



TITLE APPLICATION MANUAL FOR EXISTING KY TITLES

Updated January 2020



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Title Applications for Current KY Titles

KY Transfer - Individual or Organization Assignment of a KY Title

This is how to process a KY title application that starts with a current KY title and results in either an Organization or an Individual having ownership of the boat.

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

1. From a **Customer Account Page**, in the tile view, click the **Title** dropdown and select 'Kentucky Transfer'. Continue with step 4.

The screenshot shows the 'Customer Account Page' for DURBIN, THOMAS B. The 'Vehicles' section is active, displaying a list of boats. A dropdown menu is open for the selected boat, 1990 FISHER 73115. The 'Title' dropdown is circled in red, and a red arrow labeled '1.' points to it. The dropdown menu includes options: Kentucky Transfer, Dealer Assignment, Edit Title Application, Duplicate, Update, Repossession, Salvage, and Multiple Transfer. A red arrow labeled '2.' points to the 'Switch to List View' button in the top right corner of the vehicle list.

OR

2. From a **Customer Account Page**, in the list view, select the checkbox for the specific boat.
 - a. Click the **Title** dropdown and select 'Kentucky Transfer'. Continue with Step 4.

The screenshot shows the 'Customer Account Page' for DURBIN, THOMAS B. The 'Vehicles' section is active, displaying a list of boats. A dropdown menu is open for the selected boat, 1990 FISHER 73115. The 'Title' dropdown is circled in red, and a red arrow labeled 'a.' points to it. The dropdown menu includes options: Kentucky Transfer, Dealer Assignment, Edit Title Application, Duplicate, Update, Repossession, Salvage, and Multiple Transfer. A red arrow labeled '2.' points to the checkbox in the 'Select' column of the table. The table has columns: Title #, KY / Plate #, Owner, Title Type / Status, Reg. Status, Alerts, and Dup. Fee. The table contains one entry for the boat 1990 FISHER 73115.

OR

- From the **Vehicle Summary Page**, choose 'Kentucky Transfer' from the **Title** dropdown menu.

The screenshot displays a web interface for managing vehicle titles. At the top, there are navigation buttons for 'Previous' and 'Next', and a status indicator 'Viewing 2 of 2 Titles'. Below this is a 'Chain of Ownership' section with a table listing customer information. The 'Title' section is expanded, showing details for an active title. A dropdown menu is open for the 'Title' field, with the 'Title' label circled in red and a red arrow pointing to it from the number '3.'. The dropdown menu includes options such as 'Kentucky Transfer', 'Dealer Assignment', 'Edit Title Application', 'Duplicate', 'Update', 'Repossession', 'Salvage', and 'Multiple Transfer'. The 'Registration Information' section is also visible, showing details like 'Type: Renewal', 'Reg. Date: 04/02/2018', and 'Exp. Date: 04/30/2019'.

Customer ID	Driver License	Customer Name	SSN/FEIN	Address	Begin Tax Exempt Date
001241880		DURBIN, THOMAS B	xxx-xx-8839	10652 Jackson Rd N, UTICA, KY 42376-9734 DAVIESS	

Title
Status: Active - Title Issued

Type: Transfer State Fee: \$0.00
Title #: 130040300056 Clerk Fee: \$0.00
Prior Title #: 043210300102 Use Tax: \$0.00
Use Tax Description:

Title -
Kentucky Transfer
Dealer Assignment
Edit Title Application
Duplicate
Update
Repossession ...
Salvage ...
Multiple Transfer ...

Registration Information
Status: Expired

Type: Renewal County: DAVIESS
Reg. Date: 04/02/2018 Decal #: KY0238JT
Exp. Date: 04/30/2019 Prior Decal #: E040289

Remarks:
Comments:
F&W State Fee: \$44.00
KYTC State Fee: \$0.00
Boat Safety Fee: \$0.00

4. Review the Vehicle and Motor Information and click either of the **Continue** buttons.
 - a. Placing the Title Application on hold will save the application to the Seller's Customer Account Page for 60 days.
 - b. As delinquent ad val and 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 delinquent taxes are due, click 'here' to choose whether they will be paid with this application's fees or in a separate transaction.
 - o See the section titled 'Paying Delinquent Taxes with a Title Application' of the Title Application Additional Information Manual for more information.
 - d. A County of Dockage must be selected, this is where the boat will be physically stored/docked.
 - e. If the boat does not have a HIN, or has an invalid HIN, a State-Issued HIN can be requested and KAVIS will create it after checking out/finalizing the application.
 - f. **Cancel Title Application** at any point of this process will delete all progress on this application.

The screenshot displays the KAVIS title application interface. At the top, a progress bar shows steps 1 through 8: Title Information, Vehicle Information, Seller Information, Buyer Information, Lien Information, Registration, Additional Information, and Finalize. The 'Additional Information' step is currently active.

Key elements and annotations in the screenshot include:

- Step 4:** A red arrow points to the 'Continue' button in the top right corner.
- Annotation a:** A red arrow points to the 'Place On Hold' button.
- Annotation b:** A red arrow points to the 'Total Due: \$9.00' text.
- Annotation c:** A red arrow points to a notification banner: "Delinquent taxes are owed on this vehicle. Click here to view and pay your delinquent taxes for this vehicle. You can continue past this step, but delinquent taxes must be paid in the amount of \$7.72 to complete this transaction."
- Annotation d:** A red arrow points to the 'County of Dockage' dropdown menu.
- Annotation e:** A red arrow points to the 'Request State-Issued HIN' checkbox.
- Annotation f:** A red arrow points to the 'Cancel Title Application' button at the bottom left.
- Annotation 4:** A red arrow points to the 'Continue' button at the bottom right.

