



**TITLE APPLICATION MANUAL  
FOR BOATS NEW TO KENTUCKY**

Updated January 2020



# Table of Contents

<b>Title Application Process .....</b>	<b>3</b>
<b>Boat Ownership Personal Information Requirements .....</b>	<b>5</b>
<b>Requesting a State-Issued HIN .....</b>	<b>6</b>
<b>Issuing a New Title .....</b>	<b>8</b>
<b>Certificate of Origin .....</b>	<b>9</b>
<b>Dealer Assignment of an Out of State Title .....</b>	<b>21</b>
<b>Out-of-State Transfer to a KY Resident or Organization .....</b>	<b>26</b>
<b>Other 1<sup>st</sup> Title-including Homemade Boats .....</b>	<b>39</b>
<b>New Salvage Titles .....</b>	<b>51</b>
<b>Salvage-Certificate of Origin .....</b>	<b>51</b>
<b>Salvage-Dealer Assignment of an Out of State Title .....</b>	<b>63</b>
<b>Salvage-Out of State Transfer to a KY Resident .....</b>	<b>69</b>
<b>Multiple Transfer Applications .....</b>	<b>80</b>
<b>Multiple Transfer - Kentucky Transfer .....</b>	<b>81</b>
<b>Multiple Transfer - Dealer Assignment .....</b>	<b>92</b>

## Title Application Process

Each 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. To see an example of each specific type of application, see the following sections of this manual.

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 = all required information on that specific page is complete.
  - b. Bright Blue and larger = the step you are currently on.
  - c. Faded Blue = haven't proceeded to this step yet.
  - d. Red = required information is missing from this step.
    - o You will not be allowed to put the application in the Shopping Cart if there is a step that is highlighted red.

2. **Place On Hold** will save the title application to the Customers' Account Pages (Seller and Buyer once they have been added) for 60 days, after which it will be deleted.
3. Clicking **> Continue** will move you to the next step 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 either pay them with the application or in a separate transaction.
  - a. See the section titled 'Paying Delinquent Taxes with a Title Application' in the Boat Registration and Ad Valorem Manual 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 needed if the County of Dockage is different from the County of Residence of the primary buyer.
7. If the year of the boat is 1973 or newer, and KAVIS has detected a missing or invalid HIN, you will be prompted to request a new state-issued HIN.
  - a. The new Title Number and HIN, if requested, will be generated immediately **after** the application has been checked out/payment processed.
  - b. See the 'Requesting a State-Issued HIN' section of the Title Application Additional Information Manual 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 had been entered will be erased. (There is nothing to 'backout' like in AVIS.)
  - a. Nothing is saved in KAVIS until you either click a Save button, or have proceeded through checkout and payment has been processed.
  - b. The only exception to this is if ad valorem was paid during the application process, those will remain paid. Any ad valorem chosen to be paid with the application will go back to being past due since payment was not processed for them.

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

## Boat Ownership Personal Information Requirements

Birthday, Gender, and Citizenship 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 this manual.
  - a. This red flag icon is going to appear for many of your Buyers:

1

2. Clicking the red flag icon will open the Customer's Information section for you to add any missing information and edit any wrong/updated information.
  - a. You may also scan their Driver's License at this point.
  - b. Click **Save** when all information is entered and correct.
    - o Without clicking Save, KAVIS will not retain any changed information.

PORTYWOOD, NORMAN  
Cust # 001590623

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.

## Requesting a State-Issued HIN

While creating a title application, you may request a new HIN from MVL. This new HIN will be created by KAVIS as soon as checkout of the application is complete (payment has been processed).

- **MVL would like you to continue providing the required documentation for a new HIN request.**

- This should be scanned into PODD with the application documents.

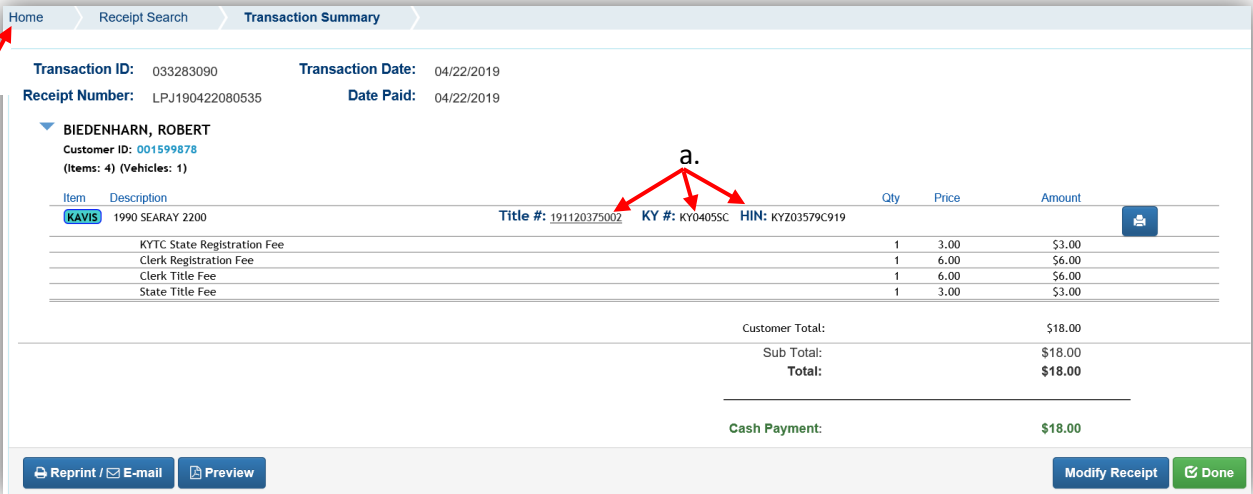
1. On the Vehicle Information step of any title application, if KAVIS has detected an invalid HIN, or if the boat is missing a HIN, there will be a checkbox to select and request a state-issued HIN.

1. On the Vehicle Information step of any title application, if KAVIS has detected an invalid HIN, or if the boat is missing a HIN, there will be a checkbox to select and request a state-issued HIN.

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

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

3. The Transaction Summary will give you the new HIN and Title Numbers.
  - a. Clicking on the Title Number, KY#, or HIN will take you to the new Vehicle Summary Page.
  - b. Click 'Home' to return to the Home Page and start your next transaction.

b. 

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
<b>KAVIS</b>	1990 SEARAY 2200	191120375002	KY04055C	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**

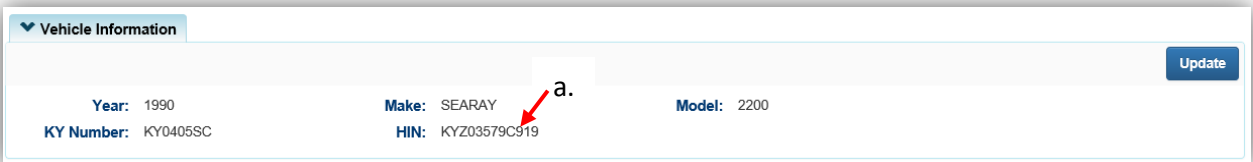
Cash Payment: \$18.00

Buttons: 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: KY04055C      HIN: KYZ03579C919

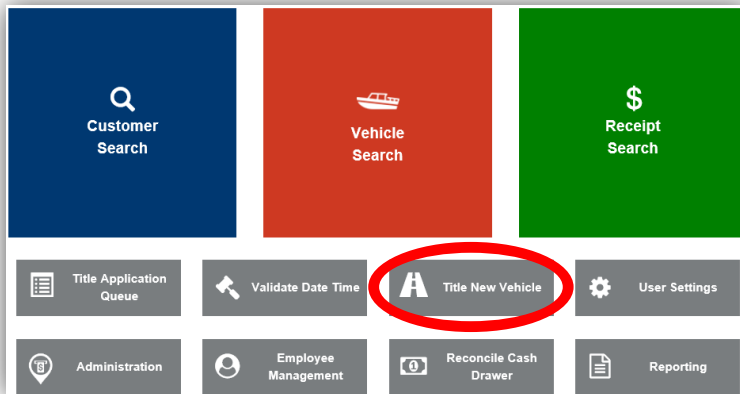


## Issuing a New Title

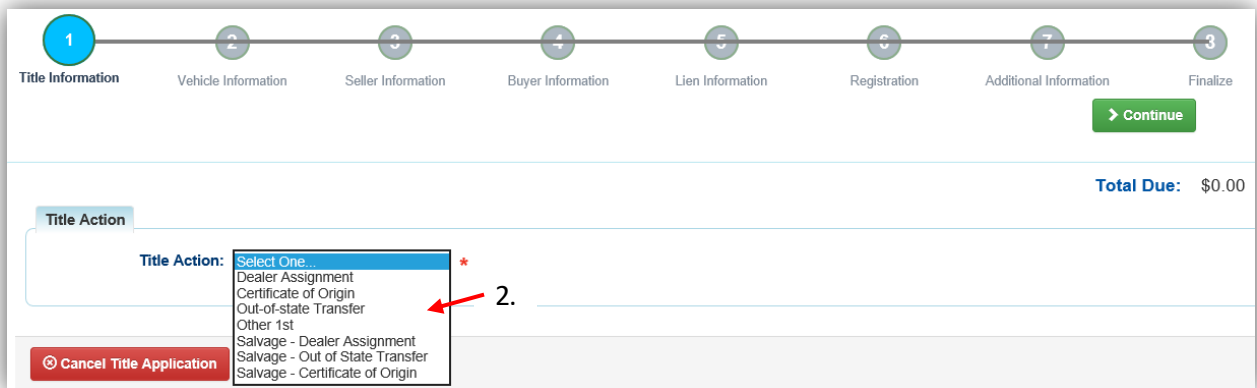
To start a new title application for boats that do not currently have a Kentucky title, you must start on either the Home Page or from the Customer's Account Page.

Starting from the Home Page:

1. Click on the  tile.



2. Choose from the options in the Title Action dropdown menu.



3. Refer to the following sections of this manual for further guidance on each specific type of application and how to start each from a Customer Account Page.



## Certificate of Origin

This is for new boats that have been purchased by a Kentucky resident or Organization from a Kentucky dealer, an out-of-state dealer, or another retail store.

1. From a Customer Account Page, click on the **New Title** button.
  - a. KAVIS will save this Customer's information as a Buyer in the application.

The screenshot shows the customer account page for Kirby, Matthew. It includes a header with customer information, an Action Center with two messages, and a Vehicles section. In the Vehicles section, there is a 'Boats (1)' tab and a 'New Title' button highlighted with a red arrow and the number '1'. Other buttons include 'Renew All (1)', 'Renew Selected (0)', 'Switch to List View', 'Manage', 'Title', and 'View'.

2. Choose 'Certificate of Origin' from the Title Action dropdown.
  - a. Choose one of the Dealer Types and click **Continue**.
  - b. **Cancel Title Application** at any point of this process will delete all progress on the application.

The screenshot shows the application process flow with steps 1 through 8. Step 7, 'Additional Information', is circled in red and has a 'Continue' button next to it. Below the flow, the 'Title Action' section is visible. It includes a 'Multi-Transfer' dropdown set to 'No', a 'Title Action' dropdown set to 'Certificate of Origin', and a 'Dealer Type' section with three radio button options. A red arrow labeled '2.' points to the 'Certificate of Origin' dropdown. A red arrow labeled 'a.' points to the 'Dealer Type' section. A red arrow labeled 'b.' points to a 'Cancel Title Application' button at the bottom left.

3. If you chose the wrong Title Action, you can return to this step and choose a different Title Action after you select **Reset**, but you will lose all data that was entered up to that point on other steps.

4. Enter the Boat Details and click either of the **Continue** buttons.
  - a. If the boat does not have a HIN, or has an invalid HIN, you can request a State-Issued HIN and KAVIS will create it after checking out/finalizing the application.
  - b. The Occupant Capacity or the Weight Capacity is required. You do not have to enter a value in both fields.
  - c. Up to 4 motors can be added by clicking **Add Motor**.

5. Click **Add Seller** .

The screenshot shows a progress bar at the top with steps 1 through 8. Step 3, 'Seller Information', is highlighted. Below the progress bar, there are buttons for 'Place On Hold' and 'Continue'. A 'Total Due: \$9.00' is displayed. The main content area is titled 'Seller Information' and contains a red-bordered box with an 'Add Seller' button circled in red. At the bottom, there is a 'Cancel Title Application' button.

6. If you have chosen that the Seller is a KY Dealer or Manufacturer on the Title Information step, enter the Dealer's info and click **Search** (otherwise skip to #8).

The screenshot shows the search interface for a dealer. The progress bar at the top indicates step 3, 'Seller Information'. Below the progress bar, there is a 'Search By:' dropdown menu set to 'Dealer'. There are input fields for 'Dealer:', 'Dealer Number:', and 'FEIN:'. A red arrow points to the 'Dealer Number' field with the number '6.' next to it. At the bottom right, there are buttons for 'Cancel', 'Reset', and 'Search', with the 'Search' button circled in red.

7. Select your Dealer from the list of results.  
a. If you don't see your Dealer, you can search again by clicking **Display Search Criteria** .

The screenshot shows the search results table. The progress bar at the top indicates step 3, 'Seller Information'. Below the progress bar, there is a link for 'Display Search Criteria' with a red arrow pointing to it and the letter 'a.' next to it. The table has columns for Customer ID, FEIN/SSN, Dealer Name, Dealer Number, and Physical Address. Each row has a 'Select' button. The 'Select' button for the second row is circled in red.

Customer ID	FEIN/SSN	Dealer Name	Dealer Number	Physical Address	
001317986	392050250	GILES HOUSEBOATS	KY1659D	10404 PERWINKLE COURT, LOUISVILLE, KY, 40291	Select
001315090	611380586	GRM HOUSEBOAT SALE	KY1175D	2892 LONE VALLEY, CAMPBELLSVILLE, KY, 42718	Select
001314982	205429714	Houseboat Aluminum Products	KY1553D	1223 Jackson Hollow Rd, Burkesville, KY, 42717	Select

8. If you selected 'Out of State Dealer/Manufacturer' or 'Other, not a KY Dealer' on the Title Information step, enter their information and click **Add**.

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: \$9.00

Seller Information

Seller Name: \*  
E-Mail Address:  
Phone Number:

Seller Address  
Address 1: \*  
Address 2:  
City: \*  
State: Select State \* Zip: \*  
Attn:

Cancel Add

Cancel Title Application

9. Enter the Seller Notary Date if you have it and click **Continue**.
- If you selected an 'Out of State Dealer' or 'Other, not a KY Dealer', and need to correct the entered information you can click **Edit** reenter the correct information.
  - If you have chosen the wrong Dealer, you can click **Remove** and search again.

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: \$9.00

Seller Information

Bob's Boats




Seller Name: Bob's Boats  
Email:  
Phone:  
Address: 123 Main Street  
Simpsonville, CO 46512

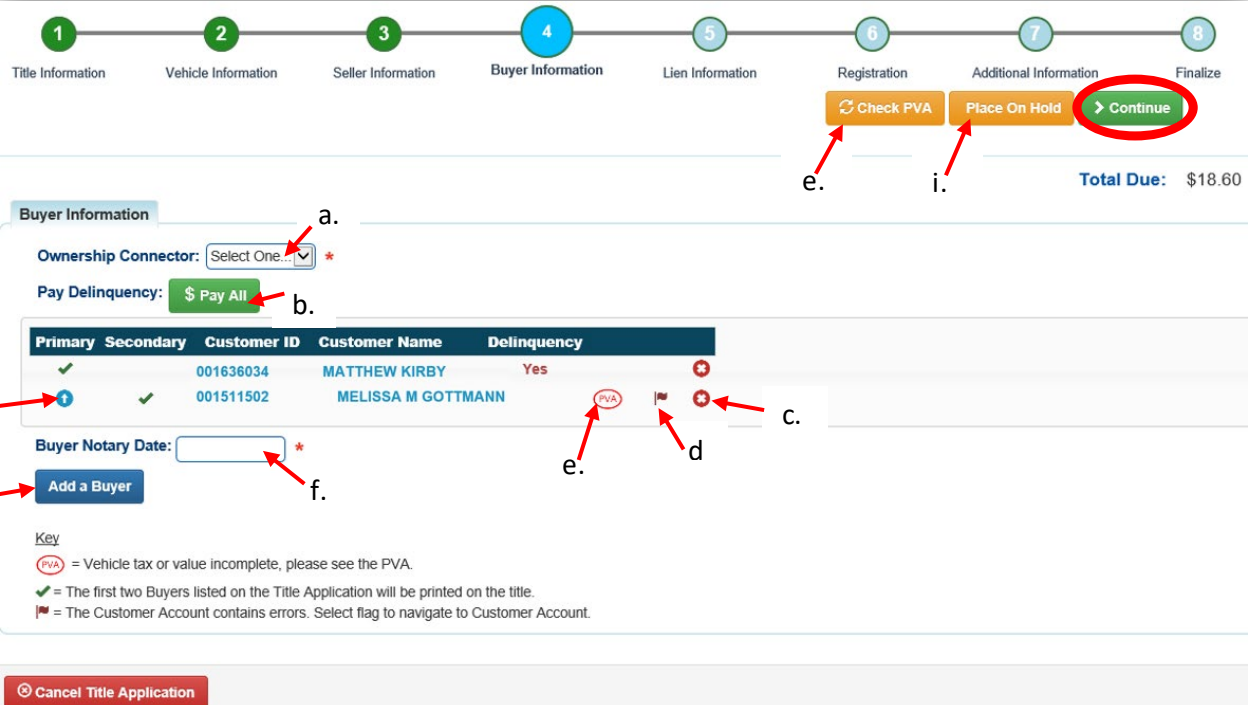
Seller Notary Date: 9.

Edit Remove

a. b.

Cancel Title Application

10. There are a few things to check on the Buyer Information Page before clicking **Continue**.
- An ownership connector (and/or) is required when there are two or more Buyers.
  - The **\$ Pay All** button will appear if a buyer has any ad valorem delinquencies, allowing you to pay them either with this title application or in a separate transaction.
    - This is only necessary for Buyers who are Individuals or Organizations, Dealers are not required to pay delinquent ad val on their other vehicles.
    - See the section titled 'Paying Delinquent Taxes with a Title Application' in the Boat Registration and Ad Valorem Manual for more information.
  - By clicking , you can remove the specific Buyer.
  -  appears next to a customer if their customer account contains errors
    - You cannot continue without clicking on the icon and editing the necessary fields.
  - You may call your local PVA and they can quickly resolve the PVA issues that are needed to continue this application.
    - Click **Check PVA** to refresh and check if the issues have been resolved and to see if they have created any new delinquencies that need to be paid.
  - Enter the required Buyer Notary Date.
  - You may add additional buyers (only the first 2 will be printed on the title)
  - You may switch the positions of the owners by clicking .
  - You can place the Title Application on hold (and KAVIS will save the information to the Customer Account Page(s) for 60 days).



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

Check PVA Place On Hold **Continue**

e. i. Total Due: \$18.60

Buyer Information

a. Ownership Connector: Select One... \*

b. Pay Delinquency: \$ Pay All




Primary	Secondary	Customer ID	Customer Name	Delinquency
✓		001636034	MATTHEW KIRBY	Yes
	✓	001511502	MELISSA M GOTTMANN	

h. Buyer Notary Date: \*

g. Add a Buyer f.

e. d. c.

Key

-  = Vehicle tax or value incomplete, please see the PVA.
-  = The first two Buyers listed on the Title Application will be printed on the title.
-  = The Customer Account contains errors. Select flag to navigate to Customer Account.

Cancel Title Application

11. Once all of the information is correct, click **Continue**.
  - a. Notice the **\$ Edit Pay All** button, if you need to change the delinquency payment, here it would change it to 'pay now' instead of 'pay with application'.
  - b. As fees are added and Ad Valorem is chosen to be paid with the application, the Total Due will be updated so you can keep the Customer updated on the amount owed.
    - o For more information on paying taxes with an application, see the '[Paying Delinquent Taxes with a 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**

**Total Due:** \$415.26

**Buyer Information**

Ownership Connector: OR \*

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

Primary	Secondary	Customer ID	Customer Name	Delinquency
✓		001636034	MATTHEW KIRBY	Paying w/A
+	✓	001511502	OR MELISSA M GOTTMANN	Paying w/A

Buyer Notary Date: 06/06/2019 \*

Add a Buyer

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

Cancel Title Application

12. Click **Add Lien** if you have one to enter.
  - a. If you do not have a lien to enter, click **Continue** and skip to step 17.

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:** \$415.26

**Lien Information**

Primary Owner County of Residence: BOONE

Add Lien 12.

Cancel Title Application

13. If there is a lien, choose from either Pending or Filed from the Lien Status dropdown menu, enter the necessary information and click **Add**.
  - a. If your County is the Primary Owner's County of Residence, you will be able to file a lien, otherwise, Pending will be your only option.
  - b. The checkboxes give you the choice of fees to charge.

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: \$415.26

Lien Information

Primary Owner County of Residence: BOONE

Lien: 1

Lien Status: Filed \*

Date Filed: \*

County Filed: BOONE \*

Lienholder Name: \*

Address: \*

State: Kentucky \*

City: \*

Zip: \*

Comments:


Do not charge Lien Filing Fee

Charge Late Lien Filing Fee (\$2.00)

Lien Filing Fee: \$22.00

Cancel Add

Cancel Title Application

14. Click the  next to the bank name to view the information entered.
  - a. You may edit or remove the lien.
  - b. You can add up to 2 liens per title.
    - o The order of the liens is important, as the lien with the earliest filed date is printed in first position on the title.
  - c. Click **Continue** when you have added all liens to the title.

