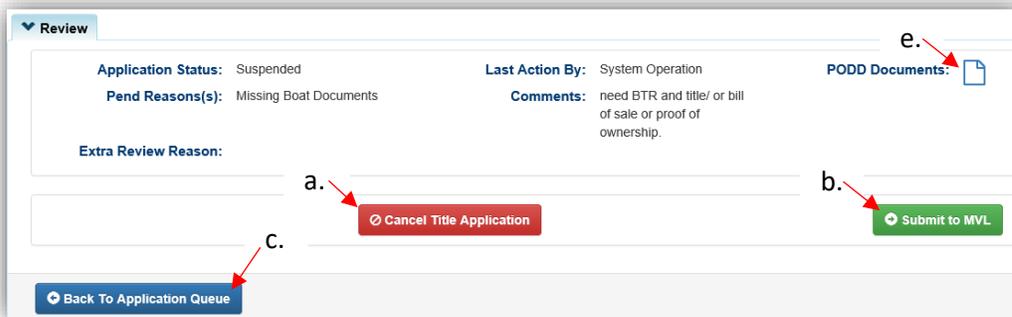
The screenshot shows a search interface with the following elements:

- Search Fields:** 'Search Title Number:' and 'Clerk Name:' input boxes.
- Filters:** 'Title Action' dropdown (labeled 'a.'), 'Exclude Suspended Applications' checkbox (labeled 'b.'), and 'Display Only Unlocked Title Applications' checkbox (labeled 'c.').
- Buttons:** 'Cancel' (labeled 'd.'), 'Reset' (labeled 'e.'), and 'Search' (labeled 'f.').
- Returned Work Section:**
 - Header: 'Returned Work', 'Showing 1 to 8 of 8 entries'.
 - Navigation: 'Previous', '1', 'Next' (labeled 'g.').
 - Table with columns: Title Number, Title Action, Application Status, Pend Reasons, Primary Owner (labeled 'h.'), Clerk Name, Clerk Hold, Reviewer Name, Sub Location, Queue Days.
 - Row 1: Title Number [192420345007](#), Title Action 'Update', Application Status 'Suspended', Pend Reasons 'Other 300', Primary Owner 'SMITH, JAMES M', Clerk Name 'kyfd01/Andrea Newton' (with comment icon 'i.'), Clerk Hold 'Yes', Reviewer Name 'kytc/Whitley Garr', Sub Location, Queue Days '142'.
 - Row 2: Title Number [192560345003](#), Title Action 'Other 1st', Application Status 'Suspended', Pend Reasons 'Trust/Court Order(seized vehicle,divorce,wills,certs of qualification)', Primary Owner 'LEXINGTON POLICE DEPARTMENT', Clerk Name 'kyfd01/Christel Pressley' (with comment icon 'i.'), Clerk Hold, Reviewer Name 'kytc/Whitley Garr', Sub Location, Queue Days '132'.
- Annotations:** Red arrows point from the list items to the corresponding UI elements. 'j.' points to the first Title Number link.

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 '[Title Application Statuses](#)' for an explanation on each status.



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. **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.



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.

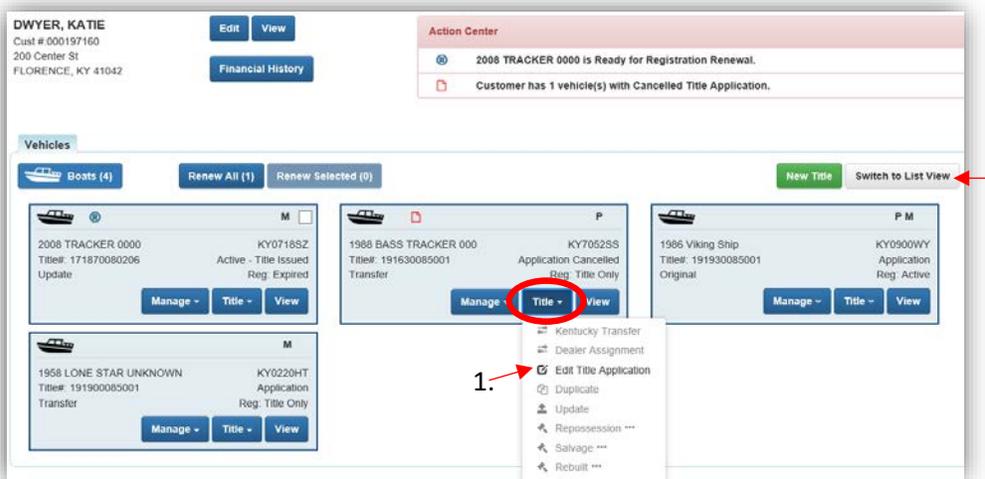
Reprocessing a Cancelled Title Application