The 'Boat Details' section contains the following fields:

- County of Dockage: Select One... *
- Year: 1990 *
- Make: FISHER *
- Model: 73115 *
- HIN: MPDM2311A0 *
- Request State-Issued HIN:
- Boat Type: Other - Utility *
- Hull Material: Aluminum *
- Engine Drive: Outboard *
- Propulsion: Propeller *
- Vehicle has a Situs Address:
- Length Ft: 16 *
- Length In: 1 *
- Beam Ft: 3 *
- Beam In: 1 *
- Occupant Capacity: 4
- Weight Capacity:
- Number of Toilets: 0 *
- Toilet Type: Select One... *
- Primary Use: Pleasure *
- Brand: Hull Damaged

The 'Motor(s)' section shows details for Motor #1:

- Year: 1991 *
- Make: YAMA *
- Horsepower: 30.0 *
- Fuel: Gas *
- Serial #: KY0238JT *
- Year of Purchase:
- Purchase Amount: 0
- Buttons: Delete Motor, Copy Motor

5. Add the Seller Notary Date, if applicable.
 - a. Select the checkbox if the Seller is to remain on the title.
 - b. Click **Continue**.

6. On the Buyer Information step, select **Add a Buyer**.

7. Scan a Driver's License, or search by one of the other options and click **Search**.
 - a. If they are not currently a KAVIS customer, add them by clicking **Add New Customer**.

8. On the Buyer Information Page, click **Continue** when all Buyers have been added.
 - a. An ownership connector (and/or) is required when there are 2 or more Buyers.
 - b. The **\$ Pay All** button will appear if any of the Buyers have past due Ad Valorem. They can be paid either with this application's fees or in a separate transaction.
 - o See the section titled 'Paying Delinquent Taxes with a Title Application' of the Title Application Additional Information Manual for specifics on this functionality.
 - c. The positions of the owners can be switched by clicking **↑**.
 - d. Add additional Buyers if necessary (only the first 2 will be printed on the title).
 - e. Enter the required Buyer Notary Date.
 - f. The PVA office will need to be called if a Buyer has PVA Issues.
 - o Click **Check PVA** to refresh once the PVA is finished resolving the issues to see if they have created any new delinquencies that need to be paid.
 - g. **🚩** appears next to a customer if their Customer Account page is missing required information.
 - o You cannot continue without clicking the icon and editing the necessary fields.
 - h. Click **✖** to remove the specific Buyer from the application.
 - i. Placing the Title Application on hold after Buyer(s) have been added will save the information to both the Seller's and 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: \$16.72

Buyer Information

Ownership Connector: Select One... *

Pay Delinquency: \$ Pay All

Primary	Secondary	Customer ID	Customer Name	Delinquency
✓		001167783	KATHY STEWART	Yes
	✓	001141255	JOSH BEHRENS	

Buyer Notary Date: *

Add a Buyer

Key

- PVA** = 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

9. Once all of the information is correct, click **Continue** .
 - a. If delinquent ad val was chosen to be paid with the application fees, the **Edit Pay All** button is available if the customer would like to pay them separately.

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** (9.)

Total Due: \$85.50

Buyer Information

Ownership Connector: OR *

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

Primary	Secondary	Customer ID	Customer Name	Delinquency
✓		001141255	JOSH BEHRENS	Paying w/A *
	✓	001167783	OR KATHY STEWART	Paying w/A *

Buyer Notary Date: 06/20/2019 *

Add a Buyer

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

Cancel Title Application

10. Click **Add Lien** if there is 1 or 2 to enter.
 - a. If there is not a lien to enter, click **Continue** and skip to step 13.

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** (a.)

Total Due: \$85.50

Lien Information

Primary Owner County of Residence: BOONE

Add Lien (10.)

Cancel Title Application

11. Pending or Filed is available from the dropdown menu, depending upon if your User account has permission to File a lien, and if the Primary Owner's County of Residence matches your County.

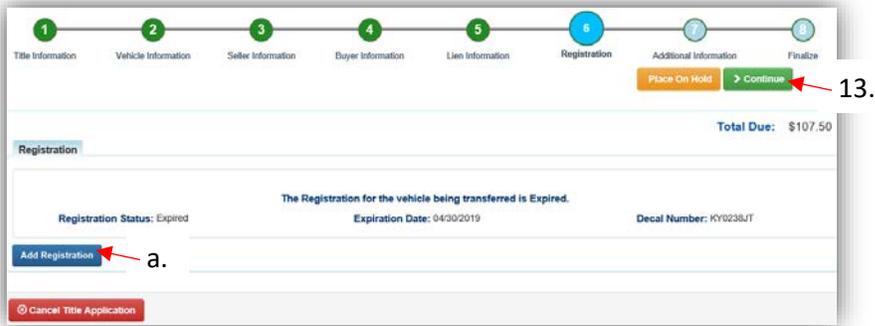
- a. Enter the necessary information and click **Add**.
- b. The checkboxes give you the choice of fees to charge.

12. Click the  next to the bank name to view the information entered

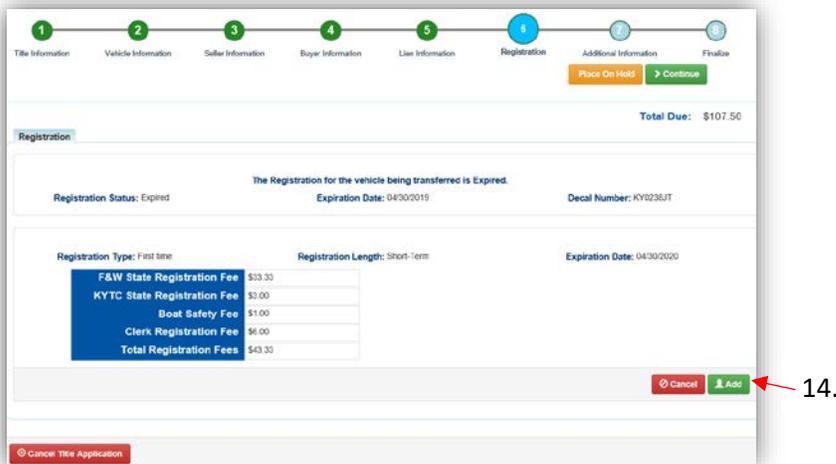
- a. Return to this step at any time to edit or remove the lien.
- b. There can be no more than 2 liens per title.
 - o The order of the liens is important. The lien with the earlier Date Filed will be printed in the first position on the title.
- c. Click **Continue** when added all liens have been added to the application.