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: \$437.26

Lien Information

Primary Owner County of Residence: BOONE

1st bank	Lien File Number: 654123	Date Filed: 06/05/2019	Filing Fee: \$22.00
Lien Status: Filed	Lien File #: 654123	Date Filed: 06/05/2019	County Filed: BOONE
Address: 123 Main Street	City: Simpsonville	State: KY	Zip: 40067
Lien Expires: 06/05/2029			

Comments:

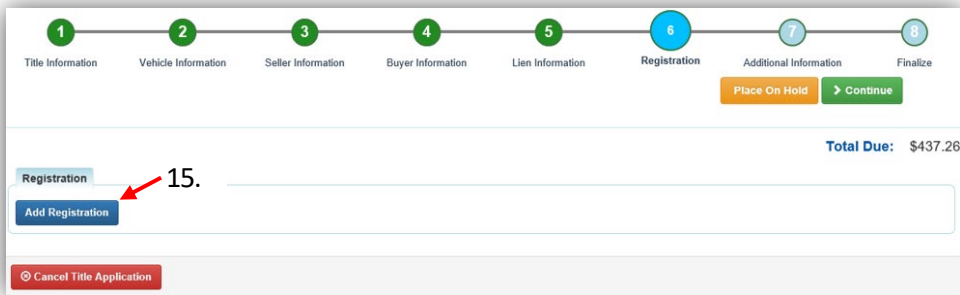
Edit Remove

Total Lien Filing Fee Due: \$22.00

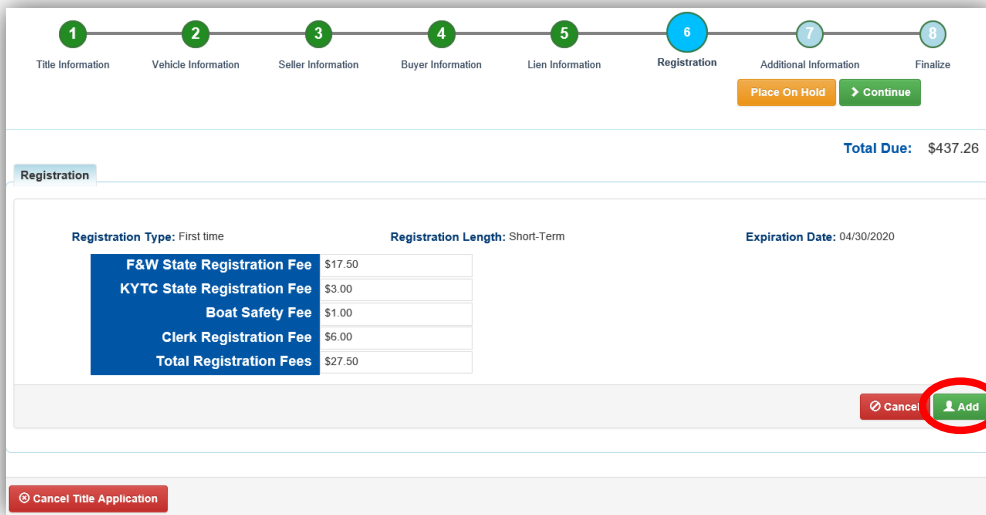
Add Lien

Cancel Title Application

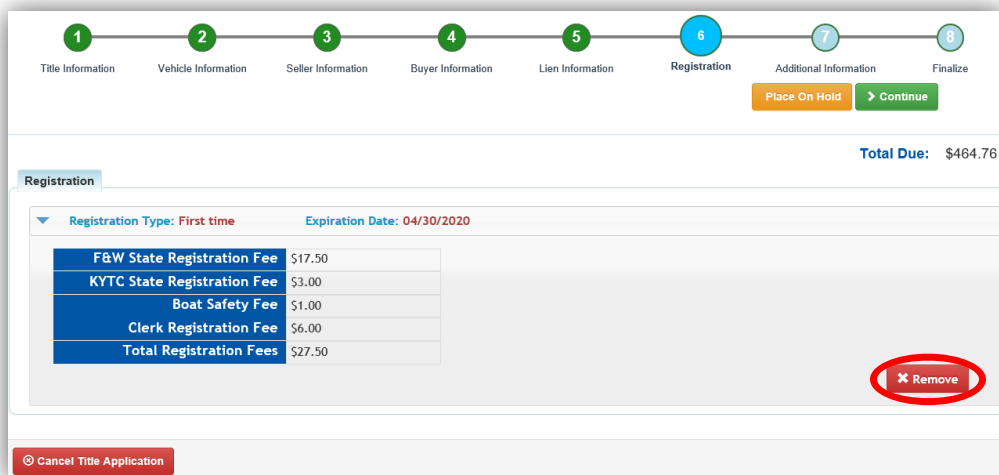
15. If the customer is including registration, click **Add Registration**, otherwise click **Continue** and continue with step 18.



16. Click **Add** to include the registration.



17. You can also go back to this step and remove the registration if needed.





18. On the Additional Information Page, you may request Extra Review from MVL (please include any useful comments).
  - a. A Date of Purchase and Purchase Price are required.
  - b. If a Motor Price was added on the Vehicle Information step, it will be added to the Purchase Price to give you the Total Purchase Price.
  - c. If there is a Trade-In, click **Add Trade-In**, enter the Trade-In Value and ID# (HIN or other identifier).
    - o That amount will automatically be subtracted from the Total Purchase Price.

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:** \$524.76

**Additional Information**

Date of Purchase:  \*

Purchase Price:  \*

Motor(s) Price: \$200.00

Total Purchase Price: \$1,000.00

Use Tax Description: **Select One...** \*

- Use Tax Previously Paid to DOR
- Purchased from a Dealer Out of State
- Non-Profit/Gov Agency Exemption
- Out of State Credit
- No Sale

Do you need Extra Review by MVL?

18. **Comments for MVL:**

**Add Trade-In**

Vehicle Type	Trade-In Value	Identification #
Boat	<input type="text"/>	<input type="text"/> *

Use Tax Amount: **\$60.00**

**Cancel Title Application**

19. The Use Tax Description has several options depending on the Dealer Type chosen in the first Title Information step (step 3 above), the options above are available if you chose an out of state dealer.
  - a. These are the Use Tax Description options if you chose KY Dealer.

**Use Tax Description:** **Select One...** \*

- Use Tax Previously Paid to DOR
- Non-Profit/Gov Agency Exemption
- In-State Transaction from Kentucky Dealer
- No Sale

20. Review the Finalize Title Application Page. If anything is red, click on either the bubble at the top or the warning itself to be taken to the page that needs attention.

a. You will not be able to move to the shopping cart if all necessary info is not entered

b. When all necessary data is entered, click **Add To Cart** and check out as normal.

\*Reminder: you can place the Title Application on hold (and KAVIS will save the information to the Customer Account Page for 60 days) if you are not able to finalize it at the moment.

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

Total Due: \$524.76

Finalize Title Application

1. Title Action - Certificate of Origin

2. Vehicle Information

- Required Fields Complete
- No Delinquent Taxes Owed
- County of Dockage Complete
- Motor(s) Information Complete

3. Seller Information

- Seller Information Complete

4. Buyer Information

Ownership Connector : OR

- Ownership Connector Complete
- Notary Date Complete

Buyer 1 KIRBY, MATTHEW

- Required Fields Complete
- Master Record Check Complete
- No Delinquent Taxes
- Ad Valorem Checks Complete

Buyer 2 GOTTMANN, MELISSA M

- Required Fields Complete
- Master Record Check Complete
- No Delinquent Taxes
- Ad Valorem Checks Complete

5. Lien Information

Lien 1 1st Bank Filed

- Lien Information Complete

6. Registration

- Registration Complete

7. Additional Information

- Additional Information Complete

21.

Cancel Title Application Place On Hold Print Preview Add To Cart

21. Click **Print Preview** and you can print the new title application already filled out with information that you entered during the application process.
- This is not required, just a convenience.

1 2 3 4 5 6 7 8

Title Information Vehicle Information Seller Information Buyer Information Lien Information Registration Additional Information **Finalize**

**Print Preview** Total Due: \$524.76

Kentucky Transportation Cabinet  
Division of Motor Vehicle Licensing  
Motor Boat Transaction Record/Application for Registration and/or Title

TC 96-184  
Rev: 5/2019  
Page 1 of 1

**Section 1: VESSEL IDENTIFICATION SECTION** (See Reference Page for field values)

Previous Title Number	KY	State	KY #	Hull Identification (HIN)	1987	Year	Bonds	Boat's
							Make	Model
Primary Operation (Boat Use)	13, 2	Vessel Type	15, 1	HULL Material	Wooden	Engine Drive	Outboard	Water Jet
Fuel	Gas	Beam (feet, inches)	15, 1	Capacity or Weight Capacity	254	# of Toilets	0	County of Dockage
								BOONE

**Section 2: VESSEL ENGINE/MOTOR**

Bonds	1980	Year	2	Horse Power	321456	Motor Serial #	1985	Year Purchased	\$200.00	Purchase Amount
Motor 1 Make										
Motor 2 Make										

**Section 3: VESSEL BRAND DISCLOSURE**  Rebuilt  Salvage  Hull Damage  Water Damage  Unrebuildable

22. At the bottom of the print preview page, you can **Print** and **Add To Cart**.

**Section 3: VESSEL BRAND DISCLOSURE**  Rebuilt  Salvage  Hull Damage  Water Damage  Unrebuildable

**Section 4: VESSEL LIEN INFORMATION:**  I have  I have not applied for a loan in connection with the motorboat described herein and if not,  I will  I will not apply for a loan within 30 days of this application. I warrant that the motorboat described above is not subject to an unperfected lien and that no loan in connection with this motorboat has not will be applied for by seller within 30 days of this application.

**Section 5: VESSEL TRANSFEROR/SELLER SECTION**

**Section 5: VESSEL TRANSFEREE/OWNER/BUYER SECTION**

**Section 6: County Clerks Use Only**

Type of Application: \_\_\_\_\_ Date of Issuance: \_\_\_\_\_ Title Number: \_\_\_\_\_



I certify that the lien indicated to be filed has been noted into the automated system and that a title will be withheld for 30 days, or until financing statement and fees required are received, whichever occurs first.

Clerk Signature: \_\_\_\_\_ County: \_\_\_\_\_ Date: \_\_\_\_\_

**DO NOT ACCEPT TITLE OR APPLICATION SHOWING ANY ERASURES, ALTERATION, OR MUTILATIONS.**

**Print**

\*The 'Editing a Title Application from the Shopping Cart' section of the Title Application Additional Information Manual may be helpful if you need to change something after this point. Also, reference the the Point of Sale Manual for info on Checking Out from the Shopping Cart.

23. If a new state-issued HIN was requested, after the application has been checked out, the Transaction Summary will have the new HIN.
- Clicking the Title, KY, or HIN #s will take you to the Vehicle Summary Page.
  -  will allow you to reprint the PODD receipts and any decals if necessary.
  -  will print the application, including the new title number and HIN, if requested.
    - These 2 buttons are available for 14 days after the transaction is complete.

Transaction ID: 033415107      Transaction Date: 06/21/2019  
 Receipt Number: LPJ190621163806      Date Paid: 06/21/2019

**KIRBY, MATTHEW**  
 Customer ID: 001636034  
 (Items: 14) (Vehicles: 1)

Item	Description	Title #:	KY #:	HIN:	Qty	Price	Amount
<b>KAWS</b>	1985 Honda Boat	191720085003	KY0900PN	KYZ03749C919			
	F&W State Registration Fee				1	17.50	\$17.50
	KYTC State Registration Fee				1	3.00	\$3.00
	Boat Safety Fee				1	1.00	\$1.00
	Clerk Registration Fee				1	6.00	\$6.00
	Clerk Title Fee				1	6.00	\$6.00
	State Title Fee				1	3.00	\$3.00
	LIEN FILING FEE, File Number: 654123				1	22.00	\$22.00
	Boat Use Tax				1	60.00	\$60.00
	2000 ESCAPE 234		KY #: KY0322FL				
	Ad Valorem Tax, 2019				1	211.89	\$211.89
	Clerk Lien Fee				1	2.00	\$2.00
	1999 SEA DOO CHALLENGER		KY #: KY0542BR				
	Ad Valorem Tax, 2019				1	49.65	\$49.65
	Clerk Lien Fee				1	2.00	\$2.00
	2003 REGAL 2200		KY #: KY0535ZZ				
	Ad Valorem Tax, 2019				1	139.03	\$139.03
	Clerk Lien Fee				1	2.00	\$2.00

Customer Total: \$525.07  
 Sub Total: \$525.07  
**Total: \$525.07**

Cash Payment: \$525.07

Buttons: Reprint / E-mail, Preview, Modify Receipt, Done

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

**Vehicle Information** Update

Year: 1985      Make: Honda      Model: Boat

KY Number: KY0900PN      HIN: KYZ03749C919

## Dealer Assignment of an Out of State Title

1. From a Dealer's Customer Account Page, click on the **New Title** button.

YAMAHA OF LOUISVILLE  
Cust # 001314664  
400 N ENGLISH STATION RD  
LOUISVILLE, KY 40223  
Phone: (502) 254-1188  
E-mail:

View  
Financial History

Vehicles  
Boats (42) Renew All (0) Renew Selected (0) **1.** → **New Title**

Manage - Title - View

Showing 1 to 10 of 42 entries Filter:   
Show 10 entries

Select	Year	Make	Model	Title #	KY / Plate #	Title Type / Status	Reg. Status	Alerts
<input type="checkbox"/>	2017	TRACKER	PRO170	191690795009	KY0776UX	Dealer Assignment Active - Dealer Assignment	Title Only	
<input type="checkbox"/>	2015	Scenario 4	Ryan Boat	191680795023	KY0900MV	Dealer Assignment Active - Dealer Assignment	Title Only	

2. Choose 'Dealer Assignment' from the Title Action dropdown.
  - a. Select the Titling State and the Out of State Title # (if applicable) and click **Continue**.
  - b. **Cancel Title Application** at any point of this process will delete all progress on this application.

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

**Continue**

Total Due: \$8.00

Title Action

Multi-Transfer:  No  Yes


Title Action: **Dealer Assignment**

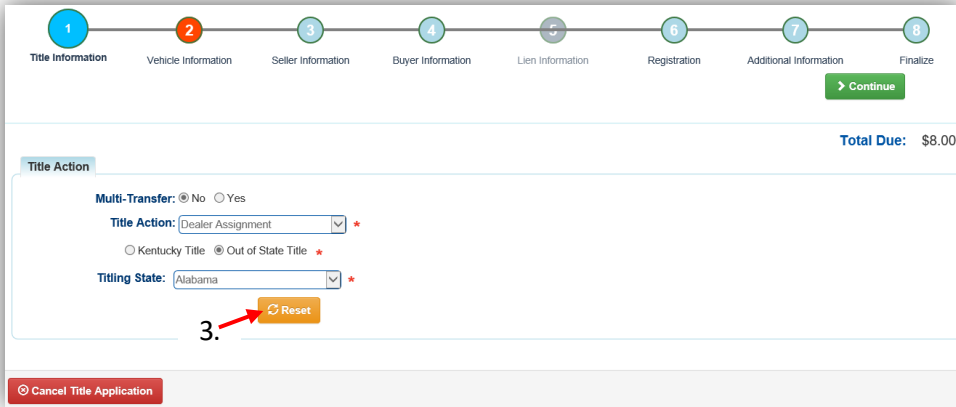
Kentucky Title  Out of State Title \*

Titling State: Select State \*

Out of State Title #:

**Cancel Title Application**

3. You may return to this step and choose another Title Action by clicking , however you will lose all data that has been entered.



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

Total Due: \$8.00


**Title Action**


Multi-Transfer:  No  Yes


Title Action:  \*



Kentucky Title  Out of State Title \*

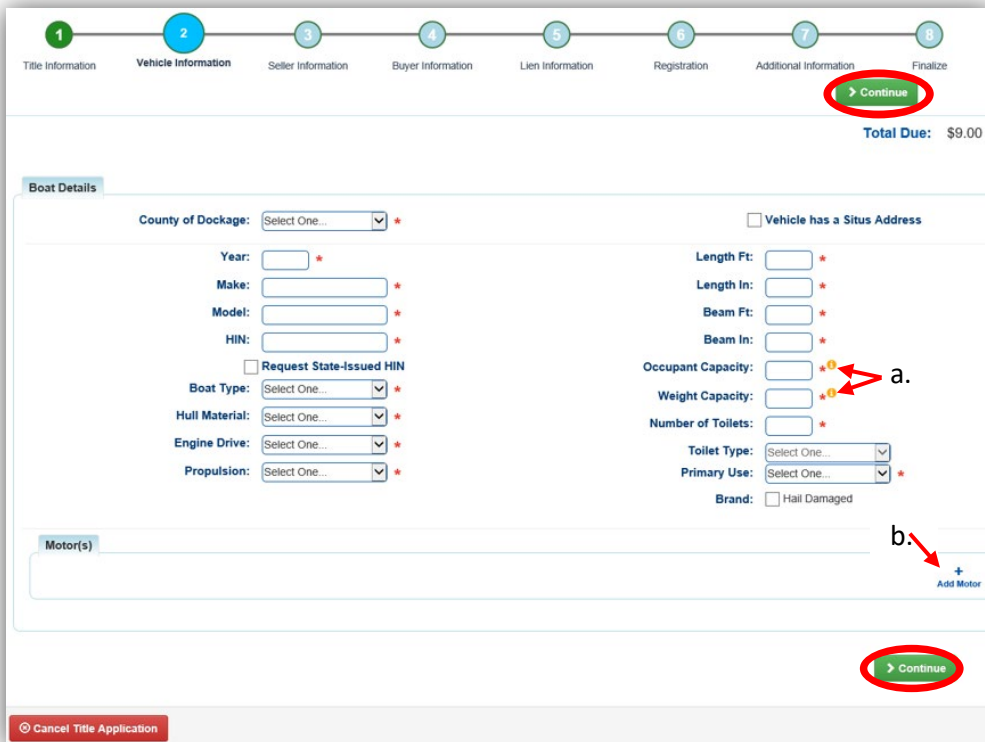
Titling State:  \*

3. 

 Continue

 Cancel Title Application

4. Fill out the Vehicle Information page and click either of the  buttons.
  - a. The Occupant Capacity or the Weight Capacity is required, you do not have to have both.
  - b. Up to 4 motors can be added by clicking  .



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

Total Due: \$9.00

**Boat Details**

County of Dockage:  \*

Vehicle has a Situs Address

Year:  \*

Make:  \*

Model:  \*

HIN:  \*

Request State-Issued HIN

Boat Type:  \*

Hull Material:  \*

Engine Drive:  \*


Propulsion:  \*

Length Ft:  \*

Length In:  \*

Beam Ft:  \*

Beam In:  \*

Occupant Capacity:  \* 

Weight Capacity:  \* 


Number of Toilets:  \*

Toilet Type:


Primary Use:  \*

Brand:  Hull Damaged

**Motor(s)**

 Add Motor

 Continue

 Cancel Title Application

5. Click **Add Seller**.

The screenshot shows a progress bar at the top with 8 steps: 1. Title Information, 2. Vehicle Information, 3. Seller Information (highlighted), 4. Buyer Information, 5. Lien Information, 6. Registration, 7. Additional Information, and 8. Finalize. Below the progress bar are buttons for 'Place On Hold' and 'Continue'. The main content area is titled 'Seller Information' and shows a 'Total Due: \$9.00'. A blue 'Add Seller' button is circled in red. At the bottom left, there is a 'Cancel Title Application' button.


6. Fill out the seller information and click **Add**.

The screenshot shows the 'Seller Information' step with form fields for 'Seller Name', 'E-Mail Address', 'Phone Number', 'Seller Address', 'Address 1', 'Address 2', 'City', 'State', 'Zip', and 'Attn:'. The 'Add' button is circled in red. The 'Continue' button is also visible. The 'Total Due: \$9.00' is shown at the top right. The 'Cancel Title Application' button is at the bottom left.

7. Enter the Seller Notary Date if you have it and click **Continue**.

- Clicking the blue arrow to open the section if you need to edit the Seller's information or Remove them from the application.
- You may add another seller by clicking **Add Seller**.

The screenshot shows the 'Seller Information' step with a list of sellers. The 'Continue' button is circled in red. A red arrow points to the 'Continue' button. Below the list, there is a 'Seller Notary Date' field with a red arrow pointing to it and the number '7.' next to it. A red arrow points to the 'Add Seller' button. The 'Edit' and 'Remove' buttons are also visible. The 'Total Due: \$9.00' is shown at the top right. The 'Cancel Title Application' button is at the bottom left.

8. When you navigated from the Dealer's Customer Account page, the Buyer Information step is populated. Make sure the step is complete before selecting **> Continue**.
  - a. By clicking , you can deselect the specific Dealer and choose another.
  - b. Enter the required Buyer Notary Date.

9. On the Additional Information Page, enter the required Date of Purchase and click **> Continue**.

10. When all necessary data is entered, click **Add To Cart** and check out as normal.



\*The 'Editing a Title Application from the Shopping Cart' section of the Title Application Additional Information Manual may be helpful if you need to change something after this point. Also, reference the the Point of Sale Manual for info on Checking Out from the Shopping Cart.

11. Dealer Assignment Applications will not go to your Application Queue, they will go directly to an Active Title once they successfully pass through NCIC.

Previous Next

Viewing 1 of 1 Titles Reversal -

Owner(s) Chain of Ownership

Customer ID	Driver License	Customer Name	SSN/FEIN	Address	Begin Tax Exempt Date
001314664		YAMAHA OF LOUISVILLE	xxx-xx-4675	400 N ENGLISH STATION RD, LOUISVILLE, KY 40223 JEFFERSON	

Title 12.

Status: Active - Dealer Assignment Title -

Type: Dealer Assignment  
Title #: 191720085002

State Fee: \$0.00  
Clerk Fee: \$0.00  
Use Tax: \$0.00

Registration Information Manage -

Status: Title Only

Type: Title Only  
Reg. Date: 06/21/2019  
Exp. Date:  
Remarks:  
Comments:

County: BOONE  
Decal #:  
Prior Decal #:

F&W State Fee: \$0.00  
KYTC State Fee: \$3.00  
Boat Safety Fee: \$0.00  
Clerk Fee: \$6.00

## Out-of-State Transfer to a KY Resident or Organization

This is how to process a new Kentucky title application for boats that are either purchased from a non-Kentucky resident, or is being brought in from out of state by a Kentucky resident.

1. From an **Individual or Organization's Customer Account Page**, click on **New Title**.

DWYER, ANDY  
Cust # 001135926  
2375 Caneyville Rd  
ROUNDHILL, KY 42275  
Phone: (270) 286-8772

Financial History

Action Center

- \$ Ad Valorem taxes are past due for 1969 SIVERLINE DAYT.
- 1969 SIVERLINE DAYT is Ready for Registration Renewal.

Vehicles

Boats (1) Renew All (1) Renew Selected (0)

1969 SIVERLINE DAYT KY3681SS  
Title#: 952270080035 Active - Title Issued  
Transfer Reg. Expired

Manage Title View

1. → New Title Switch to List View

2. Choose 'Out of State Transfer' from the Title Action dropdown.
  - a. If applicable, select the 'Move-In' checkbox and enter the Move-In Date.
  - b. Select the Titling State and the Out of State Title Number (if applicable, depending on the state chosen) and click **Continue**.
  - c. **Cancel Title Application** at any point of this process will delete all progress on this application.

1 Title Information Vehicle Information Seller Information Buyer Information Lien Information Registration Additional Information Finalize

→ Continue

Total Due: \$9.00

Title Action

Multi-Transfer:  No  Yes

a. → Title Action: Out-of-state Transfer \*


Move-In:



Titling State: Select State \*

Out of State Title #: \_\_\_\_\_

b. →

c. →

3. You may return to this step and choose another Title Action by clicking , however you will lose all data that has been entered.