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

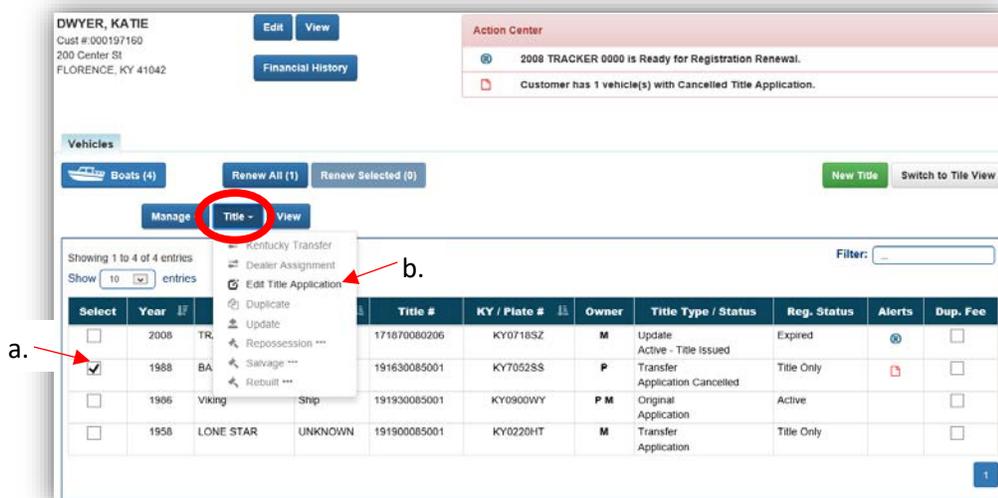
- These applications cannot be placed on hold.

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

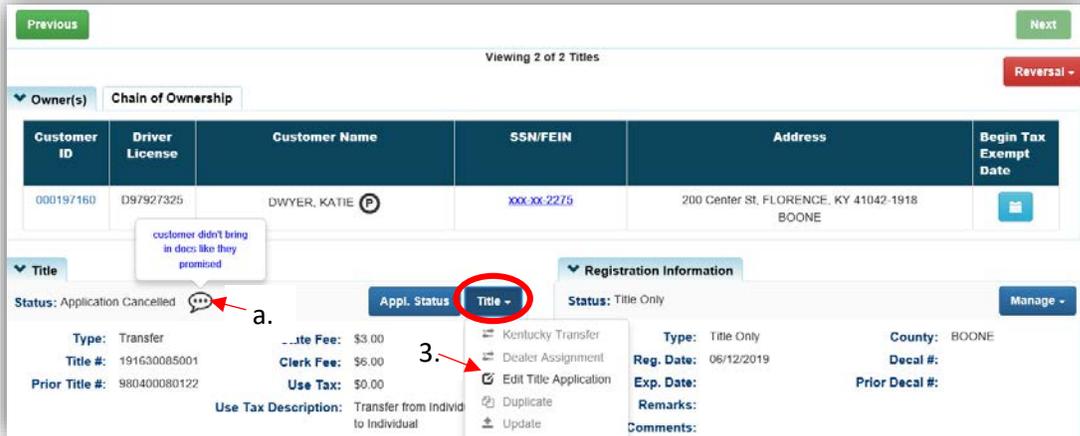
1. From the Customer Account Page, title view, click 'Edit Title Application' from the **Title** dropdown menu. Continue with Step 4.



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.



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.



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.



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

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

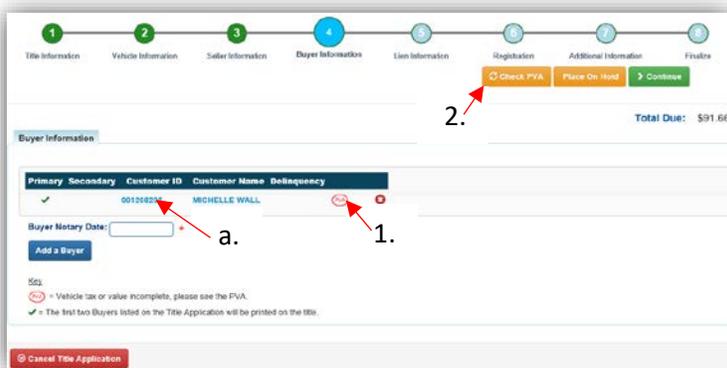
- At the bottom of the print preview page, there are options to **Print** and add the application to the Shopping Cart.

Working With Your PVA

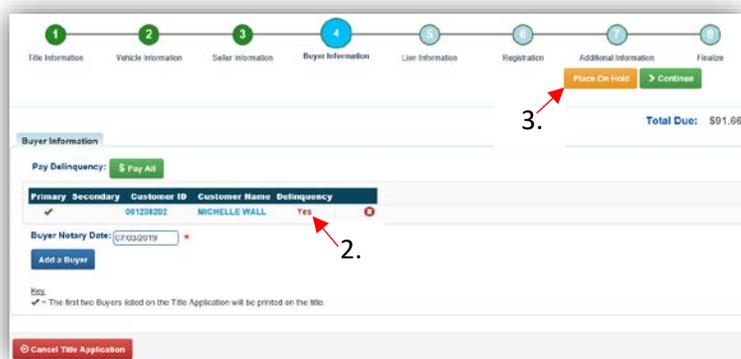
Adjusting Ad Valorem During a Title Application

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 **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 **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.
4. **Returned to County Clerk** - the MVL Reviewer has returned it to your office for editing
 - a. 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.
 - o See the '[Reprocessing a Cancelled Title Application](#)' 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 not match another provided description.

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