13. If the boat does not have a current registration and the Buyer(s) do not wish to register it or if the current active registration will be transferred to the new owners, click **Continue** and continue with step 18.

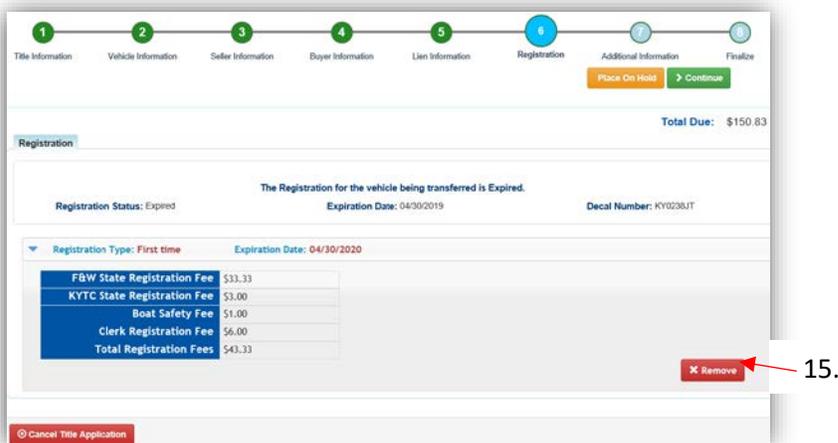
a. If registration is to be added, click **Add Registration**.



14. Click **Add** to add the registration to the application, then **Continue**.



15. Return to this step to remove the registration if necessary.



16. On the Additional Information Page, extra review by MVL can be requested. Please include any useful comments.
- a. A Date of Purchase and Purchase Price are required unless the Use Tax Description is 'No Sale'.
 - 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. Clicking **+** [Add Trade-In](#), will open a box to add the value and Identification #.
 - o The Trade-In Value will be subtracted from the 'Total Purchase Price'.

16. **Date of Purchase:** *

Purchase Price: *

Motor(s) Price: \$200.00

Total Purchase Price: \$200.00 *

Use Tax Description: **Select One.**

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

Do you need Extra Review by MVL?

Comments for MVL:

Use Tax Amount: \$12.00

Cancel Title Application

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

Use Tax Description: Resale Exemption *

Tax ID: *

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

Use Tax Description: Non-Profit/Gov Agency Exemption *

Purchase Number: *

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. 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

Total Due: \$138.83

Finalize Title Application

1. Title Action - Kentucky Transfer

- The existing title is in a Transferable Status

2. Vehicle Information

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

3. Seller Information

Seller 1 Name and Address Complete

4. Buyer Information

Ownership Connector : OR Ownership Connector Complete

Notary Date Complete

Buyer 1 BEHRENS, JOSH Required Fields Complete

Master Record Check Complete

No Delinquent Taxes

Ad Valorem Checks Complete

Buyer 2 STEWART, KATHY 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

18. Print Preview

a. Add To Cart

Cancel Title Application Place On Hold Print Preview Add To Cart

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

Print Preview

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

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)

130040300056	KY	KY0238JT	MP0M2311A090	1990	FISHER	73115
Previous Title Number	State	KY #	Hull Identification (HIN)	Year	Make	Model
Pleasure	Other -	Aluminum	Outboard	Propeller	BOONE	
Primary Operation (Boat Use)		Vessel Type		HULL Material	Engine Drive	County of Dockage
Gas	16, 1	3, 1	4	0		
Fuel	Length (feet, inches)	Beam (feet, inches)	Capacity or Weight Capacity	# of Toilets	Toilet Type	

Section 2: VESSEL ENGINE/MOTOR

YAMAHA	1991	30	KY0238JT		\$200.00
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 unsecured lien and that no loan in connection with this motorboat has nor will be applied for by seller within 30 days of this application.

1st Lienholder: BOONE
 First Lienholder: 123 Main Street, Simpsonville, KY
 Address: Simpsonville, KY
 City: Simpsonville, State: KY, Phone #:
 Second Lienholder:
 Lien County:
 Lien County:
 Address:
 City:
 State:
 Phone #:

19. 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

THOMAS B DUBAIN
 Name of Transferor/Seller
 Dealer Number
 Name of Second Transferor/Seller
 Mailing Address
 Home Address (if different from above)
 UTICA DAVIESS KY 42376-9734
 City County State Zip
 Email address Phone # (with area code)
 Vessel Sale Price \$1,500.00
 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

JOHN BERRENS
 Name of Transferee/Owner/Buyer
 DL/SSN/FED ID#
 BUYER JOINT OWNERSHIP: OR AND
 (NOTE: If neither box is checked, the transfer shall require both signatures.)
 KATHY STEWART
 Name of Second Transferee/Owner/Buyer
 DL/SSN/FED ID#
 Mailing Address
 Home Address (if different from above)
 FLORENCE BOONE KY 41042-9313
 City County State Zip
 US M 5/11/1980
 Citizenship of Primary Applicant Sex Date of Birth
 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 item 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](#)