4. Fill out the Vehicle Information page and click either of the  buttons.
  - a. If the boat does not have a HIN, or has an invalid HIN, you can request a State-Issued HIN and KAVIS will create it after checking out/finalizing the application.
  - b. The Occupant Capacity or the Weight Capacity is required, you do not have to have both.
  - c. Up to 4 Motors can be added by clicking  .

5. If you did NOT select the Move-In checkbox on the Title Information step, you may also include the purchase price for the motor.

Motor(s)

Motor #1

Year:  \*      Make:  \*      Horsepower:  \*

Fuel:  \*      Serial #:       Year of Purchase:

Purchase Amount:  5.

+ Add Motor

✕ Delete Motor      📄 Copy Motor

6. If you selected the Move-In checkbox in step 4, the seller info step isn't necessary, click **> Continue** and continue with step 10 below.

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: \$9.00

Seller does not apply for Move-In. Proceed to Buyer Information.

Cancel Title Application

7. If you did **not** select the Move-In checkbox in the Vehicle Information step, click **Add Seller**.

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

> Continue

Total Due: \$9.00


Add Seller 7.

Cancel Title Application

8. Enter the Seller's information and click **Add**.

The screenshot shows a multi-step process with 8 steps: 1. Title Information, 2. Vehicle Information, 3. Seller Information (highlighted), 4. Buyer Information, 5. Lien Information, 6. Registration, 7. Additional Information, and 8. Finalize. A green 'Continue' button is visible at the top right. Below the progress bar, the text 'Total Due: \$9.00' is displayed. The 'Seller Information' section contains the following fields: Seller Name (with an asterisk), E-Mail Address, Phone Number, Seller Address (with a dark blue header), Address 1 (with an asterisk), Address 2, City (with an asterisk), State (a dropdown menu labeled 'Select State' with an asterisk), Zip (with an asterisk), and Attn. At the bottom right of the form, there are two buttons: a red 'Cancel' button and a green 'Add' button with a person icon, which is circled in red. At the bottom left, there is a red 'Cancel Title Application' button.

9. Enter the Seller Notary Date if you have it and click **Continue**.

- a. Clicking the  will allow you to remove the Seller or edit their information.
- b. You may add another seller if applicable.

This screenshot shows the same form as above, but with a dropdown arrow next to the seller name 'Ron Swanson' and a 'Continue' button circled in red. The 'Seller Information' section is expanded to show the following details: Seller Name: Ron Swanson, Email, Phone, and Address: 123 Main St, Simpsonville, AL 16548. At the bottom of this section are 'Edit' and 'Remove' buttons. Below the seller details is a 'Seller Notary Date' field with a red arrow pointing to it and the number '9.' next to it. At the bottom left, there is an 'Add Seller' button with a red arrow pointing to it and the letter 'b.' next to it. At the bottom right, there are 'Edit' and 'Remove' buttons with red arrows pointing to them and the letter 'a.' next to them. The 'Continue' button at the top right is also circled in red. The 'Cancel Title Application' button is at the bottom left.




10. If you started from the Home Page, select **Add a Buyer** .

The screenshot shows a progress bar at the top with eight steps: 1. Title Information, 2. Vehicle Information, 3. Seller Information, 4. Buyer Information (highlighted in blue), 5. Lien Information, 6. Registration, 7. Additional Information, and 8. Finalize. Below the progress bar are buttons for "Place On Hold" and "Continue". A "Total Due: \$16.72" is displayed on the right. The main section is titled "Buyer Information" and contains a blue button labeled "Add a Buyer" with a red arrow pointing to it and the number "10." next to it. At the bottom left, there is a red button labeled "Cancel Title Application".

11. You can scan a Driver's License, or search by one of the other options in the dropdown menu.

- a. If they are not a KAVIS customer, you may add them at this time by clicking **+ Add New Customer** .

The screenshot shows the same progress bar as the previous image, with step 4 "Buyer Information" highlighted. Below the progress bar, there is a search section. On the left, there is a text input field labeled "Driver's License Number:" with a red asterisk to its right. To the right of the input field is a "Search By:" dropdown menu. The dropdown menu is open, showing a list of search options: "Driver's License Number", "Social Security Number", "Individual's Name", "Organization's Name", "Customer Number", "Passport Number", "Green Card Number", "Visa Number", "ITIN", and "Disabled Placard Number". A red arrow points from the number "11." to the "Driver's License Number" option in the dropdown. To the right of the search section, there is a green button labeled "+ Add New Customer" with a red arrow pointing to it and the letter "a." next to it. At the bottom right, there are three buttons: "Cancel", "Reset", and "Search".

12. There are a few things to check on the Buyer Information Page before clicking **Continue**
- An ownership connector (and/or) is required.
  - The **\$ Pay All** button will appear if a buyer has any ad valorem delinquencies, allowing you to pay them either with this title application or in a separate transaction.
    - See the section titled 'Paying Delinquent Taxes with a Title Application' of the Boat Registration and Ad Valorem Manual for more information.
  -  appears next to a customer if their customer profile contains errors.
    - you cannot continue without clicking on the icon and editing the necessary fields.
  - By clicking , you can deselect the specific Buyer.
  - You may call your local PVA and they can quickly resolve the PVA issues that are needed to continue this application.
    - Click **Check PVA** to refresh and check if the issues have been resolved and to see if they have created any new delinquencies that need to be paid.
  - Enter the required Buyer Notary Date.
  - You may add additional buyers (only the first 2 will be printed on the title).
  - You may switch the positions of the owners by clicking  .
  - If the application is put on hold, KAVIS will save the information to the Buyer's Customer Account Pages for 60 days.

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





**Check PVA** **Place On Hold** **Continue**

**Total Due:** \$21.00

**Buyer Information**

Ownership Connector: Select One... \*



Pay Delinquency: **\$ Pay All**

Primary	Secondary	Customer ID	Customer Name	Delinquency
✓		001135926	ANDY DWYER	Yes  
	✓	000475030	MORGAN THOMAS	 

Buyer Notary Date: \*

**Add a Buyer**

**Key**

-  = Vehicle tax or value incomplete, please see the PVA.
- ✓ = The first two Buyers listed on the Title Application will be printed on the title.
-  = The Customer Profile contains errors. Select flag to navigate to Customer Profile.

**Cancel Title Application**

13. Once all of the information is correct, click **> Continue**.
  - a. Choose the **\$ Edit Pay All** button if you need to change the delinquency payment to 'pay now' instead of 'pay with application'.
    - o For more information on paying taxes with an application, see the ['Paying Delinquent Taxes with a Title Application'](#).
  - b. As fees are added and ad valorem is chosen to be paid with the application, the Total Due will be updated so you can keep the Customer updated.

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:** \$499.64

Buyer Information

Ownership Connector: AND

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

Primary	Secondary	Customer ID	Customer Name	Delinquency
✓		001135926	ANDY DWYER	Paying w/A
✓		000475030	AND MORGAN THOMAS	Paying w/A

Buyer Notary Date: 06/05/2019 \*

Add a Buyer

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

Cancel Title Application

14. Click **Add Lien** if there is a lien, otherwise click **> Continue** and skip to step 17.
  - a. You can add up to 2 liens on a vehicle.

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:** \$499.99

Lien Information

Primary Owner County of Residence: BOONE

**Add Lien** 14.

Cancel Title Application



15. If there is a lien, choose from either Pending or Filed from the Lien Status dropdown menu, enter the necessary information and click **Add**.
  - a. If your County is the Primary Owner's County of Residence, you will be able to file a lien, otherwise, Pending will be your only option.
  - b. The checkboxes give you the choice of fees to charge.

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: \$499.99

Lien Information

Primary Owner County of Residence: BOONE

Lien: Select Pending Filed **a.**

Lien Status: Filed

Date Filed: \*

County Filed: BOONE \*

Lienholder Name: \*

Address: \*

State: Kentucky \*

Comments:

City: \*

Zip: \*

Do not charge Lien Filing Fee

Charge Late Lien Filing Fee (\$2.00) **b.**

Lien Filing Fee: \$22.00

Cancel Add

Cancel Title Application

16. Click the next to the bank name to view the information entered.
  - a. You may edit or remove the lien.
  - b. You can add up to 2 liens per title.
    - o The order of the liens is important, the 1<sup>st</sup> will be given priority.
  - c. Click **Continue** when you have added all liens to the title.

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: \$521.99

Lien Information

Primary Owner County of Residence: BOONE

16. 1st Bank Lien File Number: 654123 Date Filed: 06/05/2019 Filing Fee: \$22.00

Lien Status: Filed Lien File #: 654123 Date Filed: 06/05/2019 County Filed: BOONE Lien Exp: 2029

Address: 123 Main Street City: Simpsonville State: KY Zip: 40067

Comments:

**a.** Edit Remove

Total Lien Filing Fee Due: \$22.00

**b.** Add Lien

Cancel Title Application

17. Click **Add Registration** if applicable, or click **Continue**.

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

Place On Hold Continue

Total Due: \$521.99

Registration

Add Registration 17.

Cancel Title Application

18. Review the registration and click **Add**, then **Continue**.

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

Place On Hold Continue

Total Due: \$521.99

Registration

Registration Type: Out of state Registration Length: Short-Term Expiration Date: 04/30/2020

F&W State Registration Fee	\$17.50
KYTC State Registration Fee	\$3.00
Boat Safety Fee	\$1.00
Clerk Registration Fee	\$6.00
Total Registration Fees	\$27.50

Cancel Add

Cancel Title Application

19. You can also go back to this step and remove the registration if needed.

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

Place On Hold Continue

Total Due: \$549.49


Registration

Registration Type: Out of state Expiration Date: 04/30/2020

F&W State Registration Fee	\$17.50
KYTC State Registration Fee	\$3.00
Boat Safety Fee	\$1.00
Clerk Registration Fee	\$6.00
Total Registration Fees	\$27.50

Remove

Cancel Title Application

20. On the Additional Information Page, if you may request an extra review by MVL, please include any useful comments.
- If you did NOT select the Move-In checkbox from the Title Information step, you will need more information.
  - A Date of Purchase and Purchase Price are required.
  - If a Motor Price was added on the Vehicle Information step, it will be added to the Purchase Price to give you the Total Purchase Price.
  - If there is a Trade-In, click  [Add Trade-In](#), enter the Trade-In Value and ID# (HIN).
    - That amount will automatically be subtracted from the Total Purchase Price.

21. The Use Tax Description has several options depending on the Dealer Type chosen in the first Title Information step (step 3 above), the options above are available if you chose an out of state dealer.

- The following Use tax Descriptions require additional information.
  - The Resale Exemption requires the Tax ID:

- The Non-Profit/Gov Agency Exemption option requires a Purchase Number:

- The Out of State Credit requires the Amount of Use Tax Collected by another state:

22. Review the Finalize Title Application Page. If anything is red, click on either the bubble at the top or the warning itself to be taken to the page that needs attention.

a. You will not be able to move to the shopping cart if all necessary info is not entered.

b. When all necessary data is entered, click **Add To Cart** and check out as normal.

\*Reminder: you can place the Title Application on hold (and KAVIS will save the information to the Customer Account Page for 60 days) if you are not able to finalize it at the moment.

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

**Total Due: \$549.49**

**Finalize Title Application**

1. Title Action - Out-of-state Transfer (Move-In)

2. Vehicle Information

- Required Fields Complete
- No Delinquent Taxes Owed
- County of Dockage Complete
- Motor(s) Information Complete

3. Seller Information

4. Buyer Information

Ownership Connector : AND

- Ownership Connector Complete
- Notary Date Complete

Buyer 1 THOMAS, MORGAN

- Required Fields Complete
- Master Record Check Complete
- No Delinquent Taxes
- Ad Valorem Checks Complete

Buyer 2 DWYER, ANDY

- Required Fields Complete
- Master Record Check Complete
- No Delinquent Taxes
- Ad Valorem Checks Complete

5. Lien Information

Lien 1 1st Bank Filed

- Lien Information Complete

6. Registration

- Registration Complete

7. Additional Information

- Additional Information Complete

23.

Cancel Title Application Place On Hold Print Preview **Add To Cart**

23. Click **Print Preview** and you can print the new title application already filled out with information that you entered during the application process.
- This is not required, just a convenience.

Kentucky Transportation Cabinet  
Division of Motor Vehicle Licensing  
TC 96-184  
Rev. 5/2019  
Page 1 of 1

**Motor Boat Transaction Record/Application for Registration and/or Title**

KRS 186A.990 states: Any person who knowingly enters or attests to the entry of false or erroneous information upon this form will be subject to the penalties of forgery in the second degree; KRS 235.990 states: Any person who violates any of the provisions of this chapter or administrative regulations adopted under this chapter shall be fined not less than fifty dollars (\$50) nor more than two hundred dollars (\$200).

Check the type of application desired:  Duplicate  Update  KY Transfer  Out-of-State Transfer  First Time  Salvage  Rebuilt  Title Only

If Duplicate is checked, the original Certificate of Title is:  Lost  Destroyed  Damaged  Illegible  Other

**PLEASE NOTE: THE ORIGINAL OF THIS FORM MUST BE COMPLETED IN BLUE OR BLACK INK.**

**Section 1: VESSEL IDENTIFICATION SECTION** (See Reference Page for field values)

Previous Title Number	AL	State	KY #	Hull Identification (HIN)	1985	Year	Honda	Make	Boat
Classuse	Air boat	Vessel Type	Wooden	Outboard	Water Jet	Propulsion	BOONE	County of Dockage	
Length (feet, inches)	15, 2	Beam (feet, inches)	13, 2	Capacity or Weight Capacity	13	251	0	# of Toilets	Toilet Type

**Section 2: VESSEL ENGINE/MOTOR**

Motor 1 Make	Honda	Year	1990	Horse Power	15	Motor Serial #	26598	Year Purchased	1992	Purchase Amount	\$0.00
Motor 2 Make		Year		Horse Power		Motor Serial #		Year Purchased		Purchase Amount	

**Section 3: VESSEL BRAND DISCLOSURE**  Rebuilt  Salvage  Hail Damage  Water Damage  Unrebuildable

**Section 4: VESSEL LIEN INFORMATION:**  I have  I have not applied for a loan in connection with the motorboat described herein and if not,  I will  I will not apply for a loan within 30 days of this application. I warrant that the motorboat described above is not subject to an unperfected lien and that no loan in connection with this motorboat has now or will be applied for by seller within 30 days of this application.

1st Lienholder: **1st Bank**, Address: **123 Main Street**, City: **Simpsonville**, State: **KY**, Phone #: **BOONE**

2nd Lienholder: \_\_\_\_\_, Address: \_\_\_\_\_, City: \_\_\_\_\_, State: \_\_\_\_\_, Phone #: \_\_\_\_\_

**Section 5: VESSEL TRANSFEROR/SELLER SECTION**

Name of Transferor/Seller: \_\_\_\_\_ Dealer Number: \_\_\_\_\_

**VESSEL TRANSFEREE/OWNER/BUYER SECTION**

Name of Transferee/Owner/Buyer: **MORGAN THOMAS** DULSSN/FED ID# **400803850**

24. At the bottom of the print preview page, you can **Print** and **Add To Cart**.

**Section 5: VESSEL TRANSFEROR/SELLER SECTION**

Name of Transferor/Seller: \_\_\_\_\_ Dealer Number: \_\_\_\_\_

Name of Second Transferor/Seller: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home Address (if different from above): \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone # (with area code): \_\_\_\_\_

Vessel Sale Price **\$0.00**

Transferor/Seller Signature: \_\_\_\_\_

Transferor/Seller Signature: \_\_\_\_\_

Subscribed and attested before me this date \_\_\_\_/\_\_\_\_/\_\_\_\_ my commission expires \_\_\_\_/\_\_\_\_/\_\_\_\_

Attesting Official/Notary Signature/Title: \_\_\_\_\_

**VESSEL TRANSFEREE/OWNER/BUYER SECTION**

Name of Transferee/Owner/Buyer: **MORGAN THOMAS** DULSSN/FED ID# **400803850**

**BUYER JOINT OWNERSHIP:**  OR  AND  
(NOTE: If neither box is checked, the transfer shall require both signatures.)

Name of Second Transferee/Owner/Buyer: **ANDY DRYER** DULSSN/FED ID# \_\_\_\_\_

Mailing Address: **10390 REMY LN.**

Home Address (if different from above): \_\_\_\_\_

City: **FLORENCE** County: **BOONE** State: **KY** Zip: **41042-3679**

Citizenship of Primary Applicant: **US** Sex: **M** Date of Birth: **5/17/1956**

Email address: \_\_\_\_\_ Phone # (with area code): \_\_\_\_\_

Transferee/Owner/Buyer Signature: \_\_\_\_\_

Transferee/Owner/Buyer Signature: \_\_\_\_\_

Subscribed and attested before me this date \_\_\_\_/\_\_\_\_/\_\_\_\_ my commission expires \_\_\_\_/\_\_\_\_/\_\_\_\_

Attesting Official/Notary Signature/Title: \_\_\_\_\_

**Section 6: County Clerks Use Only**

Type of Application: \_\_\_\_\_ Date of Issuance: \_\_\_\_\_ Title Number: \_\_\_\_\_

I certify that the lien indicated to be filed has been noted into the automated system and that a title will be withheld for 30 days, or until financing statement and fees required are received, whichever occurs first.



Clerk Signature: \_\_\_\_\_ County: \_\_\_\_\_ Date: \_\_\_\_\_

**DO NOT ACCEPT TITLE OR APPLICATION SHOWING ANY ERASURES, ALTERATION, OR MUTILATIONS.**

Buttons at the bottom: **Close Preview**, **Print**, **Cancel Title Application**, **Place On Hold**, **Print Preview**, **Add To Cart**

\*The 'Editing a Title Application from the Shopping Cart' section of the Title Application Additional Information Manual may be helpful if you need to change something after this point. Also, reference the the Point of Sale Manual for info on Checking Out from the Shopping Cart.

25. If a new state-issued HIN was requested, after the application has been checked out, the Transaction Summary will have the new HIN.

- a. Clicking the Title, KY, or HIN #s will take you to the Vehicle Summary Page.
- b.  will allow you to reprint the PODD receipts and any decals if necessary.
- c.  will print the application, including the new title number and HIN, if requested.
  - o These 2 buttons are available for 14 days after the transaction is complete.

Transaction ID: 033415119      Transaction Date: 06/24/2019  
 Receipt Number: LPJ190624080230      Date Paid: 06/24/2019

THOMAS, MORGAN  
 Customer ID: 000475030  
 (Items: 53) (Vehicles: 1)

← < 1 2 3 > →      Filter...

Item	Description	Title #:	KY #:	HIN:	Qty	Price	Amount
<b>KAVIS</b>	1985 Honda Boat	191750085001	KY0900PR	KYZ03750C919			
	Clerk Lien Fee				1	2.00	\$2.00
	1969 SIVERLINE DAYT		KY368155				
	Ad Valorem Tax, 2014				1	28.29	\$28.29
	Clerk Lien Fee				1	2.00	\$2.00
	Ad Valorem Tax, 2015				1	24.58	\$24.58
	Clerk Lien Fee				1	2.00	\$2.00
	Ad Valorem Tax, 2016				1	21.16	\$21.16
	Clerk Lien Fee				1	2.00	\$2.00
	Ad Valorem Tax, 2017				1	18.06	\$18.06
	Clerk Lien Fee				1	2.00	\$2.00
	Ad Valorem Tax, 2018				1	15.45	\$15.45
	Clerk Lien Fee				1	2.00	\$2.00
	Ad Valorem Tax, 2019				1	12.82	\$12.82
	Clerk Lien Fee				1	2.00	\$2.00

Customer Total: \$549.49  
 Sub Total: \$549.49  
 Total: \$549.49

Cash Payment: \$549.49

Reprint / E-mail    Preview    Modify Receipt    Done

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

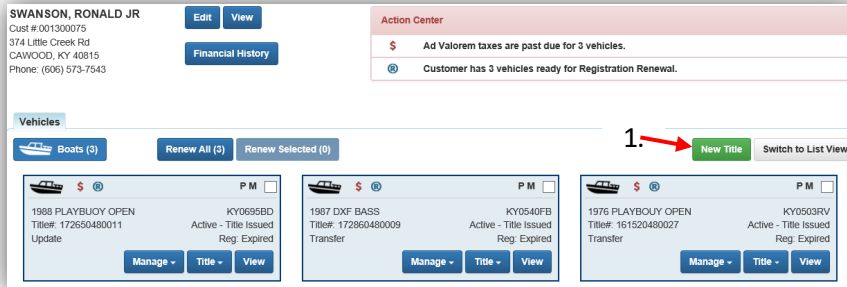
Vehicle Information      Update

Year: 1985      Make: Honda      Model: Boat  
 KY Number: KY0900PR      HIN: KYZ03750C919

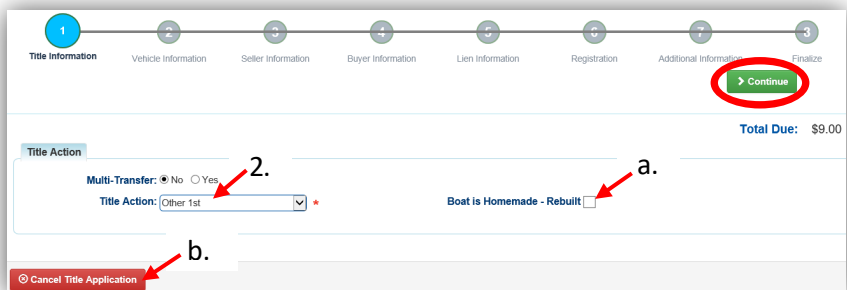
## Other 1<sup>st</sup> Title-including Homemade Boats

Other 1st Title can be used for a boat that is not in the KAVIS system, and there is no other suitable title action that can be used to obtain a Kentucky title.

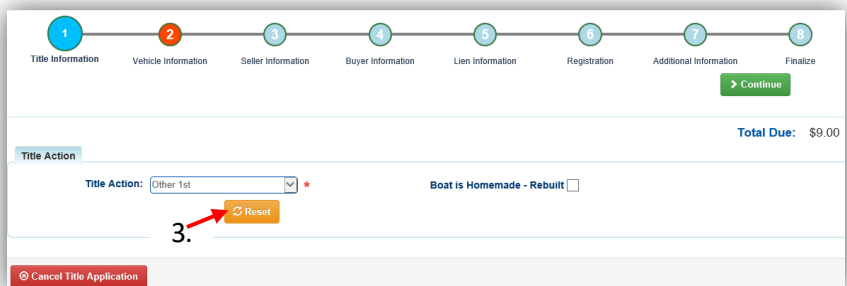
1. From a **Customer Account Page**, click on the **New Title** button.