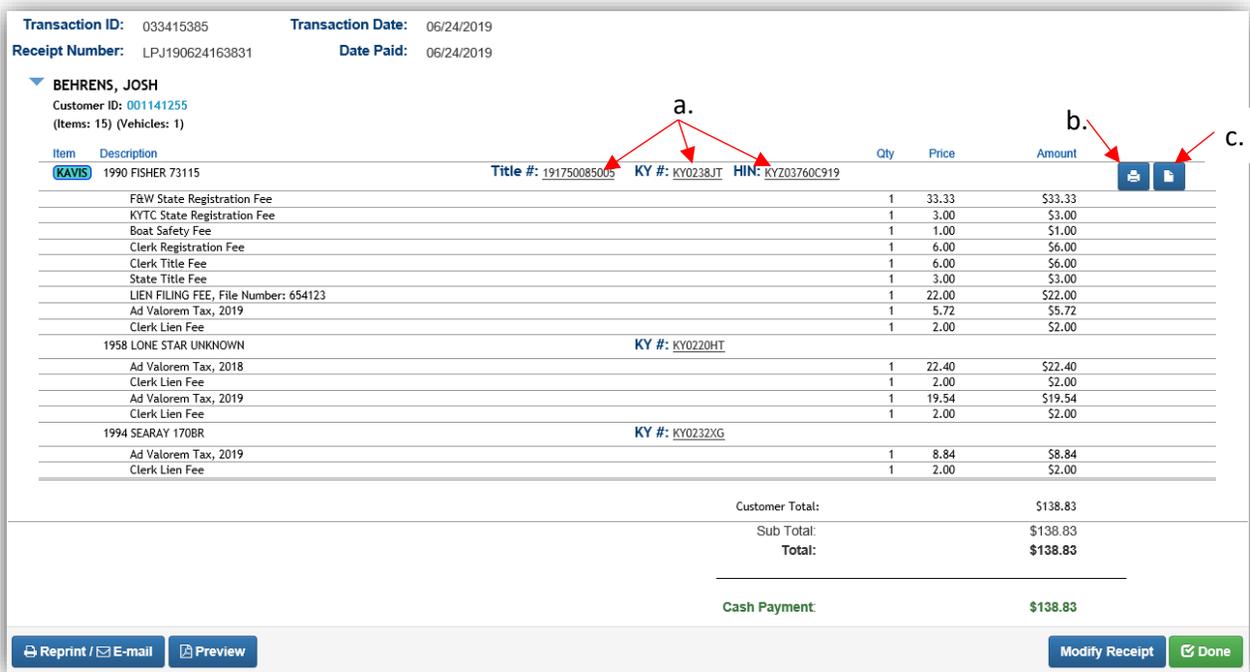
[Cancel Title Application](#) [Place On Hold](#) [Print Preview](#) [Add To Cart](#)

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.



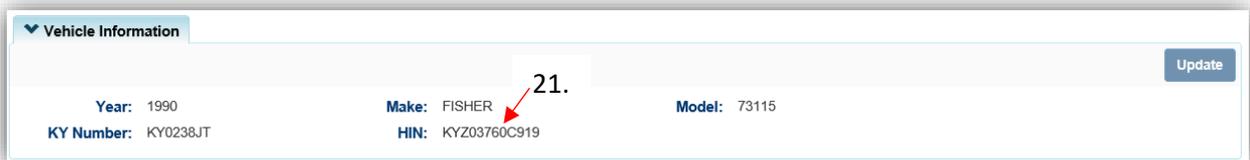
Transaction ID: 033415385 Transaction Date: 06/24/2019
 Receipt Number: LPJ190624163831 Date Paid: 06/24/2019

BEHRENS, JOSH
 Customer ID: 001141255
 (Items: 15) (Vehicles: 1)

Item	Description	Qty	Price	Amount
KAVIS	1990 FISHER 73115			
	F&W State Registration Fee	1	33.33	\$33.33
	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
	Ad Valorem Tax, 2019	1	5.72	\$5.72
	Clerk Lien Fee	1	2.00	\$2.00
	1958 LONE STAR UNKNOWN			
	Ad Valorem Tax, 2018	1	22.40	\$22.40
	Clerk Lien Fee	1	2.00	\$2.00
	Ad Valorem Tax, 2019	1	19.54	\$19.54
	Clerk Lien Fee	1	2.00	\$2.00
	1994 SEARAY 170BR			
	Ad Valorem Tax, 2019	1	8.84	\$8.84
	Clerk Lien Fee	1	2.00	\$2.00
Customer Total:				\$138.83
Sub Total:				\$138.83
Total:				\$138.83
Cash Payment:				\$138.83

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

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



Vehicle Information

Year: 1990 Make: FISHER Model: 73115
 KY Number: KY0238JT HIN: KYZ03760C919

Update

Dealer Assignment of a KY Title

This is how to process a KY title application that starts with a current KY title and results in a Kentucky Dealer having ownership.

- 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 Fish and Wildlife. KAVIS will reflect those changes on the following day.

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

1. From a **Customer Account Page**, in the tile view:
 - a. Click the **Title** dropdown and select Dealer Assignment. Continue with Step 4.

HOLLIS, WILLIAM P
Cust # 001642804
9017 Fowler Crk
UNION, KY 41091

Action Center
1974 STEURY T515 is Ready for Registration Renewal.

Vehicles
Boats (1) Renew All (1) Renew Selected (0) New Title Switch to List View

1974 STEURY T515 KY7303X
Title#: 923650080147 Active - Title Issued
Original Reg: Expired

Manage Title View

- Kentucky Transfer
- Dealer Assignment
- Edit Title Application
- Duplicate
- Update
- Repossession ***
- Salvage ***
- Multiple Transfer ***

Disabled Placards
Issue Disabled Placard

No Disabled Placard History found!

OR

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

HOLLIS, WILLIAM P
Cust # 001642804
9017 Fowler Crk
UNION, KY 41091

Action Center
1974 STEURY T515 is Ready for Registration Renewal.

Vehicles
Boats (1) Renew All (1) Renew Selected (1) New Title Switch to Tile View

Manage Title View

Showing 1 to 1 of 1 entries
Show 10 entries

Select	Year	Reg. Status	Title #	KY / Plate #	Owner	Title Type / Status	Alerts	Dup. Fee
<input checked="" type="checkbox"/>	1974	S1	923650080147	KY7303X	P	Original Active - Title Issued	@	<input type="checkbox"/>

- Kentucky Transfer
- Dealer Assignment
- Edit Title Application
- Duplicate
- Update
- Repossession ***
- Salvage ***
- Multiple Transfer ***

Filter: ...

OR

- From the **Vehicle Summary** screen, choose **Dealer Assignment** from the **Title** dropdown menu.

The screenshot shows the 'Vehicle Summary' screen. At the top, there are 'Previous' and 'Next' buttons. Below that, a 'Chain of Ownership' table lists customer information. The 'Title' section is expanded, showing 'Status: Active - Title Issued'. A dropdown menu is open under the 'Title' heading, with 'Dealer Assignment' selected. A red circle highlights the 'Title -' dropdown arrow, and a red arrow points to it with the number '3'. Other sections include 'Registration Information' with details like 'Type: Ad Valorem', 'Reg. Date: 03/27/1998', and 'Status: Expired'.

- Review the Vehicle and Motor Information and click **Continue**.
 - Placing the Title Application on hold will save the information to the Seller's Customer Account Page for 60 days.
 - If delinquent taxes are due on this boat, they are still owed by the seller, but they do not have to be paid to process a Dealer Assignment (see step 16).
 - Cancel Title Application** at any point of this process will delete all progress on this application.

The screenshot shows the 'Boat Details' and 'Motor(s)' sections. At the top, a progress bar indicates steps 1 through 8. Step 4 is highlighted. Below the progress bar, there are buttons for 'Place On Hold' and 'Continue'. A red arrow points to 'Continue' with the number '4'. The 'Boat Details' section includes fields for 'County of Dockage' (HICKMAN), 'Year' (1974), 'Make' (STEURY), 'Model' (T515), 'HIN' (SRC048320374), 'Boat Type' (Other - Utility), 'Hull Material' (Fiberglass), 'Engine Drive' (Outboard), and 'Propulsion' (Propeller). The 'Motor(s)' section shows 'Motor #1' with fields for 'Year' (1969), 'Fuel' (Gas), 'Year of Purchase', 'Make' (EVRD), 'Serial #' (E02627), and 'Horsepower' (100.0). At the bottom, there is a 'Continue' button and a 'Cancel Title Application' button. A red arrow points to 'Continue' with the number '4', and another red arrow points to 'Cancel Title Application' with the letter 'C'.

5. Add the Seller Notary Date, if applicable, and click **Continue**.

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, there are two buttons: "Place On Hold" and "Continue" (circled in red). The main content area is titled "Seller Information" and shows details for "HOLLIS, WILLIAM P":
Seller Name: HOLLIS, WILLIAM P
Customer ID: 001642804
Email:
Phone:
Address: 9017 Fowler Crk
UNION, KY 41091-9749
BOONE
Below this information is a "Seller Notary Date:" label followed by an empty text input field, with a red arrow pointing to it and the number "5.". At the bottom left, there is a "Cancel Title Application" button. At the top right, "Total Due: \$8.00" is displayed.

6. Select **Add a Buyer**.

The screenshot shows the progress bar with step 4, "Buyer Information", highlighted. The "Continue" button is now green. The main content area is titled "Buyer Information" and features a blue "Add a Buyer" button with a red arrow pointing to it and the number "6.". At the bottom left, there is a "Cancel Title Application" button. At the top right, "Total Due: \$8.00" is displayed.

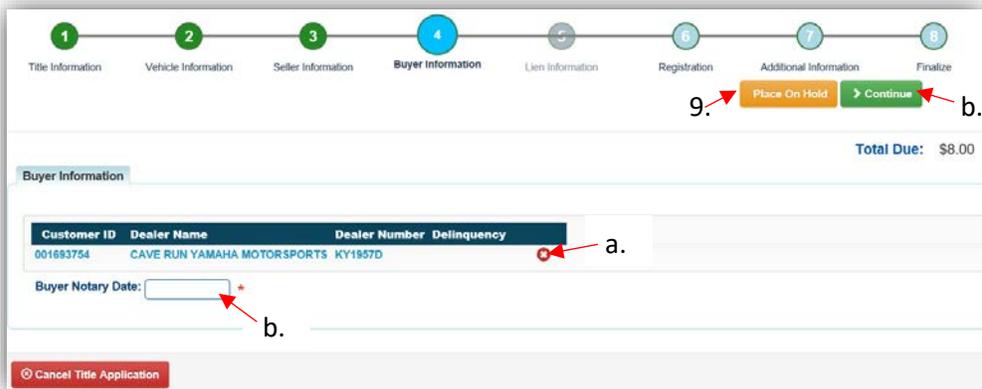
7. Enter the Dealer's info and click **Search**.

The screenshot shows the progress bar with step 4, "Buyer Information", highlighted. The main content area has a "Search By:" dropdown menu set to "Dealer". Below it are three input fields labeled "Dealer:", "Dealer Number:", and "FEIN:". A red arrow points to the "Dealer:" field with the number "7.". At the bottom right, there are three buttons: "Cancel", "Reset", and "Search" (circled in red). At the top right, "Total Due: \$8.00" is displayed.

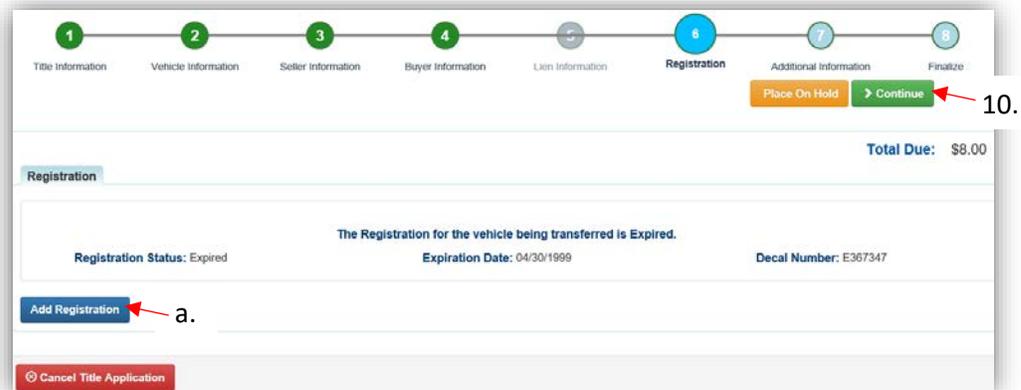
8. From the Search Results, click **Select** next to the correct Dealer's account.
 - a. Click **Display Search Criteria** to search change the search criteria.