2. Choose 'Other 1<sup>st</sup>' from the Title Action dropdown and click **Continue**.
  - a. Choose the 'Boat is Homemade-Rebuilt' checkbox if the boat needs the Department of Motor Vehicles' approval.
    - You will need to scan into PODD all required documentation for a Rebuilt boat.
    - You will not be able to Register the Homemade boat until the application has been approved by MVL.
  - b. **Cancel Title Application** at any point of this process will delete all progress on this application.



3. You may return to this step and choose another Title Action by clicking **Reset**, however you will lose all data that has been entered.



4. Fill out the Vehicle Information page and click either of the **Continue** buttons.
  - a. If the boat you enter does not have a HIN, or has an invalid HIN, you can request a State-Issued HIN and KAVIS will create it after checking out/finalizing the application.
  - b. The Occupant Capacity or the Weight Capacity is required, you do not have to have both.
  - c. Up to 4 Motors can be added by clicking **Add Motor**.

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

**Continue** 4.

Total Due: \$9.00

**Boat Details**

County of Dockage: Select One... \*

Vehicle has a Situs Address

Year: \*  
 Make: \*  
 Model: \*  
 HIN: \*

Request State-Issued HIN  
 Type: \*  
 Hull Material: \*  
 Engine Drive: \*  
 Propulsion: \*

Length Ft: \*  
 Length In: \*  
 Beam Ft: \*  
 Beam In: \*

Occupant Capacity: \*  
 Weight Capacity: \*  
 Number of Toilets: \*

Toilet Type: \*  
 Primary Use: \*

Brand:  Hull Damaged

Motor(s)

**Continue** 4.

**Continue** 4.

**Cancel Title Application**



5. A Seller is not required for this type of title, but if you have one, click **Add Seller**.

The screenshot shows a progress bar at the top with 8 steps: 1. Title Information, 2. Vehicle Information, 3. Seller Information (highlighted in blue), 4. Buyer Information, 5. Lien Information, 6. Registration, 7. Additional Information, and 8. Finalize. Below the progress bar are buttons for "Place On Hold" and "Continue". The "Total Due" is listed as \$18.60. In the "Seller Information" section, the "Add Seller" button is circled in red. At the bottom left, there is a "Cancel Title Application" button.

6. Fill out the seller information and click **Add**.

The screenshot shows the "Seller Information" form. It includes fields for "Seller Name", "E-Mail Address", and "Phone Number". To the right, under "Seller Address", there are fields for "Address 1", "Address 2", "City", "State" (a dropdown menu), "Zip", and "Attn". All required fields have an asterisk. At the bottom right, there are "Cancel" and "Add" buttons, with the "Add" button circled in red.

7. Enter the Seller Notary Date if you have it and click **Continue**.

- a. Click the to view the Seller's information, you can also edit or remove the seller.
- b. You may add another seller by clicking **Add Seller**.

The screenshot shows the "Seller Information" section with a progress bar at the top. Step 3, "Seller Information", is highlighted. The "Continue" button is circled in red. Below the progress bar, the "Total Due" is \$18.60. A seller entry for "Andy Dwyer" is shown with fields for "Seller Name", "Email", "Phone", and "Address" (321 Main Street, Simpsonville, AR 13946). To the right of the entry are "Edit" and "Remove" buttons, with a red arrow labeled "a." pointing to them. Below the entry is a "Seller Notary Date" field with a red arrow labeled "7." pointing to it. At the bottom left, the "Add Seller" button is circled in red with a red arrow labeled "b." pointing to it. A "Cancel Title Application" button is at the bottom left.




8. Select **Add a Buyer** .

The screenshot shows a progress bar at the top with steps 1 through 8. Step 4, 'Buyer Information', is highlighted in blue. Below the progress bar, there are buttons for 'Place On Hold' and 'Continue'. A 'Total Due: \$16.72' is displayed on the right. In the 'Buyer Information' section, a blue button labeled 'Add a Buyer' is highlighted with a red arrow and the number '8.'. At the bottom left, there is a red button labeled 'Cancel Title Application'.



9. You can scan a Driver's License, or search by one of the other options in the dropdown menu.

- a. If they are not a KAVIS customer, you may add them at this time by clicking **+ Add New Customer** .

The screenshot shows the search interface for adding a new customer. At the top, the progress bar highlights step 4, 'Buyer Information'. Below it, there is a search field labeled 'Driver's License Number:'. To the right of the search field is a dropdown menu with the following options: 'Driver's License Number', 'Social Security Number', 'Individual's Name', 'Organization's Name', 'Customer Number', 'Passport Number', 'Green Card Number', 'Visa Number', 'ITIN', and 'Disabled Placard Number'. A red arrow points to the 'Driver's License Number' option in the dropdown, with the number '9.' next to it. In the top right corner of the search area, there is a button labeled '+ Add New Customer' with a red arrow pointing to it and the letter 'a.' next to it. At the bottom right, there are three buttons: 'Cancel', 'Reset', and 'Search'.

10. There are a few things to check on the Buyer Information Page before clicking **Continue**.
- An ownership connector (and/or) is required if there are two or more Buyers.
  - The **\$ Pay All** button will appear if a buyer has any ad valorem delinquencies, allowing you to pay them either with this title application or in a separate transaction.
    - See the section titled 'Paying Delinquent Taxes with a Title Application' of the Boat Registration and Ad Valorem Manual for more information.
  - By clicking , you can deselect the specific Buyer.
  -  appears next to a customer if their customer profile contains errors.
    - You cannot continue without clicking on the icon and editing the necessary fields.
  - You may call your local PVA and they can quickly resolve the PVA issues that are needed to continue this application.
    - Click **Check PVA** to refresh and check if the issues have been resolved and to see if they have created any new delinquencies that need to be paid.
  - Enter the required Buyer Notary Date.
  - You may add additional buyers (only the first 2 will be printed on the title).
  - You may switch the positions of the owners by clicking .
  - If the application is put on hold, KAVIS will save the information to the Buyer's Customer Account Pages for 60 days.

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

**Buttons:**  Check PVA,  Place On Hold, **Continue**

**Buyer Information Section:**

Ownership Connector:  \*




Pay Delinquency: **\$ Pay All**

Primary	Secondary	Customer ID	Customer Name	Delinquency
<input checked="" type="checkbox"/>		001300075	RONALD SWANSON JR	Yes
	<input checked="" type="checkbox"/>	001171682	NORMA DAVIS	

Buyer Notary Date:  \*

**Add a Buyer**

**Key:**

-  = The Customer Profile contains errors. Select flag to navigate to Customer Profile.
-  = Vehicle tax or value incomplete, please see the PVA be printed on the title.
-  = The Customer Account contains errors. Select flag to navigate to Customer Account.

**Cancel Title Application**

11. Once all of the information is correct, click **Continue**.
  - a. Choose the **Edit Pay All** button if you need to change the delinquency payment to 'pay now' instead of 'pay with application'.
    - o For more information on paying taxes with an application, see the '[Paying Delinquent Taxes with a Title Application](#)'.
  - b. As fees are added and Ad Valorem taxes are selected to be paid with the application, the Total Due will be updated so you can keep the Customer informed of the amount due at check out.

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:** \$242.07

**Buyer Information**

Ownership Connector: AND \*

Pay Delinquency: **Edit Pay All** a.

Primary	Secondary	Customer ID	Customer Name	Delinquency
✓		001300075	RONALD SWANSON JR	Paying w/A ✖
+	✓	001171682	AND NORMA DAVIS	Paying w/A ✖

Buyer Notary Date: 06/07/2019 \*

Add a Buyer

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

Cancel Title Application

12. Click **Add Lien** if you have one to enter.
  - a. If you do not have a lien to enter, click **Continue** and skip to step 15.

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:** \$242.07

**Lien Information**

Primary Owner County of Residence: BOONE

**Add Lien** 12.

Cancel Title Application

13. If there is a lien, choose between Pending and Filed, depending on your office's business practice. This is also dependent upon your permission to File a lien, and the County of Residence of the Primary Buyer.
  - a. If you are filing the lien, your county is selected by default.
  - b. The checkboxes give you the choice of fees to charge.
  - c. Enter the necessary information and click **Add**.

13. **Lien Status:** Pending/Filed

a. **County Filed:** BOONE

b.  Do not charge Lien Filing Fee  
 Charge Late Lien Filing Fee (\$2.00)

**Lien Filing Fee:** \$22.00

**Add**

14. Click the next to the bank name to view the information entered.
  - a. You may edit or remove the lien.
  - b. You can add up to 2 liens per title.
    - o The order of the liens is important, the 1<sup>st</sup> will be given priority.
  - c. Click **Continue** when you have added all liens to the title.

14. **1st Bank** (dropdown arrow)

Lien File Number: 654123    Date Filed: 06/11/2019    Filing Fee: \$22.00

**Lien Status:** Filed    **Lien File #:** 654123    **Date Filed:** 06/11/2019    **County Filed:** BOONE    **Lien Filing Fee:** \$22.00

**Address:** 123 Main Street    **City:** Simpsonville    **State:** KY    **Zip:** 40067

**Edit**    **Remove**

**Add Lien**

**Continue**

15. Click **Add Registration** if applicable, or click **Continue** .

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

Place On Hold **Continue**

Total Due: \$9.00

Registration

**Add Registration** 15.

Cancel Title Application

16. Review the registration and click **Add** , then **Continue** .

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

Place On Hold **Continue**

Total Due: \$264.07

Registration

Registration Type: First time Registration Length: Short-Term Expiration Date: 04/30/2020

F&W State Registration Fee	\$17.50
KYTC State Registration Fee	\$3.00
Boat Safety Fee	\$1.00
Clerk Registration Fee	\$6.00
Total Registration Fees	\$27.50

Cancel **Add**

Cancel Title Application

17. You can come back to this step and remove the registration if necessary.

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

Place On Hold **Continue**

Total Due: \$291.57

Registration

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

F&W State Registration Fee	\$17.50
KYTC State Registration Fee	\$3.00
Boat Safety Fee	\$1.00
Clerk Registration Fee	\$6.00
Total Registration Fees	\$27.50

**Remove**

Cancel Title Application

18. On the Additional Information Page, you may request an extra review by MVL, please include any useful comments.
- A Date of Purchase and Purchase Price are required unless the Use Tax Description is 'No Sale'.
  - If a Motor Price was added on the Vehicle Information step, it will be added to the Purchase Price to give you the Total Purchase Price.
  - The Use Tax Description has several options, the following require additional info:
    - The Resale Exemption requires the Tax ID.
    - The Non-Profit/Government Agency Exemption option requires a Purchase Number.

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

Place On Hold **Continue**

Total Due: \$291.57

Additional Information

Date of Purchase: 06/21/2019 \*

Purchase Price: 1500 \*

Motor(s) Price: \$150.00

Total Purchase Price: \$1,650.00

Use Tax Description: **Use Tax Previously Paid to DOR**  
 Transfer from Individual to Individual  
 Resale Exemption  
 Non-Profit/Gov Agency Exemption  
 No Sale

Do you need Extra Review by MVL?  
 Comments for MVL: 18.

Use Tax Amount: \$0.00

Cancel Title Application

19. Review the Finalize Title Application Page. If anything is red, click on either the bubble at the top or the warning itself to be taken to the page that needs attention.

a. You will not be able to move to the shopping cart if all necessary info is not entered

b. When all necessary data is entered, click **Add To Cart** and check out as normal.

\*Reminder: you can place the Title Application on hold (and KAVIS will save the information to the Customer Account Page for 60 days) if you are not able to finalize it at the moment.

Finalize Title Application Total Due: \$291.57

1. Title Action - Other 1st

2. Vehicle Information

- Required Fields Complete
- No Delinquent Taxes Owed
- County of Dockage Complete
- Motor(s) Information Complete

3. Seller Information

Seller 1  Name and Address Complete

4. Buyer Information

Ownership Connector: AND  Ownership Connector Complete

Buyer 1 DAVIS, NORMA

- Notary Date Complete
- Required Fields Complete
- Master Record Check Complete
- No Delinquent Taxes
- Ad Valorem Checks Complete

Buyer 2 SWANSON, RONALD JR

- Required Fields Complete
- Master Record Check Complete
- No Delinquent Taxes
- Ad Valorem Checks Complete

5. Lien Information

Lien 1 1st Bank Filed  Lien Information Complete

6. Registration  Registration Complete

7. Additional Information  Additional Information Complete

20. Click **Print Preview** and you can print the new title application already filled out with information that you entered during the application process.

a. This is not required, just a convenience.

Kentucky Transportation Cabinet  
Division of Motor Vehicle Licensing  
Motor Boat Transaction Record/Application for Registration and/or Title

TC 96-184  
Rev: 5/2019  
Page 1 of 1

**Section 1: VESSEL IDENTIFICATION SECTION** (See Reference Page for field values)



Previous Title Number	KY	State	KY #	Hull Identification (HIN)	Year	Make	Model
Pleasure	1985	15	2	13456	1990	Honda	BOONE

**Section 2: VESSEL ENGINE/MOTOR**

Motor 1 Make	Year	Horse Power	Motor Serial #	Year Purchased	Purchase Amount
Honda	1985	15	13456	1990	\$150.00

**Section 3: VESSEL BRAND DISCLOSURE**  Rebuilt  Salvage  Hull Damage  Water Damage  Unrebuildable





21. At the bottom of the print preview page, you can  and .

21.

\*The 'Editing a Title Application from the Shopping Cart' section of the Title Application Additional Information Manual may be helpful if you need to change something after this point. Also, reference the the Point of Sale Manual for info on Checking Out from the Shopping Cart.

22. If a new state-issued HIN was requested, after the application has been checked out, the Transaction Summary will have the new HIN.

- Clicking the Title, KY, or HIN #s will take you to the Vehicle Summary Page.
-  will allow you to reprint the PODD receipts and any decals if necessary.
-  will print the application, including the new title number and HIN, if requested.
  - These 2 buttons are available for 14 days after the transaction is complete.

Transaction ID: 033415069      Transaction Date: 06/21/2019  
 Receipt Number: LPJ190621144533      Date Paid: 06/21/2019

DAVIS, NORMA  
 Customer ID: 001171682  
 (Items: 25) (Vehicles: 1)

Item	Description	Title #:	KY #:	HIN:	Qty	Price	Amount
1985	Honda Boat	191720085001	KY0900PL	KY203747C919			
	Clerk Lien Fee				1	2.00	\$2.00
	1987 DXF BASS		KY0540FB				
	Ad Valorem Tax, 2019				1	7.82	\$7.82
	Clerk Lien Fee				1	2.00	\$2.00
	1988 PLAYBOY OPEN		KY0695BD				
	Ad Valorem Tax, 2019				1	14.52	\$14.52
	Clerk Lien Fee				1	2.00	\$2.00
Customer Total:							\$291.57
Sub Total:							\$291.57
Total:							\$291.57
Cash Payment:							\$291.57

Buttons at bottom: Reprint / E-mail, Preview, Modify Receipt, Done

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

Vehicle Information Update

<b>Year:</b> 1985	<b>Make:</b> Honda	<b>Model:</b> Boat
<b>KY Number:</b> KY0900PL	<b>HIN:</b> KYZ03747C919	

24. If you chose the 'Boat is Homemade-Rebuilt' checkbox, this will result in the 'Rebuilt' brand displayed in the Vehicle Attributes section of the Vehicle Summary Page.

Vehicle Attributes Edit

<b>County of Dockage:</b> HARLAN	<b>Hull Material:</b> Wooden
<b>Boat Type:</b> Cabin Motorboat	<b>Propulsion:</b> Other
<b>Engine Drive:</b> Outboard	<b>Beam:</b> 32' 2"
<b>Length:</b> 65' 2"	<b>Weight Capacity:</b>
<b>Occupant Capacity:</b> 132	<b>Toilet Type:</b>
<b>Number of Toilets:</b> 0	<b>Number of Motors:</b> 0
<b>Primary Use:</b> Pleasure	<b>Brand:</b> Rebuilt

## New Salvage Titles

The following sections are how to issue a salvage title for a boat that is new to KY.

- Salvage titles cannot be registered; they are to be issued to boats that are no longer functional on water, while they are being repaired prior to applying for a Rebuilt Title.
- Unlike salvage applications that are starting with a current KY title, these will go to your title application queue and follow the same path of being approve by Motor Vehicle Licensing.

## Salvage-Certificate of Origin


This is for boats that have been purchased by a Kentucky resident or Organization from a Kentucky Dealer, an out-of-state dealer, or another retail store.

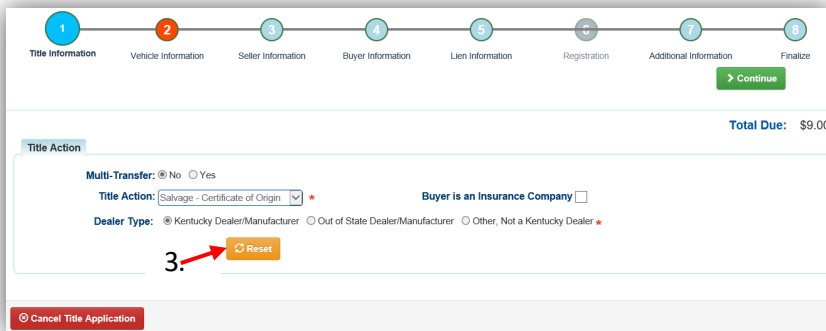
1. From a Customer Account Page, click on the **New Title** button.

The screenshot shows a customer account page for HARRIS, MICHAEL ALL. The page includes an 'Action Center' with two notifications: 'Ad Valorem taxes are past due for 2 vehicles. The total amount past due is \$877.84.' and 'Customer has 2 vehicles ready for Registration Renewal.' Below this is a 'Vehicles' section with two vehicle cards. The first card is for a 1999 BASS TRACKER GRIZZLY and the second is for a 1994 SPECTRUM 18 SPORT. Both cards have 'Manage', 'Title', and 'View' buttons. A red arrow labeled '1.' points to a green 'New Title' button in the top right corner of the vehicle section.

2. From the Title Action dropdown, select 'Salvage-Certificate of Origin' and choose the Dealer Type from the options before clicking **Continue**.
  - a. Select the 'Buyer is an Insurance Company' checkbox if it applies.
  - b. **Cancel Title Application** at any point of this process will delete all progress on this application.

The screenshot shows a multi-step process flow for issuing a title. The steps are: 1. Title Information, 2. Vehicle Information, 3. Seller Information, 4. Buyer Information, 5. Lien Information, 6. Registration, 7. Additional Information, and 8. Finalize. Step 1 is currently active. A green 'Continue' button is circled in red. Below the flow is a 'Title Action' form. The 'Multi-Transfer' option is set to 'No'. The 'Title Action' dropdown is set to 'Salvage - Certificate of Origin'. The 'Dealer Type' options are 'Kentucky Dealer/Manufacturer', 'Out of State Dealer/Manufacturer', and 'Other, Not a Kentucky Dealer'. The 'Buyer is an Insurance Company' checkbox is checked, with a red arrow labeled 'a.' pointing to it. A red arrow labeled '2.' points to the 'Title Action' dropdown. At the bottom, a red 'Cancel Title Application' button is shown with a red arrow labeled 'b.' pointing to it. The 'Total Due' is \$9.00.

3. You may return to this step and choose another Title Action by clicking , however you will lose all data that has been entered.



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

Total Due: \$9.00


**Title Action**


Multi-Transfer:  No  Yes



Title Action:  \*

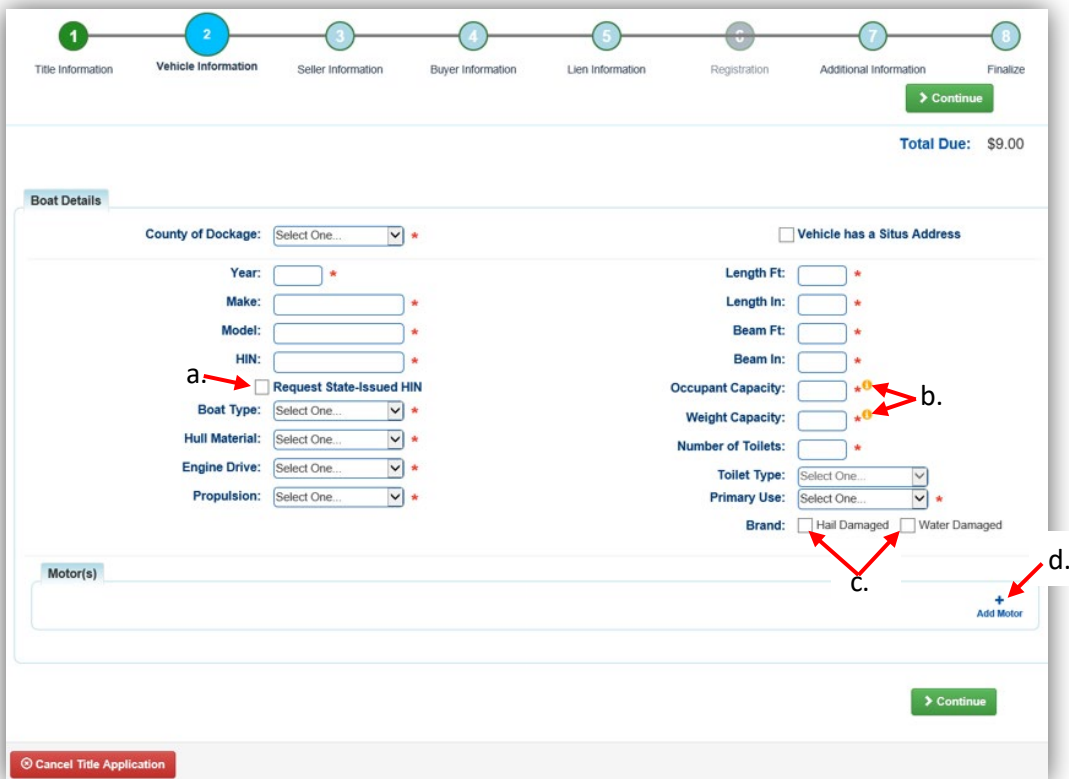
Buyer is an Insurance Company

Dealer Type:  Kentucky Dealer/Manufacturer  Out of State Dealer/Manufacturer  Other, Not a Kentucky Dealer \*

3. 



4. Fill out the Vehicle Information page and click either of the  buttons
  - a. If the boat does not have a HIN, or has an invalid HIN, you can request a State-Issued HIN and KAVIS will create it after checking out/finalizing the application.
  - b. The Occupant Capacity and/or the Weight Capacity is required, you do not have to have both.
  - c. Select the checkbox if the boat has hail and/or water damage.
  - d. You can also add a Motor here by clicking  .



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

Total Due: \$9.00

**Boat Details**

County of Dockage:  \*

Vehicle has a Situs Address

Year:  \*

Make:  \*

Model:  \*

HIN:  \*

a.  Request State-Issued HIN

Boat Type:  \*

Hull Material:  \*

Engine Drive:  \*

Propulsion:  \*

Length Ft:  \*

Length In:  \*

Beam Ft:  \*

Beam In:  \*

Occupant Capacity:  \*

Weight Capacity:  \*


Number of Toilets:  \*


Toilet Type:


Primary Use:  \*

Brand:  Hail Damaged  Water Damaged

Motor(s)







5. Click **Add Seller**.
  - a. Placing the Title Application on hold will save the information to the Customer Account Page for 60 days, after which it will be deleted.

6. Search for the Seller's Account and click **Search**.
  - a. If you picked KY Dealer in the 1<sup>st</sup> Title Information Step, you will only be able to choose from Dealers that are already KAVIS customers.

7. If you selected an 'Out of State Dealer' or 'Other, Not a KY Dealer' in the 1<sup>st</sup> Title Information Step, you will need to manually enter their information and click **Add**.

8. If you chose KY Dealer in the Title Information Step, enter the Seller Notary Date (if you have it) and click **Continue**.
- a. Clicking the **Remove** will allow you to remove the Seller and search for another.

The screenshot shows a multi-step process with steps 1 through 8. Step 3, 'Seller Information', is the active step. At the top right, there are buttons for 'Place On Hold' and 'Continue'. The 'Continue' button is circled in red. Below the progress bar, the 'Seller Information' section is titled 'YAMAHA OF LOUISVILLE'. It lists 'Customer ID: 001314664', 'Dealer Name: YAMAHA OF LOUISVILLE', and 'Dealer Number: KY1021D'. To the right of this information is a red 'Remove' button with a white 'x' icon, labeled 'a.'. Below the dealer information is a 'Seller Notary Date:' field with an empty text box, labeled '8.'. At the bottom left, there is a red button labeled 'Cancel Title Application'. The 'Total Due' is shown as \$21.00.

9. If you chose 'Out of State Dealer' or 'Other' in the Title Information Step, clicking the **Edit** will allow you to edit or remove the Seller and search for another.
- a. Enter the Seller Notary Date if you have it and click **Continue**.

The screenshot shows the same multi-step process with step 3, 'Seller Information', active. The 'Continue' button is circled in red. The 'Seller Information' section is titled 'Bob's Boats'. It lists 'Seller Name: Bob's Boats', 'Email:', 'Phone:', and 'Address: 123 Main Street, Simpsonville, KS 46215'. To the right of this information are two buttons: a blue 'Edit' button and a red 'Remove' button with a white 'x' icon, both labeled '9.'. Below the seller information is a 'Seller Notary Date:' field with an empty text box, labeled 'a.'. At the bottom left, there is a red button labeled 'Cancel Title Application'. The 'Total Due' is shown as \$9.00.

10. The Customer's information will be on the Buyer Information Page.
- You can add another Buyer by clicking **Add a Buyer** (only the first 2 will appear on the title).

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: \$21.00

Buyer Information

Pay Delinquency: \$ Pay All

Primary	Secondary	Customer ID	Customer Name	Delinquency
✓		000291650	MICHAEL ALL HARRIS	Yes




Buyer Notary Date:  \*

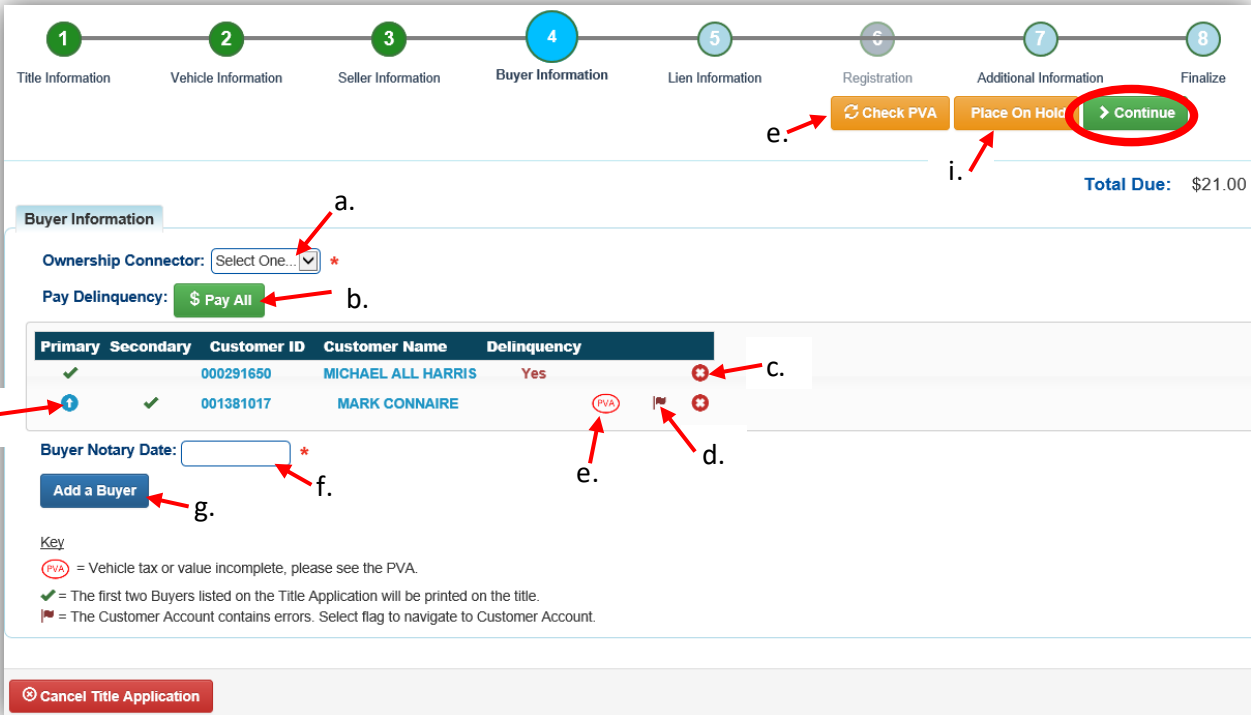
Add a Buyer a.

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

Cancel Title Application



11. There are a few things to check on the Buyer Information Page before clicking **Continue**.

- a. An ownership connector (and/or) is required.
- b. The **\$ Pay All** button will appear if a buyer has any ad valorem delinquencies, allowing you to pay them either with this title application or in a separate transaction.
  - o See the section titled 'Paying Delinquent Taxes with a Title Application' of the Boat Registration and Ad Valorem Manual for more information.
- c. By clicking , you can deselect the specific Buyer.
- d.  appears next to a customer if their customer profile contains errors.
  - o You cannot continue without clicking on the icon and editing the necessary fields.
- e. You may call your local PVA and they can quickly resolve the PVA issues that are needed to continue this application.
  - o Click **Check PVA** to refresh and check if the issues have been resolved and to see if they have created any new delinquencies that need to be paid.
- f. Enter the required Buyer Notary Date.
- g. You may add additional buyers (only the first 2 will be printed on the title).
- h. You may switch the positions of the owners by clicking .
- i. If the application is put on hold, KAVIS will save the information to the Buyer's Customer Account Pages for 60 days.



The screenshot shows the 'Buyer Information' page in a multi-step process. At the top, a progress bar indicates steps 1 through 8: Title Information, Vehicle Information, Seller Information, Buyer Information (current step), Lien Information, Registration, Additional Information, and Finalize. Below the progress bar are buttons for 'Check PVA', 'Place On Hold', and 'Continue'. The 'Continue' button is circled in red. Below this, the 'Buyer Information' section contains an 'Ownership Connector' dropdown menu, a '\$ Pay All' button, and a table of buyers. The table has columns for Primary, Secondary, Customer ID, Customer Name, and Delinquency. Two buyers are listed: Michael All Harris and Mark Connaire. The 'Add a Buyer' button is visible below the table. A 'Buyer Notary Date' field is also present. At the bottom, there is a 'Cancel Title Application' button. Red arrows and letters a-i point to various elements: 'a' points to the Ownership Connector dropdown; 'b' points to the \$ Pay All button; 'c' points to the minus icon in the table; 'd' points to the flag icon; 'e' points to the Check PVA button; 'f' points to the Buyer Notary Date field; 'g' points to the Add a Buyer button; 'h' points to the swap icon; 'i' points to the Place On Hold button.

Primary	Secondary	Customer ID	Customer Name	Delinquency
✓		000291650	MICHAEL ALL HARRIS	Yes
	✓	001381017	MARK CONNAIRE	

Key  
 = Vehicle tax or value incomplete, please see the PVA.  
✓ = The first two Buyers listed on the Title Application will be printed on the title.  
 = The Customer Account contains errors. Select flag to navigate to Customer Account.



12. Once all of the information is correct, click **Continue** .
  - a. Choose the **Edit Pay All** button if you need to change the delinquency payment and pay their taxes separately from the application fee.
    - o For more information on paying taxes with an application, see the ['Paying Delinquent Taxes with a Title Application'](#).
  - b. As fees are added and ad valorem is chosen to be paid with the application, the Total Due will be updated so you can keep the Customer updated.

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

Buttons: Place On Hold, **Continue**

Total Due: \$577.47

Buyer Information

Ownership Connector: AND

Pay Delinquency: **Edit Pay All** a.

Primary	Secondary	Customer ID	Customer Name	Delinquency
<input checked="" type="checkbox"/>	<input type="checkbox"/>	000291650	MICHAEL ALL HARRIS	Paying w/A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	001381017	AND MARK CONNAIRE	Paying w/A

Buyer Notary Date: 06/07/2019 \*

Add a Buyer

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

Cancel Title Application

13. If there is a lien, choose from either Pending or Filed from the Lien Status dropdown menu, enter the necessary information and click **Add** .
  - a. If your County is the Primary Owner's County of Residence, you will be able to file a lien, otherwise, Pending will be your only option.
  - b. The checkboxes give you the choice of fees to charge.

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

Buttons: Place On Hold, **Continue**

Total Due: \$577.47

Lien Information

Primary Owner County of Residence: BOONE

**Add Lien** 13.

Cancel Title Application

14. If there is a lien, choose from either Pending or Filed from the Lien Status dropdown menu, enter the necessary information and click **Add**.
- If you are filing the lien, your county will be chosen.
  - The checkboxes give you the choice of fees to charge.

15. Click the **▶** next to the bank name to view the information entered.
- You may edit or remove the lien.
  - You can add up to 2 liens per title.
    - The order of the liens is important, the 1<sup>st</sup> will be given priority.
  - Click **Continue** when you have added all liens to the title.

16. On the Purchase Information Step, a Date of Purchase and Purchase Price are required.
- a. The Use Tax Description has several options depending on the Dealer Type chosen in the 1<sup>st</sup> Title Information Step.
    - o The Non-Profit Exemption option requires a Purchase Number.

Use Tax Description:  \*

Purchase Number:  \*

- b. Click **+** [Add Trade-In](#), enter the Trade-In Value and ID# (HIN).
  - o The value will automatically be subtracted from the Total Purchase Price.
- c. You may request an extra review by MVL.
  - o Select a reason from the dropdown menu and include any useful comments.

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

Place On Hold    **Continue**

**Total Due:** \$599.47

**Additional Information**

**16.** Date of Purchase:  \*

Purchase Price:  \*

Motor(s) Price: \$0.00

Total Purchase Price: \$0.00

Use Tax Description: **a.**  \*

Do you need Extra Review by MVL? **c.**  \*

Comments for MVL:

**b.** **+** Add Trade-In

Vehicle Type	Trade-In Value	Identification #	
Boat	<input type="text" value="0.00"/>	<input type="text"/> *	<input type="button" value="Delete"/>

**Use Tax Amount:** \$0.00

17. Review the Finalize Title Application Page. If anything is red, click on either the bubble at the top or the warning itself to be taken to the page that needs attention.



a. You will not be able to move to the shopping cart until all necessary info is entered.

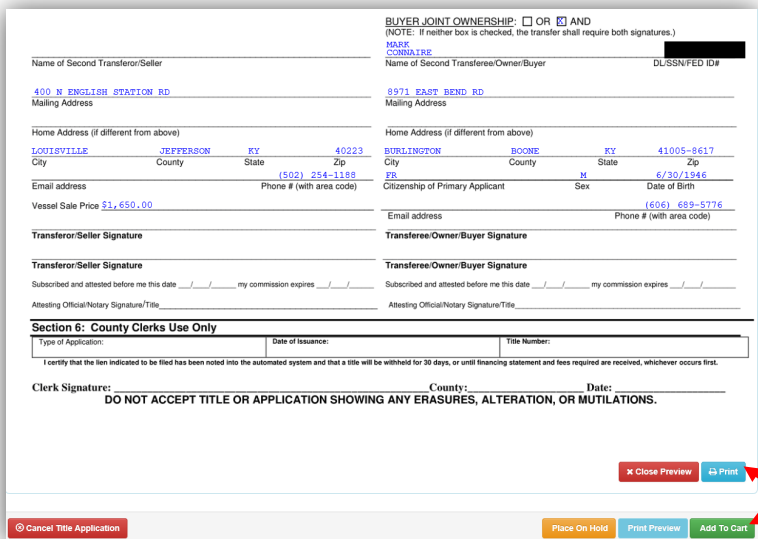
b. When all necessary data is entered, click **Add To Cart** and check out as normal.

\*Reminder: you can place the Title Application on hold (and KAVIS will save the information to the Customer Account Page for 60 days) if you are not able to finalize it at the moment.

18. Click **Print Preview** and you can print the new title application already filled out with information that you entered during the application process.

a. This is not required, just a convenience.

19. At the bottom of the print preview page, you can  and .



BUYER JOINT OWNERSHIP:  OR  AND  
 (NOTE: If neither box is checked, the transfer shall require both signatures.)  
 MARK COOPER, JR.  
 Name of Second Transferee/Owner/Buyer DLSSNFED ID# [REDACTED]

Name of Second Transferor/Seller: [REDACTED]  
 Mailing Address: 400 W ENGLISH STATION RD  
 Home Address (if different from above): LOUISVILLE, JEFFERSON, KY, 40223  
 City County State Zip  
 Phone #: (502) 254-1188







Name of Second Transferor/Seller: [REDACTED]  
 Mailing Address: 8971 EAST BEND RD  
 Home Address (if different from above): BURLINGTON, BOONE, KY, 41005-8617  
 City County State Zip  
 Date of Birth: 6/30/1946  
 Sex: M  
 Citizenship of Primary Applicant: FR  
 Phone #: (606) 689-5776

Vessel Sale Price: \$2,650.00

Transferor/Seller Signature: [REDACTED]  
 Transferee/Owner/Buyer Signature: [REDACTED]

Section 6: County Clerks Use Only  
 Type of Application: [REDACTED] Date of Issuance: [REDACTED] Title Number: [REDACTED]



Clerk Signature: [REDACTED] County: [REDACTED] Date: [REDACTED]  
 DO NOT ACCEPT TITLE OR APPLICATION SHOWING ANY ERASURES, ALTERATION, OR MUTILATIONS.

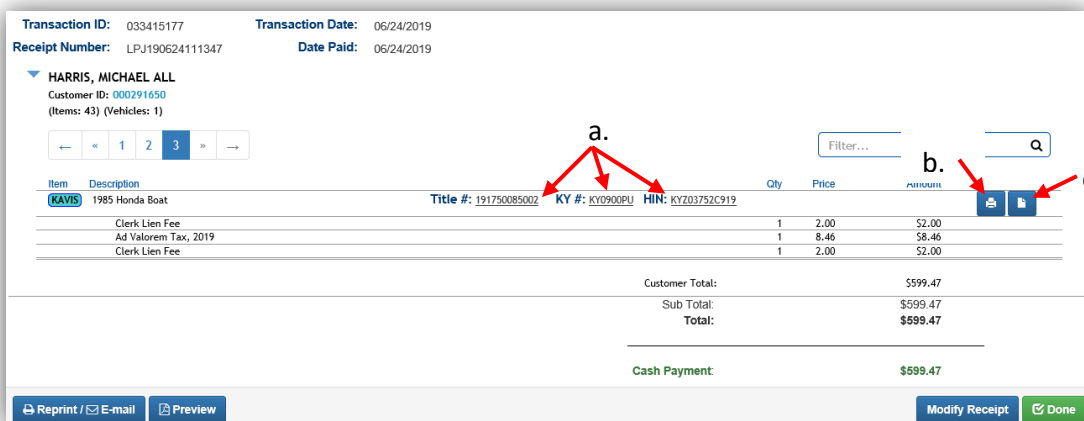
Buttons:      

19.

\*The 'Editing a Title Application from the Shopping Cart' section of the Title Application Additional Information Manual may be helpful if you need to change something after this point. Also, reference the the Point of Sale Manual for info on Checking Out from the Shopping Cart.


20. If a new state-issued HIN was requested, after the application has been checked out, the Transaction Summary will have the new HIN.

- a. Clicking the Title, KY, or HIN #s will take you to the Vehicle Summary Page.
- b.  will allow you to reprint the PODD receipts and any decals if necessary.
- c.  will print the application, including the new title number and HIN, if requested.
  - o These 2 buttons are available for 14 days after the transaction is complete.







Transaction ID: 033415177 Transaction Date: 06/24/2019  
 Receipt Number: LPU190624111347 Date Paid: 06/24/2019

HARRIS, MICHAEL ALL  
 Customer ID: 000291650  
 (Items: 43) (Vehicles: 1)

Item	Description	Title #:	Qty	Price	Amount
	1985 Honda Boat	191750085002			
	Clerk Lien Fee	KY #: KY0900PU	1	2.00	\$2.00
	Ad Valorem Tax, 2019	HIN: KY203752C919	1	8.46	\$8.46
	Clerk Lien Fee		1	2.00	\$2.00

Customer Total: \$599.47  
 Sub Total: \$599.47  
 Total: \$599.47

Cash Payment: \$599.47

Buttons:    

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

Vehicle Information

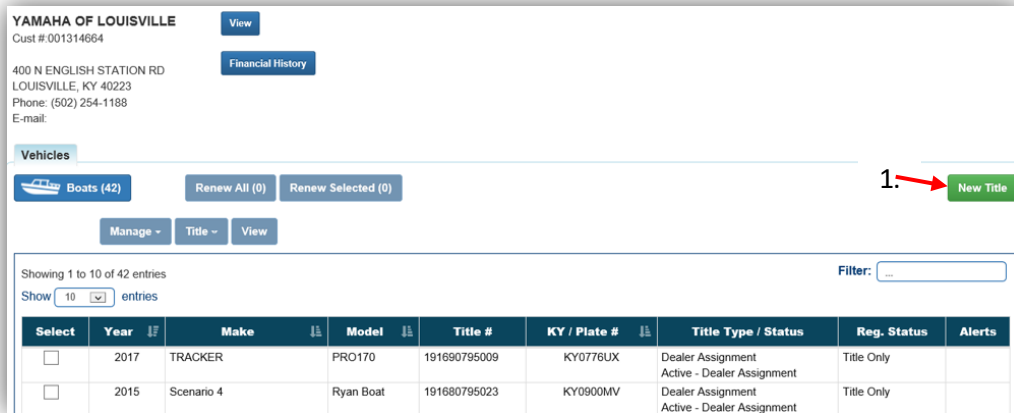
Year:	1985	Make:	Honda	Model:	Boat
KY Number:	KY0900PU	HIN:	KYZ03752C919		

Update

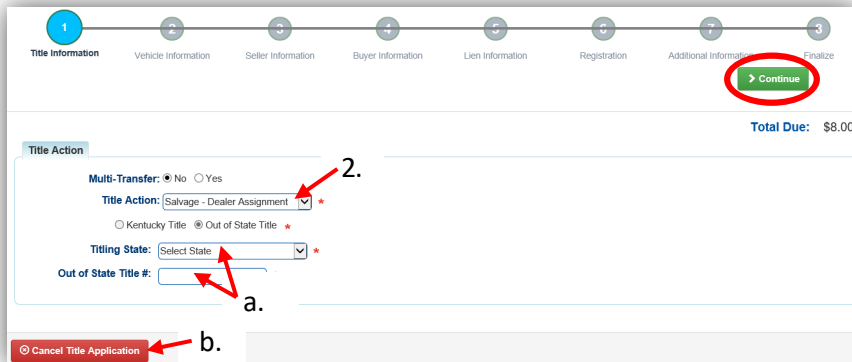
21.

## Salvage-Dealer Assignment of an Out of State Title

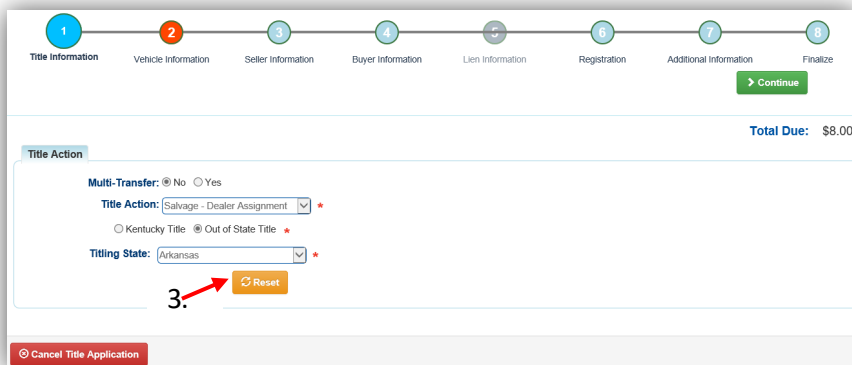
1. From a Dealer's Account Page, click on the **New Title** button.



2. From the Title Action dropdown, select 'Salvage-Dealer Assignment'.
  - a. Before clicking **Continue**, choose the titling state and title # if applicable.
  - b. **Cancel Title Application** at any point of this process will delete all progress on this application.



3. You may return to this step and choose another Title Action by clicking **Reset**, however you will lose all data that has been entered:



4. Fill out the Vehicle Information page and click either of the **> Continue** buttons
- The Occupant Capacity or the Weight Capacity is required, you do not have to have both.
  - Select the checkbox if the boat has Hail Damage, Water Damage and/or is Unrebuildable.
  - You can also add a Motor here by clicking **+ Add Motor**.

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

**> Continue**

Total Due: \$8.00

**Boat Details**

County of Dockage:  \*

Vehicle has a Situs Address

Year:  \*

Make:  \*

Model:  \*

HIN:

Request State-Issued HIN

Boat Type:  \*

Hull Material:  \*

Engine Drive:  \*

Propulsion:  \*

Length Ft:  \*

Length In:  \*

Beam Ft:  \*

Beam In:  \*

Occupant Capacity:  \*<sup>0</sup> **a.**

Weight Capacity:  \*<sup>0</sup> **a.**

Number of Toilets:  \*

Toilet Type:

Primary Use:  \*

Brand:  Hail Damaged  Water Damaged  Unrebuildable **b.**

Motor(s)

**+ Add Motor** **c.**

**> Continue**

**Cancel Title Application**



5. Click **Add Seller**.
  - a. If you started from a Customer's Account Page, you can place the Title Application on hold, and KAVIS will save the information to the Customer Account Page for 60 days.