9. After the Dealer has been added to the application, placing the it on hold will save the information to both the Seller's and Buyer's Customer Account Pages for 60 days.
 - a. Click **✖** to remove the specific Buyer from the application.
 - b. Enter the required Buyer Notary Date and click **Continue**.



10. If the Boat does not have a current Registration, and the Owner does not wish to Register, click **Continue**.
 - a. If the registration is to be added, click **Add Registration**.



11. Click **Add** to add the registration to the application, then **Continue**.

Registration

Total Due: \$0.00

The Registration for the vehicle being transferred is Expired.

Registration Status: Expired Expiration Date: 04/30/1999 Decal Number: E387347

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

F&W State Registration Fee	\$7.00
KYTC State Registration Fee	\$3.00
Boat Safety Fee	\$1.00
Clerk Registration Fee	\$6.00
Total Registration Fees	\$17.00

Cancel Add 11.

Cancel Title Application

12. Return to this step to remove the registration if necessary.

Registration

Total Due: \$17.00

The Registration for the vehicle being transferred is Expired.

Registration Status: Expired Expiration Date: 04/30/1999 Decal Number: E387347

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

F&W State Registration Fee	\$7.00
KYTC State Registration Fee	\$3.00
Boat Safety Fee	\$1.00
Clerk Registration Fee	\$6.00
Total Registration Fees	\$17.00

Remove 12.

Cancel Title Application

13. On the Additional Information Page, the Use Tax Description will be 'Resale Exemption'

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

Additional Information

Total Due: \$17.00

Date of Purchase:

Use Tax Description: Resale Exemption

Tax ID: 817121

Continue a.

13.

Use Tax Amount: \$0.00

Cancel Title Application

14. 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** and check out as normal.

Finalize Title Application

Total Due: \$17.00

1. Title Action - Dealer Assignment

- The existing title is in a Transferable Status.

2. Vehicle Information

- Required Fields Complete
- No Lien on vehicle
- County of Dockage Complete
- Motor(s) Information Complete

3. Seller Information

Seller 1

- Name and Address Complete
- Seller Information Complete

4. Buyer Information

Buyer 1 CAVE RUN YAMAHA MOTORSPORTS

- Notary Date Complete
- Required Fields Complete

5. Lien Information

6. Registration

- Registration Complete

7. Additional Information

- Additional Information Complete

Buttons: 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.

15. 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.

Previous Next

Viewing 3 of 3 Titles

Reversal

Owner(s) Chain of Ownership

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

15.

Title Status: Active - Dealer Assignment

Registration Information Status: Active

Type: Dealer Assignment
Title #: 193400085005
Prior Title #: 923650080147
State Fee: \$0.00
Clerk Fee: \$0.00
Use Tax: \$0.00
Use Tax Description: Resale Exemption

Type: First time
Reg. Date: 12/06/2019
Exp. Date: 04/30/2020
Remarks:

County: BOONE
Decal #: KY7303X
Prior Decal #: E367347

16. If there was delinquent Ad Valorem due on this boat at the time of the Dealer Assignment, it does not have to be paid in order to process the Dealer Assignment Application. However, the previous Owner/Seller in the transaction is still responsible for paying them.
- The boat tile is pink to alert that although they are not the current owner, the boat is still in the section with current vehicles because they owe Ad valorem taxes.
 - In the Manage dropdown, 'Ad Val Payment' is the only option.

SAULEY, KATHY
Cust #:001449634
1184 Monarchos Rdg
UNION, KY 41091
Phone: (937) 231-8636

Action Center
\$ Ad Valorem taxes are past due for 2007 SUPRA SUNSPORT. The total amount past due is \$342.50.

Vehicles
Boats (1) Renew All (0) Renew Selected (0) New Title Switch to List View

2007 SUPRA SUNSPORT KY0750FA
Title#: 161690080135 Surrendered - Transferred
Original Reg: Cancelled

Manage Title View

- Renew
- First Time
- \$ Ad Val Payment
- Junk
- Sold Out of State
- Incomplete Transfer

Disabled Placards
Issue Disabled Placard

17. After the ad valorem is paid, the boat will go to the Previously Owned Vehicles section of the Customer Account page.

SAULEY, KATHY
Cust #:001449634
1184 Monarchos Rdg
UNION, KY 41091
Phone: (937) 231-8636

Vehicles
New Title
No Vehicle(s) found!

Disabled Placards
Issue Disabled Placard
No Disabled Placard History found!

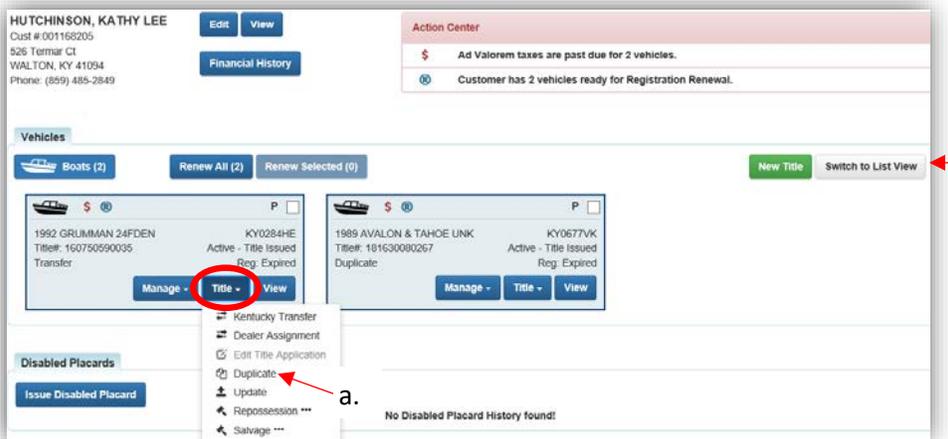
Previously Owned Vehicles (1)
Showing 1 to 1 of 1 entries Filter: ...