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

a. **Place On Hold** **Continue**

**Total Due: \$8.00**

**Seller Information**

**Add Seller** 5.

**Cancel Title Application**

6. Enter the Seller's information and click **Add**.

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

**Continue**

**Total Due: \$8.00**

**Seller Information**

**Seller Name:**  \*

**E-Mail Address:**

**Phone Number:**

**Seller Address**

**Address 1:**  \*

**Address 2:**

**City:**  \*

**State:**  \* **Zip:**  \*

**Attn:**

**Cancel** **Add** 6.

**Cancel Title Application**

7. Clicking the ▶ will allow you to edit or remove the Seller.
  - a. Enter the Seller Notary Date (if you have it).
  - b. Click **Add Seller** again to add another Seller and click ▶ **Continue**.

8. If you started from the Dealer's Account Page, their information will be on the Buyer Information Page.
  - a. By clicking ✖, you can deselect the specific Dealer and choose another.
  - b. Enter the required Buyer Notary Date before clicking ▶ **Continue**.

Customer ID	Dealer Name	Dealer Number	Delinquency
001693325	YAMAHA OF LOUISVILLE	KY1021D	✖

9. On the Purchase Information Step, enter the Date of Purchase before clicking **Continue**.
- If you chose the Unrebuildable checkbox on the Vehicle Information page, the application will automatically receive extra review from MVL.

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: \$8.00

Additional Information

ⓘ Title applications for Unrebuildable Vehicles receive extra review by MVL.

Date of Purchase: 01/10/2020 \*

Use Tax Description: Resale Exemption \*

Tax ID: 253208

Use Tax Amount: \$0.00

Cancel Title Application

10. Review the Finalize Title Application Page. If anything is red, click on either the bubble at the top or the warning itself to be taken to the page that needs attention.
- You will not be able to move to the shopping cart if all necessary info is entered.
  - When all necessary data is entered, click **Add To Cart** and check out as normal.

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 **Add To Cart**

Total Due: \$8.00

Finalize Title Application

1. Title Action - Salvage - Dealer Assignment

2. Vehicle Information

Required Fields Complete

County of Dockage Complete

Add Motor

I confirm that this boat does not have a motor.

3. Seller Information

Seller 1  Name and Address Complete

Seller Information Complete

4. Buyer Information

Notary Date Complete

Buyer 1 YAMAHA OF LOUISVILLE  Required Fields Complete

5. Lien Information

6. Registration

7. Additional Information

Additional Information Complete

Cancel Title Application Place On Hold Print Preview **Add To Cart**

\*The 'Editing a Title Application from the Shopping Cart' section of the Additional Title Information Manual may be helpful if you need to change something after this point. Also, reference the the Point of Sale Manual for info on Checking Out from the Shopping Cart.

11. If the Unrebuildable checkbox was selected on the Vehicle Information Step, the application will go to the Title Application Queue.
12. If the Unrebuildable checkbox was NOT selected, the application will go directly to having an Active Title Status.

Previous
Next

Viewing 1 of 1 Titles

Reversal

Owner(s)

Chain of Ownership

Customer ID	Driver License	Customer Name	SSN/FEIN	Address	Begin Tax Exempt Date
001693325		YAMAHA OF LOUISVILLE <span style="font-size: 0.8em;">P</span>	<a href="#">xxx-xx-4675</a>	400 N ENGLISH STATION RD, LOUISVILLE, KY 40223 JEFFERSON Attn: JASON GARNER	<span style="font-size: 0.8em;">📄</span>

Title
Title

**Status:** Active - Dealer Assignment

**Type:** Salvage - Dealer Assigned

**Title #:** 200100535003

**State Fee:** \$0.00

**Clerk Fee:** \$0.00

**Use Tax:** \$0.00

**Use Tax Description:** Resale Exemption

Registration Information
Manage

**Status:** Title Only

**Type:** Title Only

**Reg. Date:** 01/10/2020

**Exp. Date:**

**Remarks:**

**Comments:**

**County:** HICKMAN

**Decal #:**

**Prior Decal #:**

## Salvage-Out of State Transfer to a KY Resident

This is how to process a new title application for boats that are either purchased from a non-Kentucky resident, or is being brought in from out of state by a Kentucky resident.

1. From a Customer Account Page, click on the **New Title** button.

**RATCLIFF, MARK**  
Cust # 001183103  
2140 Hathaway Rd  
UNION, KY 41091  
Phone: (606) 999-9999

**Action Center**

- \$ Ad Valorem taxes are past due for 1967 DUO 000. The total amount past due is \$23.73.
- Ⓜ 1967 DUO 000 is Missing Required Information for Registration.

**Vehicles**

Boats (1) Renew All (0) Renew Selected (0)

1. → **New Title** Switch to List View

1967 DUO 000 KY7327W  
Title#: 960260080033 Active - Title Issued  
Transfer Reg. Expired

Manage - Title - View

2. From the Title Action dropdown, select 'Salvage-Out of State Transfer'.
  - a. If applicable, select the 'Move-In' checkbox and enter the Move-In Date.
  - b. Select the Titling State and enter the Out of State Title Number (depending on the state chosen).
  - c. If the Buyer is an Insurance Company, select the checkbox.
  - d. Click **Continue** once all information is correct.
  - e. **Cancel Title Application** at any point of this process will delete all progress on this application.

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

**Continue** d.

Total Due: \$9.00

**Title Action**

Multi-Transfer:  No  Yes

Title Action: Salvage - Out of State Transfer \*

a. → Move-In:  Move-In Date: \*


Titling State: Select State \*

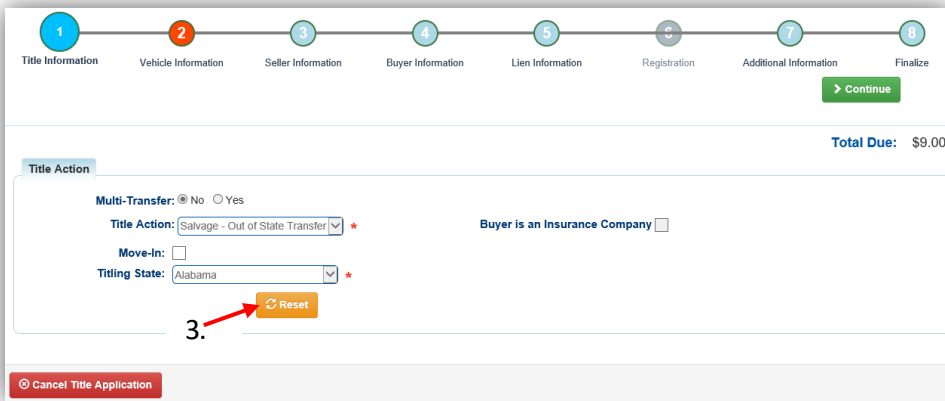
Out of State Title #: \*



b.

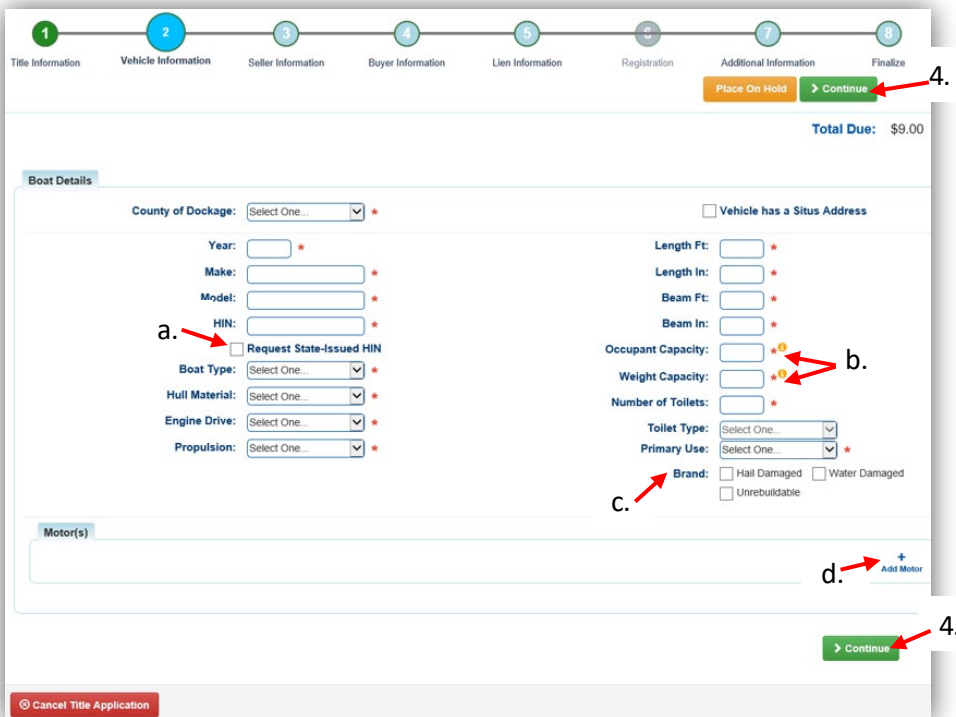
c.

e. **Cancel Title Application**

3. You may return to this step and choose another Title Action by clicking , however you will lose all data that has been entered.



4. Fill out the Vehicle Information page and click either of the  buttons.
- If the boat does not have a HIN, or has an invalid HIN, you can request a State-Issued HIN and KAVIS will create it after checking out/finalizing the application.
  - The Occupant Capacity or the Weight Capacity is required, you do not have to have both.
  - Select the checkbox if the boat has Hail Damage, Water Damage and/or is Unrebuildable.
  - Up to 4 Motors can be added by clicking  .



5. If you selected the Move-In checkbox in step 2, the seller info step isn't necessary, click **> Continue** and continue with step 10.


The screenshot shows a progress bar at the top with steps 1 through 8. Step 3, 'Seller Information', is highlighted in blue. Below the progress bar, there are two buttons: 'Place On Hold' and '> Continue'. The '> Continue' button is circled in red. Below the buttons, it says 'Total Due: \$9.00'. A message below that reads 'Seller does not apply for Move-In. Proceed to Buyer Information.' Below this is a 'Seller Information' section which is currently empty. At the bottom left, there is a 'Cancel Title Application' button.

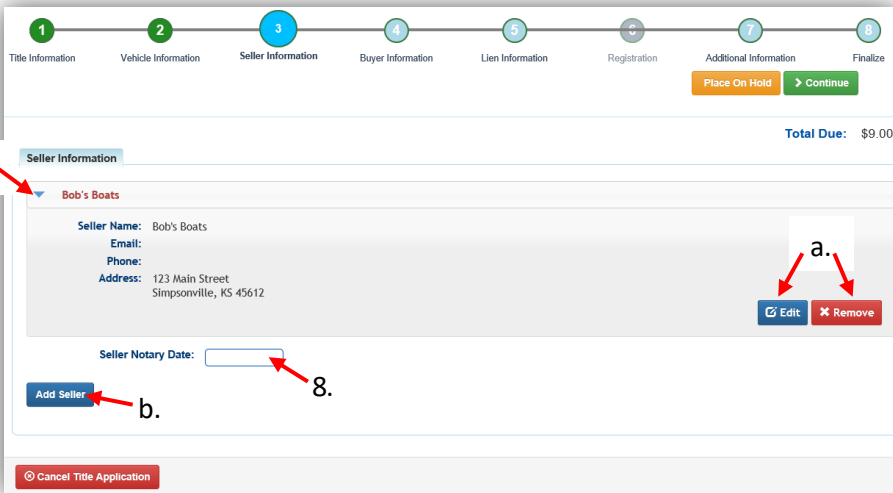
6. If you did **not** select the Move-In checkbox in step 2, click **Add Seller**
- a. If you started from a Customer's Account Page, you can place the Title Application on hold, and KAVIS will save the information to the Customer Account Page for 60 days.

The screenshot is similar to the previous one, but the 'Add Seller' button in the 'Seller Information' section is circled in red. A red arrow points to the 'Place On Hold' button, with the letter 'a.' next to it. The 'Continue' button is also visible. The 'Total Due: \$9.00' and the 'Seller Information' section are also present.

7. Enter the Seller's information and click **Add**.

The screenshot shows the 'Seller Information' section with input fields for Seller Name, E-Mail Address, and Phone Number. To the right, there is a 'Seller Address' section with input fields for Address 1, Address 2, City, State (a dropdown menu), Zip, and Attn. The 'Add' button at the bottom right is circled in red. The 'Total Due: \$9.00' and the 'Cancel Title Application' button are also visible.

8. Enter the Seller Notary Date if you have it and click **Continue**.
  - a. Clicking the  will allow you to edit or remove the Seller .
  - b. You may add another seller if applicable.



**Seller Information**

**Bob's Boats**

Seller Name: Bob's Boats  
 Email:  
 Phone:  
 Address: 123 Main Street  
 Simpsonville, KS 45612

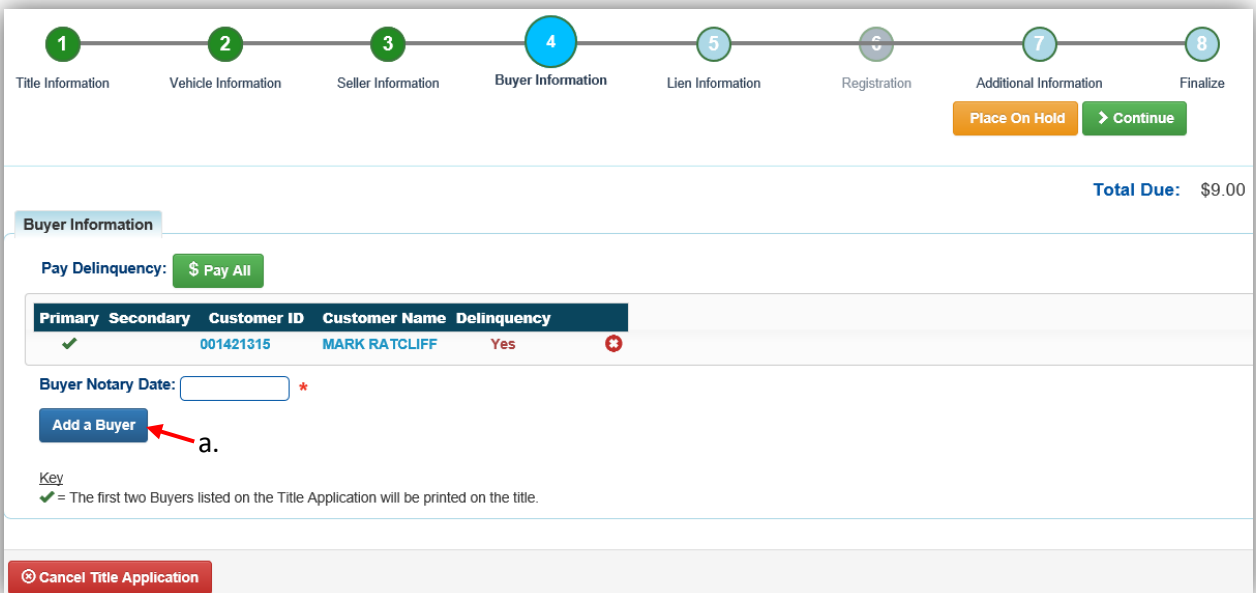
Seller Notary Date:

**Add Seller** **Edit** **Remove**

**Total Due:** \$9.00


[Cancel Title Application](#)

9. If you started from a Customer Account Page, they will be on the Buyer Information Page.
  - a. More Buyers can be added to the application by clicking **Add a Buyer** (only the first 2 will appear on the title).



**Buyer Information**

Pay Delinquency: **\$ Pay All**

Primary	Secondary	Customer ID	Customer Name	Delinquency
✓		001421315	MARK RATCLIFF	Yes 

Buyer Notary Date:  \*




**Add a Buyer**

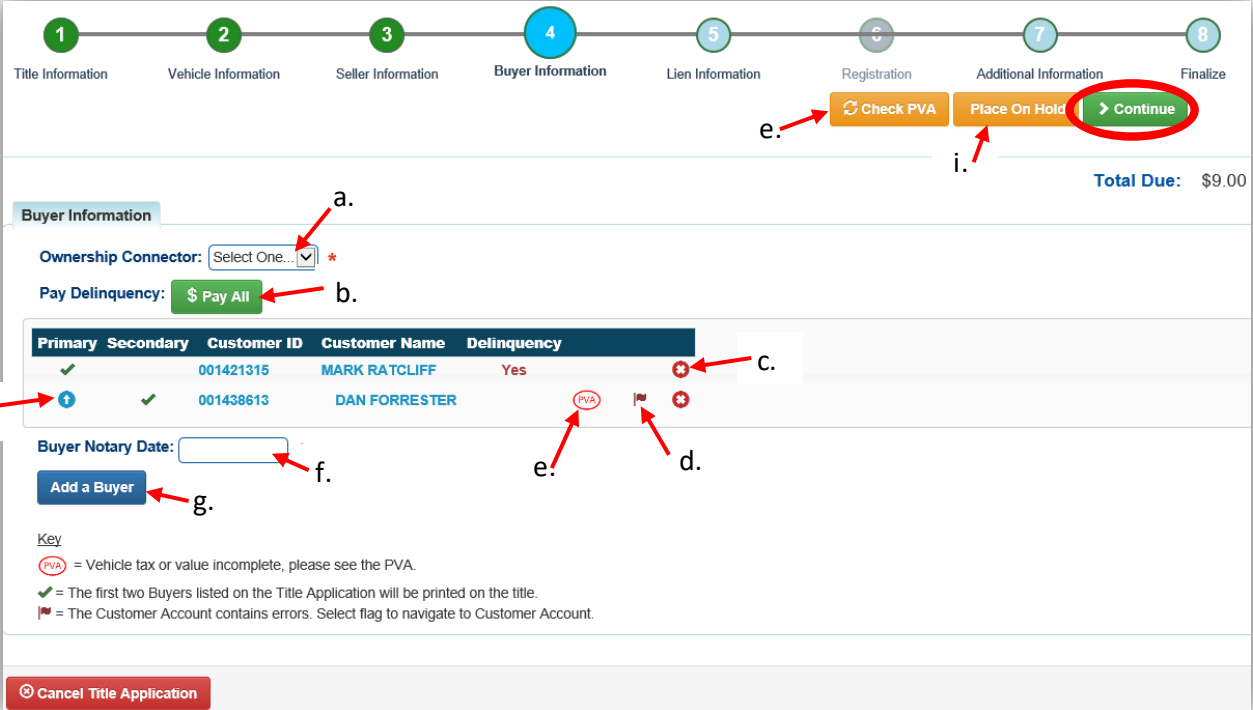
**Total Due:** \$9.00

[Cancel Title Application](#)

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






10. There are a few things to check on the Buyer Information Page before clicking **Continue**.
- An ownership connector (and/or) is required.
  - The **\$ Pay All** button will appear if a buyer has any ad valorem delinquencies, allowing you to pay them either with this title application or in a separate transaction.
    - See the section titled 'Paying Delinquent Taxes with a Title Application' of the Boat Registration and Ad Valorem Manual for more information.
  - By clicking , you can deselect the specific Buyer.
  -  appears next to a customer if their customer profile contains errors.
    - You cannot continue without clicking on the icon and editing the necessary fields.
  - You may call your local PVA and they can quickly resolve the PVA issues that are needed to continue this application.
    - Click **Check PVA** to refresh and check if the issues have been resolved and to see if they have created any new delinquencies that need to be paid.
  - Enter the required Buyer Notary Date.
  - You may add additional buyers (only the first 2 will be printed on the title).
  - You may switch the positions of the owners by clicking .
  - If the application is put on hold, KAVIS will save the information to the Buyer's Customer Account Pages for 60 days.



The screenshot shows the 'Buyer Information' step in a multi-step process. The progress bar at the top indicates steps 1 through 8, with step 4 (Buyer Information) currently active. Below the progress bar, there are buttons for 'Check PVA', 'Place On Hold', and 'Continue'. The 'Continue' button is circled in red. Below these buttons, the 'Buyer Information' section contains a dropdown for 'Ownership Connector', a '\$ Pay All' button, and a table of buyers. The table has columns for Primary, Secondary, Customer ID, Customer Name, and Delinquency. Two buyers are listed: MARK RATCLIFF and DAN FORRESTER. Annotations a-i point to various elements: a points to the Ownership Connector dropdown, b points to the \$ Pay All button, c points to the minus icon next to the first buyer, d points to the flag icon next to the second buyer, e points to the PVA icon next to the second buyer, f points to the Buyer Notary Date field, g points to the Add a Buyer button, h points to the swap icon, and i points to the Continue button. A 'Total Due: \$9.00' is shown on the right. A 'Cancel Title Application' button is at the bottom left.

Primary	Secondary	Customer ID	Customer Name	Delinquency
✓		001421315	MARK RATCLIFF	Yes
	✓	001438613	DAN FORRESTER	

Key

-  = Vehicle tax or value incomplete, please see the PVA.
-  = The first two Buyers listed on the Title Application will be printed on the title.
-  = The Customer Account contains errors. Select flag to navigate to Customer Account.

11. Once all of the information is correct, click **Continue**.
  - a. Choose the **\$ Edit Pay All** button if you need to change the delinquency payment and pay their taxes separately from the application fee.
  - b. As fees are added and ad valorem is chosen to be paid with the application, the Total Due will be updated so you can keep the Customer updated.

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:** \$57.99

**Buyer Information**

Ownership Connector: OR \*

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

Primary	Secondary	Customer ID	Customer Name	Delinquency
✓		001421315	MARK RATCLIFF	Paying w/A *
+	✓	001438613	OR DAN FORRESTER	Paying w/A *

Buyer Notary Date: 06/05/2019 \*

Add a Buyer

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

Cancel Title Application

12. If the Buyer is not a Lienholder, you can click **Add Lien** if there is a lien.
  - a. There can be 2 liens on a vehicle.

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:** \$57.99


**Lien Information**

Primary Owner County of Residence: BOONE

**Add Lien** 12.

Cancel Title Application

13. If there is a lien, choose from either Pending or Filed from the Lien Status dropdown menu, enter the necessary information and click **Add**.
  - a. If your County is the Primary Owner's County of Residence, you will be able to file a lien, otherwise, Pending will be your only option.
  - b. The checkboxes give you the choice of fees to charge.

14. Click the  next to the bank name to view the information entered.
  - a. You may edit or remove the lien.
  - b. You can add up to 2 liens per title.
    - o The order of the liens is important, the 1<sup>st</sup> will be given priority.
  - c. Click **Continue** when you have added all liens to the title.

15. If you did not select Move-In on step 4, a Date of Purchase and Purchase Price are required.
- If a Motor Price was added on the Vehicle Information step, it will be added to the Purchase Price to give you the Total Purchase Price.
  - If there is a Trade-In, click **+ Add Trade-In**, enter the Trade-In Value and ID# (HIN).
    - The value will automatically be subtracted from the Total Purchase Price.
  - If you did not choose the Unrebuildable checkbox on the Vehicle Information Step, there will be a choice to request extra review by MVL.

- The Use Tax Description has several options, the following require additional info:
  - The Resale Exemption required the Tax ID:

- The Non-Profit Exemption option requires a Purchase Number:

- The Out of State Credit option requires the Amount of Use Tax Collected by another state:

16. Review the Finalize Title Application Page. If anything is red, click on either the bubble at the top or the warning itself to be taken to the page that needs attention.

a. You will not be able to move to the shopping cart until all required info is entered.

b. When all necessary data is entered, click **Add To Cart** and check out as normal.

\*Reminder: you can place the Title Application on hold (and KAVIS will save the information to the Customer Account Page for 60 days) if you are not able to finalize it at the moment.

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

Total Due: \$79.99

Finalize Title Application

1. Title Action - Salvage - Out of State Transfer (Move-In)

2. Vehicle Information

- Required Fields Complete
- No Delinquent Taxes Owed
- County of Dockage Complete
- Motor(s) Information Complete

3. Seller Information

4. Buyer Information

Ownership Connector : OR

- Ownership Connector Complete
- Notary Date Complete

Buyer 1 RATCLIFF, MARK

- Required Fields Complete
- Master Record Check Complete
- No Delinquent Taxes
- Ad Valorem Checks Complete

Buyer 2 FORRESTER, DAN

- Required Fields Complete
- Master Record Check Complete
- No Delinquent Taxes
- Ad Valorem Checks Complete

5. Lien Information

Lien 1 3rd Bank Filed

- Lien Information Complete

6. Registration

7. Additional Information

- Additional Information Complete

17.

Cancel Title Application Place On Hold Print Preview Add To Cart

17. Click [Print Preview](#) and you can print the new title application already filled out with information that you entered during the application process.
- This is not required, just a convenience.

**Print Preview**

Kentucky Transportation Cabinet  
Division of Motor Vehicle Licensing

TC 96-184  
Rev: 5/2019  
Page 1 of 1

**Motor Boat Transaction Record/Application for Registration and/or Title**

KRS 186A.990 states: Any person who knowingly enters or attests to the entry of false or erroneous information upon this form will be subject to the penalties of forgery in the second degree; KRS 235.990 states: Any person who violates any of the provisions of this chapter or administrative regulations adopted under this chapter shall be fined not less than fifty dollars (\$50) nor more than \$200.

Check the type of application desired:  Duplicate  Update  KY Transfer  Out-of-State Transfer  First Time  Salvage  Rebuilt  Title Only

If Duplicate is checked, the original Certificate of Title is:  Lost  Destroyed  Damaged  Illegible  Other

**PLEASE NOTE: THE ORIGINAL OF THIS FORM MUST BE COMPLETED IN BLUE OR BLACK INK.**

**Section 1: VESSEL IDENTIFICATION SECTION** (See Reference Page for field values)

Previous Title Number	AL	KY #		1985	Honda	Boat
State				Year	Make	Model
Pleasure	Air boat	Wooden	Outboard	Water Jet	BOONE	
Primary Operation (Boat Use)	Vessel Type	HULL Material	Engine Drive	Propulsion	County of Dockage	
Diesel	12, 5	21, 5	13	3215	0	
Fuel	Length (feet, inches)	Beam (feet, inches)	Capacity or Weight Capacity	# of Toilets	Toilet Type	

**Section 2: VESSEL ENGINE/MOTOR**

Honda	1991	45	134584	1992	\$0.00
Motor 1 Make	Year	Horse Power	Motor Serial #	Year Purchased	Purchase Amount
Motor 2 Make	Year	Horse Power	Motor Serial #	Year Purchased	Purchase Amount

**Section 3: VESSEL BRAND DISCLOSURE**  Rebuilt  Salvage  Hail Damage  Water Damage  Unrebuildable

**Section 4: VESSEL LIEN INFORMATION:**  I have  I have not applied for a loan in connection with the motorboat described herein and if not,  I will  I will not apply for a loan within 30 days of this application. I warrant that the motorboat described above is not subject to an unperfected lien and that no loan in connection with this motorboat has nor will be applied for by seller within 30 days of this application.

3rd Bank	BOONE		
First Lienholder	Lien County:	Second Lienholder	Lien County:
456 Main Street			
Address		Address	
Simpsonville	KY		
City	State	City	State
	Phone #		Phone #

18. At the bottom of the print preview page, you can [Print](#) and [Add To Cart](#).

**Section 5: VESSEL TRANSFEROR/SELLER SECTION**

Name of Transferor/Seller: \_\_\_\_\_ Dealer Number: \_\_\_\_\_

Name of Second Transferor/Seller: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home Address (if different from above): \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone # (with area code): \_\_\_\_\_

Vessel Sale Price \$0.00

Transferor/Seller Signature: \_\_\_\_\_

Transferor/Seller Signature: \_\_\_\_\_

Subscribed and attested before me this date \_\_\_\_/\_\_\_\_/\_\_\_\_ my commission expires \_\_\_\_/\_\_\_\_/\_\_\_\_

Attesting Official/Notary Signature/Title: \_\_\_\_\_

**Section 6: County Clerks Use Only**

Type of Application: \_\_\_\_\_ Date of Issuance: \_\_\_\_\_ Title Number: \_\_\_\_\_

I certify that the lien indicated to be filed has been noted into the automated system and that a title will be withheld for 30 days, or until financing statement and fees required are received, whichever occurs first.

County: \_\_\_\_\_ Date: \_\_\_\_\_

**DO NOT ACCEPT TITLE OR APPLICATION SHOWING ANY ERASURES, ALTERATION, OR MUTILATIONS.**



[Close Preview](#) [Print](#)

[Cancel Title Application](#) [Place On Hold](#) [Print Preview](#) [Add To Cart](#)

18.


\*The 'Editing a Title Application from the Shopping Cart' section of the Title Application Additional Information Manual may be helpful if you need to change something after this point. Also, reference the the Point of Sale Manual for info on Checking Out from the Shopping Cart.






19. If a new state-issued HIN was requested, after the application has been checked out, the Transaction Summary will have the new HIN.

- a. Clicking the Title, KY, or HIN #s will take you to the Vehicle Summary Page.
- b.  will allow you to reprint the PODD receipts and any decals if necessary.
- c.  will print the application, including the new title number and HIN, if requested.
  - o These 2 buttons are available for 14 days after the transaction is complete.


Transaction ID: 033415280      Transaction Date: 06/24/2019  
 Receipt Number: LPJ190624145744      Date Paid: 06/24/2019

▼ RATCLIFF, MARK  
 Customer ID: 001421315  
 (Items: 18) (Vehicles: 1)

Item	Description	Title #:	KY #:	HIN:	Qty	Price	Amount
	1985 Honda Boat	191750085004	KY0900RA	KYZ03755C919			
	Clerk Title Fee				1	6.00	\$6.00
	State Title Fee				1	3.00	\$3.00
	LIEN FILING FEE, File Number: 654789				1	22.00	\$22.00
	Boat Use Tax				1	102.00	\$102.00
	1967 DUO 000		KY #: KY7327W				
	Ad Valorem Tax, 2014				1	2.34	\$2.34
	Clerk Lien Fee				1	2.00	\$2.00
	Ad Valorem Tax, 2015				1	2.13	\$2.13
	Clerk Lien Fee				1	2.00	\$2.00
	Ad Valorem Tax, 2016				1	1.94	\$1.94
	Clerk Lien Fee				1	2.00	\$2.00
	Ad Valorem Tax, 2017				1	1.76	\$1.76
	Clerk Lien Fee				1	2.00	\$2.00
	Ad Valorem Tax, 2018				1	1.55	\$1.55
	Clerk Lien Fee				1	2.00	\$2.00
	Ad Valorem Tax, 2019				1	1.35	\$1.35
	Clerk Lien Fee				1	2.00	\$2.00
	1995 BAYLINER 1954CW CAP		KY #: KY0141SU				
	Ad Valorem Tax, 2019				1	23.92	\$23.92
	Clerk Lien Fee				1	2.00	\$2.00
Customer Total:							\$181.99
Sub Total:							\$181.99
Total:							\$181.99
Cash Payment:							\$181.99

 Reprint /  E-mail     Preview     Modify Receipt     Done

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

▼ Vehicle Information 

Year: 1985      Make: Honda      Model: Boat

KY Number: KY0900RA      HIN: KYZ03755C919

## Multiple Transfer Applications

This functionality is to process multiple Dealer Assignments in one transaction for titles that are new to Kentucky.

- The final owner in the transaction can be either a Dealer, Individual, or Organization.
- All Intermediate Buyers must be KY Dealers.
- Customers will not be checked for PVA Issues, nor will the payment of delinquent taxes be required since there is a Dealer involved with the transaction.
  - **Ad valorem** due on the boat being transferred can be added to the Shopping Cart **after** the multiple transfer is in the shopping cart.
- If a Dealer's information is incorrect or they do not have a dealer permit for the current year, they must make the changes with the Department of Fish and Wildlife. KAVIS will reflect those changes the following day.
- After the multiple transfer application has been checked out, there will be a title number created for each intermediate buyer/dealer.
  - **Reversals** of a multiple transfer application must be done in several steps, reversing each title in a separate transaction. Each transaction will refund the title and/or registration fees associated with the specific title.
- Multiple transfer applications are not available to be edited once they have been checked out from the shopping cart. If there is an error that needs to be corrected, reversals will need to be done until the title is at the point before the error and the correction can be processed.

### Multiple Transfer Fees

- If Kentucky Transfer is chosen, the final Buyer will be an Organization or Individual(s), so the Total Due will start with a \$9 title fee (\$6 state and \$3 clerk title fees) for the new Owner.
- If Dealer Assignment is chosen, the final Buyer will be a Dealer, so the Total Due will start with a \$6 state registration fee for the new Owner.
- The first intermediate dealer/buyer will be charged \$8 (\$6 state and \$2 clerk reg fees).
  - Each additional intermediate dealer/buyers will be charged a \$6 state reg fee.



## Multiple Transfer - Kentucky Transfer

This is how to process a Kentucky title application whose processing includes at least one Dealer.

- These applications are for boats that are either purchased from a non-Kentucky resident, or is being brought in from out of state by a Kentucky Dealer.
- These will result in an Individual or Organization having ownership of the boat.


1. From the Buyer's Customer Account Page, click **New Title**.



The screenshot shows the user interface for a customer account. At the top left, the user's name is GEDDINGS, SHIRLEY, with contact information: Cust #: 001213118, 10972 Arcaro Ln, UNION, KY 41091. There are buttons for 'Edit', 'View', 'Notes', and 'Financial History'. An 'Action Center' at the top right displays two messages: a tax notice for 1988 STRAROS 289Z and a registration renewal notice for the same vehicle. Below this is a 'Vehicles' section with a 'Boats (1)' tab. A 'Renew All (1)' button and a 'Renew Selected (0)' button are present. A 'New Title' button is circled in red, along with a 'Switch to List View' button. A vehicle card for '1988 STRAROS 289Z' is shown with details like Title#, KY0413AN, and 'Active - Title Issued'.

2. Choose 'Yes' for Multi-Transfer.

- a. Select the Titling State and the Out of State Title Number (if applicable) and click **> Continue**.
- b. **⊘ Cancel Title Application** at any point of this process will delete all progress on this application.

The screenshot shows the 'Title Action' form. At the top, a progress bar has steps 1 through 8: Title Information, Vehicle Information, Seller Information, Buyer Information, Lien Information, Registration, Additional Information, and Finalize. Step 1 is active. A 'Continue' button is circled in red. The 'Total Due' is \$9.00. The 'Multi-Transfer' section has 'Yes' selected. The 'Title Action' dropdown is set to 'Kentucky Transfer'. Below it, 'Kentucky Title' is selected. The 'Titling State' dropdown is set to 'Select State'. The 'Out of State Title #' field is empty. Red arrows point from 'a.' to this field and from 'b.' to the 'Cancel Title Application' button at the bottom left.

3. Return to this step, if needed, to choose another Title Action by clicking , however all data that has been entered will be removed.

4. Fill out the Vehicle Information page and click either of the  buttons.
  - a. Placing the Title Application on hold will save the application to the Seller's Customer Account Page for 60 days.
  - b. As fees are added to the application, the Total Due is updated. Since this is a KY Transfer, the starting fees include the final transfer fees (\$9) and any Registration fees, if the registration is active.
  - c. If the boat does not have a HIN, or has an invalid HIN, you can request a State-Issued HIN and KAVIS will create it after checking out/finalizing the application.
    - Include all required HIN application documents with the other documents scanned into PODD.
  - d. Add a Motor here by clicking .
  - e. Include the purchase price for the motor if it was purchased separate from the boat.

5. On the Seller Information step, click **Add Seller**.

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

Continue

Total Due: \$9.00

Seller Information

Add Seller 5.

Cancel Title Application

6. Enter the Seller's information and click **Add**.

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

Continue

Total Due: \$9.00

Seller Information


Seller Name: \*  
E-Mail Address:  
Phone Number:

Seller Address  
Address 1: \*  
Address 2:  
City: \*  
State: Select State \* Zip: \*  
Attn:

Cancel Add 6.

Cancel Title Application

7. Enter the Seller Notary Date if you have it and click **Continue**.

- c. Clicking the  will allow you to remove the Seller or edit their information.
- d. Add another Seller if applicable.

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

Continue 7.

Total Due: \$9.00

Seller Information

Ron Swanson

Seller Name: Ron Swanson  
Email:  
Phone:  
Address: 123 Main St  
Simpsonville, AL 36548

Seller Notary Date: 7.

Add Seller a.

Edit Remove a.

Cancel Title Application

8. On the Buyer Information step, select **Add a Buyer** for the Intermediate Dealer(s).
  - a. There can be up to 5 Intermediate Buyers; they can only be Dealers.

Total Due: \$9.00

Add Dealers as Intermediate Buyers on this Step. Use Below section for current Buyer(s).

**Intermediate Buyer Information**

**Add a Buyer** 8.

**Buyer Information**

Primary	Secondary	Customer ID	Customer Name
✓		001213118	SHIRLEY GEDDINGS

Buyer Notary Date:  \*

**Add a Buyer**

**Key**  
 ✓ = The first two Buyers listed on the Title Application will be printed on the title.  
 ✖ = The Customer Account contains errors. Select flag to navigate to Customer Account.

**Cancel Title Application**

9. Enter the Dealer's info and click **Search**.

Search By: Dealer

Dealer:  9.

Dealer Number:

FEIN:




**Cancel** **Reset** **Search** 9.

10. From the Search Results, click **Select** next to the correct Dealer's account.
  - a. If the Dealer is not displayed, click **Display Search Criteria** to change the search criteria entered.

**Display Search Criteria** a.

Customer ID	FEIN/SSN	Dealer Name	Dealer Number	Physical Address	
001693840	472975897	BARREN RIVER BOAT SHOP LLC	KY2491D	12766 SCOTTSVILLE RD, LUCAS, KY, 42156	<b>Select</b>
001693595	208274227	BARRY'S MARINE SERVICE, INC	KY1615D	5984 CANTON RD, CADIZ, KY, 42211	<b>Select</b>

10.

11. On the Buyer Information Page, click **Continue** when all Buyers have been added.
  - a. Click  to remove the specific Buyer from the application.
  - b. Adjust the Date of Purchase if necessary.
  - c. Add other Intermediate Buyers, up to 5.
  - d. If the application was started from a Customer Account Page, their information will be saved as a final Buyer.
  - e. An ownership connector (and/or) is required for multiple Buyers.
  - f.  appears if the Customer's account is missing required information.
    - i. Click on the icon and edit the necessary fields.
  - g. Enter the required Buyer Notary Date.
  - h. Add additional final Buyers, if applicable (only the first 2 will be printed on the title).
  - i. The positions of the owners can be switched by clicking .
  - j. Placing the Title Application on hold at this point will save the information to the final Buyers' Customer Account Page(s) for 60 days.

11. On the Buyer Information Page, click **Continue** when all Buyers have been added.



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**   11.

Total Due: \$23.00

Add Dealers as Intermediate Buyers on this Step. Use Below section for current Buyer(s).




Intermediate Buyer Information

Customer ID	Dealer Name	Dealer Number	Date of Purchase
Transfer 1 001693840	BARREN RIVER BOAT SHOP LLC	KY2491D	12/04/2019 * 
Transfer 2 001693754	CAVE RUN YAMAHA MOTORSPORTS	KY1957D	12/04/2019 * 

Add a Buyer

Buyer Information

Ownership Connector: Select One... \*


Primary	Secondary	Customer ID	Customer Name
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	001213118	SHIRLEY GEDDINGS 
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	001027947	EMILY JANE TRACY  

Buyer Notary Date: \*

Add a Buyer

Key



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

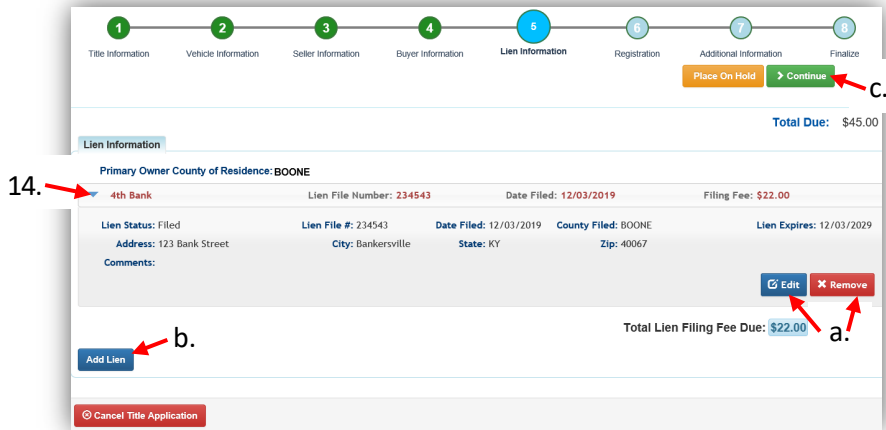
 = The Customer Account contains errors. Select flag to navigate to Customer Account.



Cancel Title Application

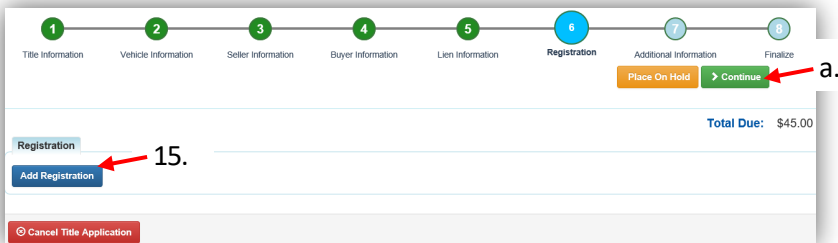
12. Click **Add Lien** if there is one to enter.
  - b. Once all liens are entered, click **> Continue**.


13. If there is a lien, choose from either Pending or Filed from the Lien Status dropdown menu, enter the necessary information and click **+ Add**.
  - a. If your County is the Primary Owner's County of Residence, you will be able to file a lien, otherwise, Pending will be your only option.
  - b. The checkboxes give the choice of fees to charge.

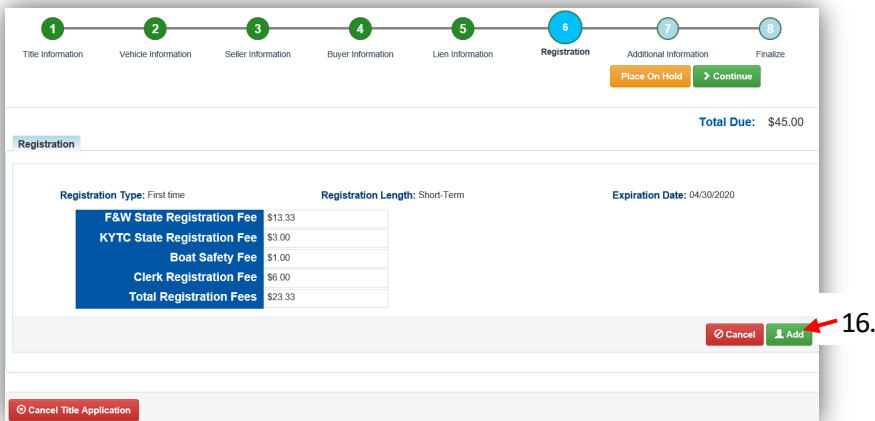
14. Click the  next to the bank name to view the information entered.
  - a. Return to this step at any time to edit or remove the lien.
  - b. Up to 2 liens can be added per title.
    - The order of the liens is important, the lien with the earlier filed date will be given priority.
  - c. Click  when you have added all liens to the title.



15. Click  if the boat is to be registered.
  - a. If the boat is not to be registered, click  and carry on with step 18.



16. Click  to add the registration to the application fees.



17. If changes need to be made, return to this step and remove the registration.

17.

18. On the Additional Information Page, extra review by MVL can be requested.

- a. Include any helpful comments for the reviewer.
- b. If the Move-In checkbox from the Title Information step was NOT selected, you will need to enter the following information.
- c. A Date of Purchase and Purchase Price are required unless the Use Tax Description is 'No Sale'.
- d. If a Motor Price was added on the Vehicle Information step, it will be added to the Purchase Price to give you the Total Purchase Price.
- e. If there is a Trade-In, click **Add Trade-In**, enter the Trade-In Value and ID# (HIN).
  - i. That amount will automatically be subtracted from the Total Purchase Price.



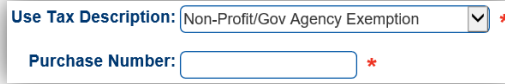
19. The Use Tax Description has several options.

a. The following Use Tax Descriptions require additional information.