Year	Make	Model	Title #	KY / Plate #	Owner	Title Status	Reg. Status	Alerts
2007	SUPRA	SUNSPORT	161690080135	KY0750FA	P	Surrendered - Transferred	Cancelled	

Duplicate Title Application

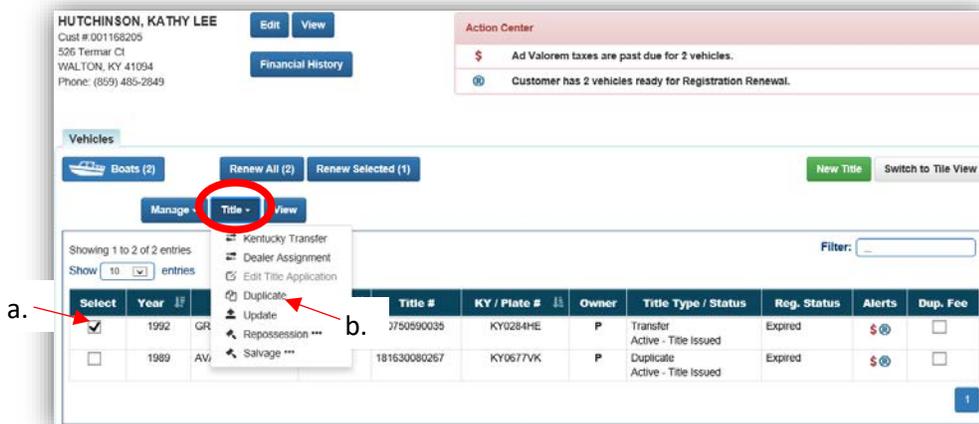
- Duplicate Title Applications do not go to the 'For Approval' Title Application Queue. After they are checked out, they will be sent to be printed if they pass the NCIC theft check.
- If the boat does not have a valid HIN or KAVIS displays a message that the title is not eligible for a Duplicate due to an Owner name change, Customer Account Merge, or edited vehicle attributes, process an Update Title Application instead. On the Additional Information Step, request Extra Review from MVL and include in the comments that the Customer is requesting a Duplicate title. That way they understand why there is no previous title scanned into PODD.

1. From a **Customer Account Page**, in the tile view, click the **Title** dropdown and select Duplicate. Continue with Step 4.



OR

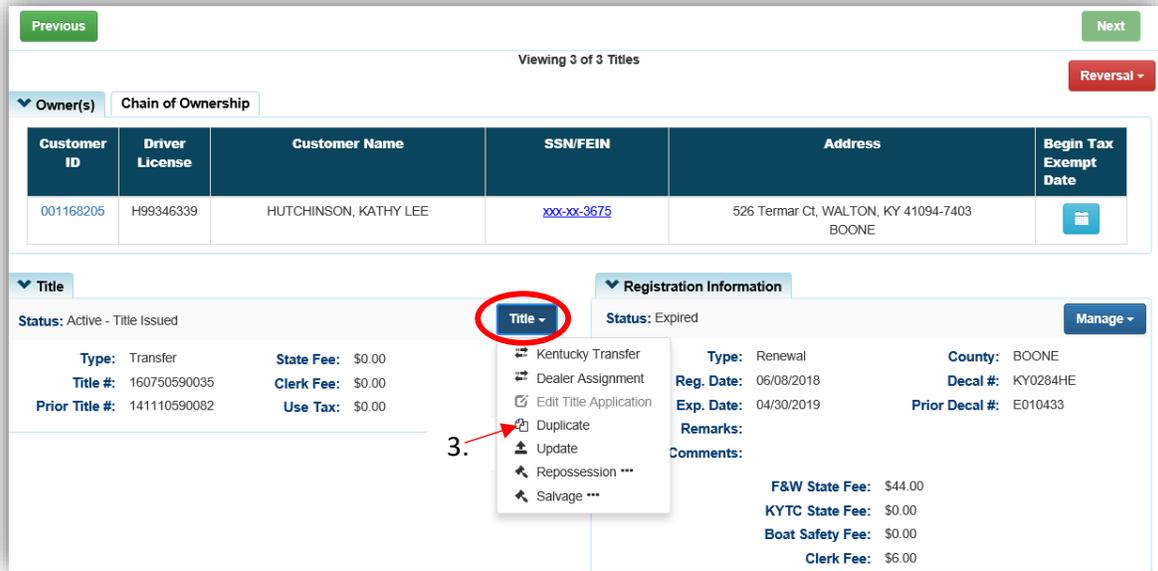
2. From a **Customer Account Page**, in the list view:
 - a. Select the checkbox for the specific boat.
 - b. Click the **Title** dropdown and select Duplicate. Continue with Step 4.