- o The Resale Exemption requires the Tax ID:



- o The Non-Profit/Gov Agency Exemption option requires a Purchase Number:

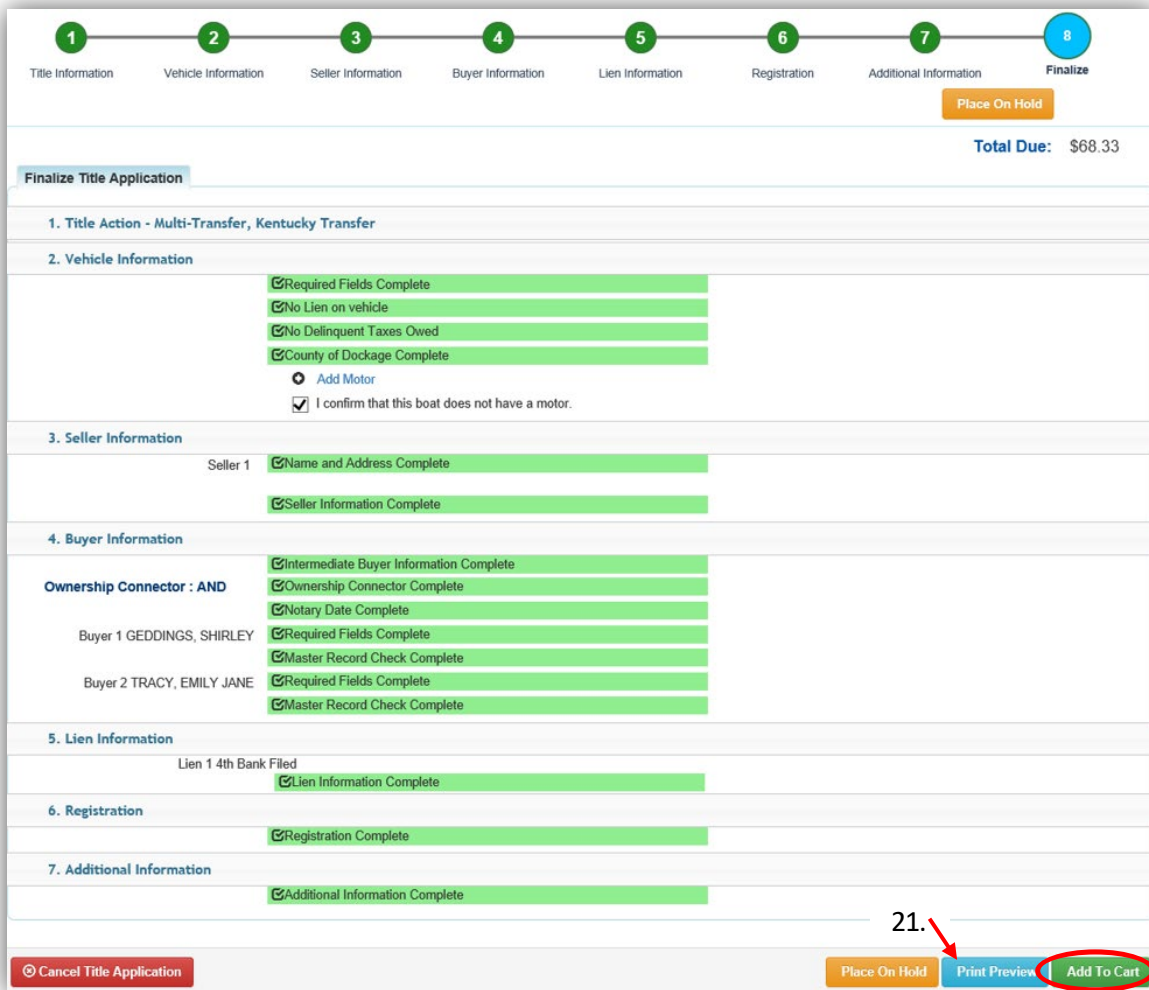


20. Review the Finalize Title Application Page. If anything is red, click on either the bubble at the top or the warning itself to be taken to the page that needs attention.

c. You will not be able to move to the shopping cart if all necessary info is not entered.

d. When all necessary data is entered, click **Add To Cart** and check out as normal.

\*Reminder: you can place the Title Application on hold (and KAVIS will save the information to the Customer Account Page for 60 days) if you are not able to finalize it at the moment.



21. Click [Print Preview](#) to print the new title application filled out with information that was entered during the application process.
  - b. This is not required, just a convenience.

Print Preview

Kentucky Transportation Cabinet  
Division of Motor Vehicle Licensing

TC 96-184  
Rev: 5/2019  
Page 1 of 1

**Motor Boat Transaction Record/Application for Registration and/or Title**

KRS 186A.090 states: Any person who knowingly enters or attests to the verity of false or erroneous information upon this form will be subject to the penalties of forgery in the second degree. KRS 238.090 states: Any person who violates any of the provisions of this chapter or administrative regulations adopted under this chapter shall be fined not less than fifty dollars (\$50) nor more than two hundred dollars (\$200).

Check the type of application desired:  Duplicate  Update  KY Transfer  Out-of-State Transfer  First Time  Salvage  Rebuilt  Title Only

If Duplicate is checked, the original Certificate of Title is:  Lost  Destroyed  Damaged  Illegible  Other

**PLEASE NOTE: THE ORIGINAL OF THIS FORM MUST BE COMPLETED IN BLUE OR BLACK INK.**

**Section 1: VESSEL IDENTIFICATION SECTION** (See Reference Page for field values)

Previous Title Number	AL	State	KY #	Hull Identification (HIR)	1984	Year	Honda	Boat	Model
Primary Operation (Boat Use)	Pleasure	Vessel Type	Air boat	HULL Material	Wooden	Engine Drive	Outboard	Water Jet	BOONE
Fuel	21, 1	Length (feet, inches)	12, 2	Beam (feet, inches)	21	Capacity or Weight Capacity	1	0	# of Toilets
									Toilet Type

**Section 2: VESSEL ENGINE/MOTOR**

Motor 1 Make	Year	Horse Power	Motor Serial #	Year Purchased	Purchase Amount
Motor 2 Make	Year	Horse Power	Motor Serial #	Year Purchased	Purchase Amount

**Section 3: VESSEL BRAND DISCLOSURE**  Rebuilt  Salvage  Hull Damage  Water Damage  Unrebuildable

**Section 4: VESSEL LIEN INFORMATION:**  I have  I have not applied for a loan in connection with the motorboat described herein and if not,  I will  I will not apply for a loan within 30 days of this application. I warrant that the motorboat described above is not subject to an unperfected lien and that no loan in connection with this motorboat has nor will be applied for by seller within 30 days of this application.

First Lienholder	Lien County:	Second Lienholder	Lien County:
123 Bank Street	BOONE		
Address		Address	
Bankersville	KY		
City	State	City	State
	Phone #		Phone #

22. At the bottom of the print preview page, there are options to [Print](#) and add the application to the Shopping Cart.

**Section 5: VESSEL TRANSFEROR/SELLER SECTION**

CAVE RUN YAMAHA MOTORSPORTS  
Name of Transferor/Seller

Dealer Number

Name of Second Transferor/Seller

Mailing Address

Home Address (if different from above)

MOREHEAD ROWAN KY 40351  
City County State Zip

INFO@CAVERUNMOTORSPORTS.COM (606) 784-2300  
Email address Phone # (with area code)

Vessel Sale Price \$1,654.00

Transferor/Seller Signature

Subscribed and attested before me this date \_\_/\_\_/\_\_, my commission expires \_\_/\_\_/\_\_

Attesting Official/Notary Signature/Title

**Section 6: County Clerks Use Only**

Type of Application: \_\_\_\_\_ Date of Issuance: \_\_\_\_\_ Title Number: \_\_\_\_\_

I certify that the lien indicated to be filed has been noted into the automated system and that a title will be withheld for 30 days, or until financing statement and fees required are received, whichever occurs first.

Clerk Signature: \_\_\_\_\_ County: \_\_\_\_\_ Date: \_\_\_\_\_



**DO NOT ACCEPT TITLE OR APPLICATION SHOWING ANY ERASURES, ALTERATION, OR MUTILATIONS.**

[Close Preview](#) [Print](#)

[Cancel Title Application](#) [Place On Hold](#) [Print Preview](#) [Add To Cart](#)

22.

\*The 'Editing a Title Application from the Shopping Cart' section of the Title Application Additional Information Manual may be helpful if you need to change something after this point. Also, reference the the Point of Sale Manual for info on Checking Out from the Shopping Cart.

23. If a new state-issued HIN was requested, after the application has been checked out, the Transaction Summary will have the new HIN.
  - a. Clicking the Title or KY #s will take you to the Vehicle Summary Page.
  - b.  will allow you to reprint the PODD receipts and any decals if necessary.
  - c.  will print the application, including the new title number and HIN, if requested.
    - o These 2 buttons are available for 14 days after the transaction is complete.

Transaction ID: 028777946    Transaction Date: 12/04/2019  
 Receipt Number: LPJ191204164408    Date Paid: 12/04/2019

**GEDDINGS, SHIRLEY**  
 Customer ID: 001213118  
 (Items: 10) (Vehicles: 1)

Item	Description	Title #	KY #	Qty	Price	Amount
KAVIS	1984 Honda Boat	193380085007	KY0907CK			
	Clerk Registration Fee			1	6.00	\$6.00
	KYTC State Registration Fee			1	2.00	\$2.00
		Title #: 193380085008				
	Clerk Registration Fee			1	6.00	\$6.00
		Title #: 193380085009				
	F&W State Registration Fee			1	13.33	\$13.33
	KYTC State Registration Fee			1	3.00	\$3.00
	Boat Safety Fee			1	1.00	\$1.00
	Clerk Title Fee			1	6.00	\$6.00
	State Title Fee			1	3.00	\$3.00
	Clerk Registration Fee			1	6.00	\$6.00
	LIEN FILING FEE, File Number: 234543			1	22.00	\$22.00
Customer Total:						\$68.33
Sub Total:						\$68.33
Total:						\$68.33
Cash Payment:						\$68.33

Buttons: Reprint / E-mail, Preview, Modify Receipt, Done

24. From the new Vehicle Summary Page, the Vehicle Information section will include the new HIN, if requested.

**Vehicle Information** Update

Year: 1984    Make: Honda    Model: Boat  
 KY Number: KY0907CK    HIN: KY204356C919

25. The Chain of Ownership tab at the top of the Vehicle Summary Page will include all Dealers from the transfer.

Previous Next

Viewing 3 of 3 Titles Reversal

Owner(s) **Chain of Ownership**

Seq.	Title Number	Primary Owner	Address	Title Status	Issue Date	Last Action Date
3	193380085009	GEDDINGS, SHIRLEY	10972 Arcaro Ln, UNION, KY 41091	Application		12/04/2019
2	193380085008	CAVE RUN YAMAHA MOTORSPORTS	2777 KY HWY 801 N, MOREHEAD, KY 40351 Attn: JAYLAH SKAGGS	Surrendered - Transferred	12/04/2019	12/04/2019
1	193380085007	BARREN RIVER BOAT SHOP LLC	12786 SCOTTSVILLE RD, LUCAS, KY 42156 Attn: SCOTT TAYLOR	Surrendered - Transferred	12/04/2019	12/04/2019

## Multiple Transfer - Dealer Assignment

This is how to process a Kentucky title application whose processing includes at least one Dealer.

- These applications are for boats that are either purchased from a non-Kentucky resident, or is being brought in from out of state by a Kentucky Dealer.
- These will result in a Kentucky Dealer having ownership of the boat.

1. From the final Dealer's Account Page click on **New Title**.

CAVE RUN YAMAHA MOTORSPORTS  
Cust #: 001693754  
2777 KY HWY 801 N  
MOREHEAD, KY 40351  
Phone: (606) 784-2300  
E-mail: INFO@CAVERUNMOTORSPORTS.COM

**Vehicles**

Boats (1) Renew All (0) Renew Selected (0) **New Title**

Manage - Title - View

Showing 1 to 1 of 1 entries Filter: ...

Select	Year	Make	Model	Title #	KY / Plate #	Title Type / Status	Reg. Status	Alerts
<input type="checkbox"/>	2018	BOMBARDIER	GT1 90	192031035002	KY0803ZH	Dealer Assignment Active - Dealer Assignment	Active	

2. Choose 'Yes' for Multi-Transfer.

- Choose 'Dealer Assignment' from the Title Action dropdown menu.
- Select the Titling State and the Out of State Title Number (if applicable, depending on the state chosen) and click **Continue**.
- Cancel Title Application** at any point of this process will delete all progress on this application.

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

**Continue**

Total Due: \$6.00

**Title Action**

Multi-Transfer:  No  Yes **2.**


Title Action: Dealer Assignment **a.**



Kentucky Title  Out of State Title \*

Titling State: Select State \*

Out of State Title #:  **b.**

**c.**

3. Return to this step if you need to choose another Title Action by clicking , however you will lose all data that has been entered.

4. Fill out the Vehicle Information page and click either of the  buttons.
  - a. If the boat does not have a HIN, or has an invalid HIN, request a State-Issued HIN and KAVIS will create it after checking out/finalizing the application.
  - b. Add a Motor by clicking .
  - c. Include the purchase price for the motor if it was purchased separately from the boat.

5. On the Seller Information step, click **Add Seller**.

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: \$6.00

Seller Information

Add Seller 5.

Cancel Title Application

6. Enter the Seller's information and click **Add**.

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: \$6.00

Seller Information

Seller Name: \*  
E-Mail Address:  
Phone Number:

Seller Address  
Address 1: \*  
Address 2:  
City: \*  
State: Select State \* Zip: \*  
Attn:

Cancel Add 6.

Cancel Title Application

7. Enter the Seller Notary Date if you have it and click **Continue**.

- Clicking the will allow you to remove the Seller or edit their information.
- You may add another Seller, if applicable.

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: \$6.00

Seller Information

Bob Shepherd

Seller Name: Bob Shepherd  
Email:  
Phone:  
Address: 132 Farm Road  
Simpsonville, AL 36448

Seller Notary Date: 7.

Add Seller b.

Edit Remove a.


Cancel Title Application

8. On the Buyer Information step, select **Add a Buyer** for the Intermediate Dealer(s).
  - a. The first Buyer/Dealer you add will be the first transfer in the process.
  - b. You can add up to 5 Intermediate Buyers, they can only be Dealers.
  - c. As fees are added to the application, the Total Due is updated. Since this is a Dealer Assignment, the starting fee is the final state registration fee (\$6).

9. Enter the Dealer's info and click **Search**.

10. From the Search Results, click **Select** next to the correct Dealer's account.
  - a. If you do not see the Dealer you are needing, click **Display Search Criteria** to search change your search details.



Customer ID	FEIN/SSN	Dealer Name	Dealer Number	Physical Address	
001693840	472975897	BARREN RIVER BOAT SHOP LLC	KY2491D	12766 SCOTTSVILLE RD, LUCAS, KY, 42156	Select
001693595	208274227	BARRY'S MARINE SERVICE, INC	KY1615D	5984 CANTON RD, CADIZ, KY, 42211	Select

11. Once all Intermediate Buyers have been added to the application, enter the required Buyer Notary Date and click **> Continue**.
  - a. If the application was started from a Dealer Account Page, their information will be saved as the final Buyer.
    - o If the application was started from the Home Page, there will be an **Add a Buyer** button available to add the final Dealer.
  - b. Click  to remove a specific Buyer from the application.
  - c. Adjust the Date of Purchase if it needs to be altered.
  - d. Placing the Title Application on hold at this point will save the information to both the Seller's and final Buyer's Customer Account Pages for 60 days.


Total Due: \$20.00

Add Dealers as Intermediate Buyers on this Step. Use Below section for current Buyer(s).

**Intermediate Buyer Information**

Customer ID	Dealer Name	Dealer Number	Date of Purchase
Transfer 1 001693840	BARREN RIVER BOAT SHOP LLC	KY2491D	12/05/2019 * 
Transfer 2 001693595	BARRY'S MARINE SERVICE, INC	KY1615D	12/05/2019 * 

**Buyer Information**

Customer ID	Dealer Name	Dealer Number
001693754	CAVE RUN YAMAHA MOTORSPORTS	KY1957D 

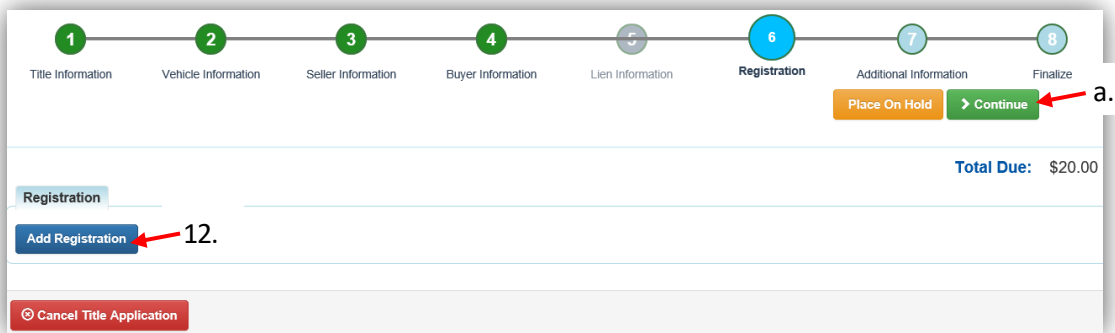
Buyer Notary Date:  \*

**Cancel Title Application**

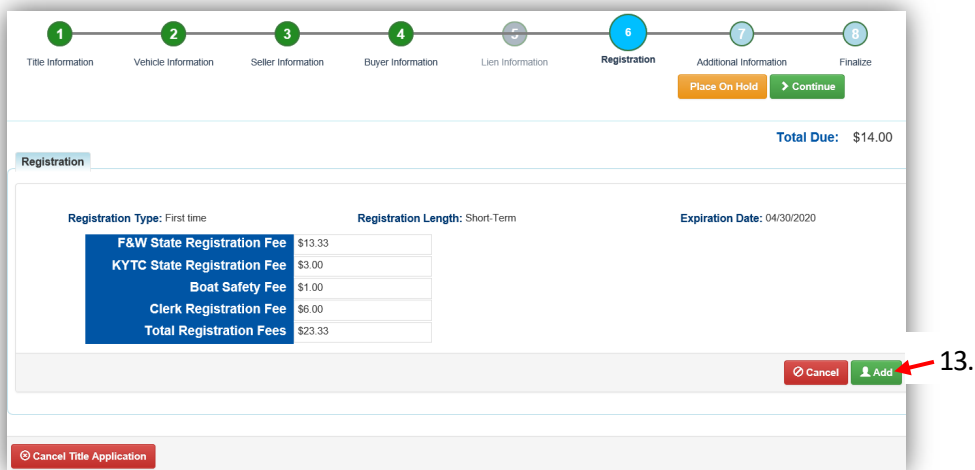


12. Click **Add Registration** if applicable.

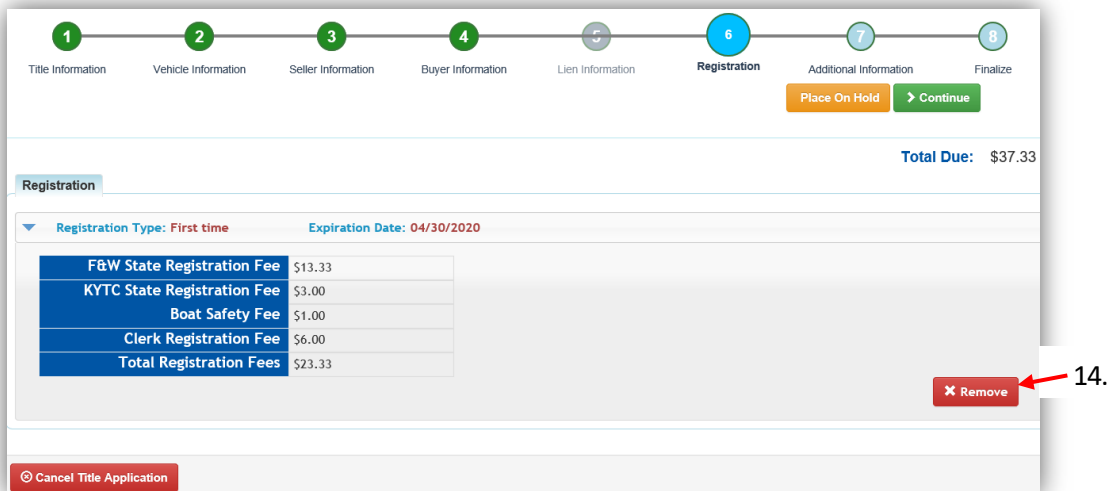
a. If a registration is not needed, click **Continue** and proceed with step 15.



13. Click **Add** to include the registration with the application.



14. If changes need to be made, return to this step and remove the registration.



15. On the Additional Information Page, the Use Tax Description will be 'Resale Exemption' with the final Buyer's Tax ID already entered.
- A Date of Purchase is required before clicking **Continue**.

15. On the Additional Information Page, the Use Tax Description will be 'Resale Exemption' with the final Buyer's Tax ID already entered.

- A Date of Purchase is required before clicking **Continue**.

16. Review the Finalize Title Application Page. If anything is red, click on either the bubble at the top or the warning itself to be taken to the page that needs attention.
- When all necessary data is entered, click **Add To Cart** to add the application to the Shopping Cart.

16. Review the Finalize Title Application Page. If anything is red, click on either the bubble at the top or the warning itself to be taken to the page that needs attention.

- When all necessary data is entered, click **Add To Cart** to add the application to the Shopping Cart.

\*The 'Editing a Title Application from the Shopping Cart' section of the Title Application Additional Information Manual may be helpful if you need to change something after this point. Also, reference the the Point of Sale Manual for info on Checking Out from the Shopping Cart.

17. The Chain of Ownership tab at the top of the Vehicle Summary Page will include all the Dealers from the transfer.

17.

Seq.	Title Number	Primary Owner	Address	Title Status	Issue Date	Last Action Date
3	193390085003	CAVE RUN YAMAHA MOTORSPORTS	2777 KY HWY 801 N, MOREHEAD, KY 40351 Attn: JAYLAH SKAGGS	Active - Dealer Assignment	12/05/2019	12/05/2019
2	193390085002	BARRY'S MARINE SERVICE, INC	5984 CANTON RD, CADIZ, KY 42211 Attn: BARRY BLANE	Surrendered - Transferred	12/05/2019	12/05/2019
1	193390085001	BARREN RIVER BOAT SHOP LLC	12766 SCOTTSVILLE RD, LUCAS, KY 42156 Attn: SCOTT TAYLOR	Surrendered - Transferred	12/05/2019	12/05/2019

18. Dealer Assignment Applications will not go to your Application Queue. They will go directly to an Active Title after successfully passing the NCIC theft check.

Viewing 3 of 3 Titles

Owner(s) Chain of Ownership

Customer ID	Driver License	Customer Name	SSN/FEIN	Address	Begin Tax Exempt Date
001693754		CAVE RUN YAMAHA MOTORSPORTS	xxx-xx-4386	2777 KY HWY 801 N, MOREHEAD, KY 40351 ROWAN Attn: JAYLAH SKAGGS	

Title Status: Active - Dealer Assignment

Registration Information Status: Active

Type: Dealer Assignment  
 Title #: 193390085003  
 Prior Title #: 193390085002  
 State Fee: \$0.00  
 Clerk Fee: \$0.00  
 Use Tax: \$0.00  
 Use Tax Description: Resale Exemption

Type: First time  
 Reg. Date: 12/05/2019  
 Exp. Date: 04/30/2020  
 Remarks:  
 Comments:  
 F&W State Fee: \$13.33  
 KYTC State Fee: \$3.00  
 Boat Safety Fee: \$1.00  
 Clerk Fee: \$6.00