[Go to Table of Contents](#)

OR

3. From a **Vehicle Summary Page**, choose  Duplicate from the **Title** dropdown menu.



The screenshot displays a vehicle title management interface. At the top, there are 'Previous' and 'Next' buttons, and a 'Reversal' button. The main content is divided into two sections: 'Chain of Ownership' and 'Title'. The 'Chain of Ownership' section contains a table with the following data:

Customer ID	Driver License	Customer Name	SSN/FEIN	Address	Begin Tax Exempt Date
001168205	H99346339	HUTCHINSON, KATHY LEE	xxx-xx-3675	526 Termar Ct, WALTON, KY 41094-7403 BOONE	

The 'Title' section shows the current title status as 'Active - Title Issued'. A dropdown menu is open, with 'Title' circled in red and 'Duplicate' selected. The dropdown menu options are:

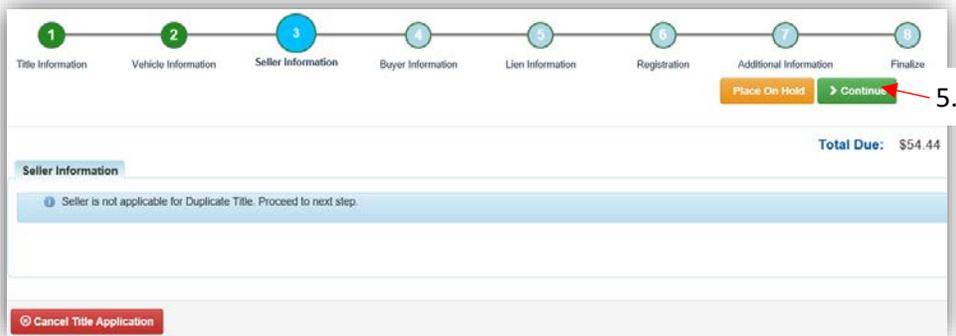
- Kentucky Transfer
- Dealer Assignment
- Edit Title Application
- Duplicate
- Update
- Repossession ***
- Salvage ***

The 'Registration Information' section shows the title status as 'Expired'. It includes fields for Type (Renewal), Reg. Date (06/08/2018), Exp. Date (04/30/2019), County (BOONE), Decal # (KY0284HE), and Prior Decal # (E010433). There are also fee details: F&W State Fee: \$44.00, KYTC State Fee: \$0.00, Boat Safety Fee: \$0.00, and Clerk Fee: \$6.00.

4. KAVIS takes you to the Vehicle Information step, look over the boat details and click either of the **Continue** buttons.
 - a. Placing the Title Application on hold will save the application to the Seller's Customer Account Page for 60 days.
 - b. If delinquent taxes are due, click 'here' to choose whether they will be paid with this application's fees or in a separate transaction.
 - o See the section titled 'Paying Delinquent Taxes with a Title Application' of the Title Application Additional Information Manual for more information.
 - c. As fees are added and ad valorem is chosen to be paid with the application, the Total Due will be updated.
 - d. **Cancel Title Application** at any point of this process will delete all progress on this application.

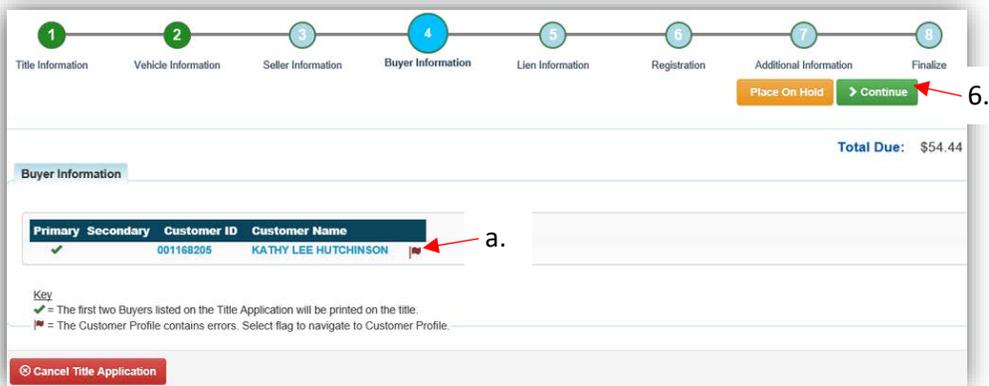


5. Sellers are not a part of Duplicate Titles, click **Continue**.



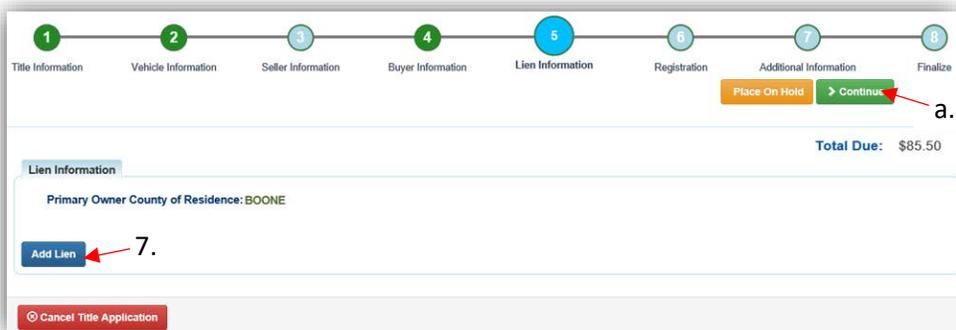
6. On the Buyer Information Step, click **Continue** if there is not a  icon next to the Owner.

a.  appears next to a customer if their Customer Account page is missing required information.



7. Click **Add Lien** if there is 1 or 2 to enter. Active liens will be transferred to the duplicate title.

a. If you do not have a lien to enter, click **Continue** and skip to step 10.



8. Pending or Filed is available from the dropdown menu, depending upon if your User account has permission to File a lien, and if the Primary Owner's County of Residence matches your County.
 - a. Enter the necessary information and click **Add**.
 - b. The checkboxes give you the choice of fees to charge.

9. 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. There can be no more than 2 liens per title.
 - o The order of the liens is important. The lien with the earlier Date Filed will be printed in the first position on the title.
 - c. Click **Continue** when added all liens have been added to the application.

10. If the Boat does not have a current Registration, and the Owner does not wish to Register, click **> Continue** and skip to step 13.
- a. If registration is to be added to the application, click **Add Renewal**.

10.

a.

11. Click **Add** to add the registration to the application.

11.

F&W State Registration Fee	\$40.00
KYTC State Registration Fee	\$3.00
Boat Safety Fee	\$1.00
Clerk Registration Fee	\$6.00
Total Registration Fees	\$50.00

12. You may remove the registration if necessary, or click **Continue**.
- If the owner has other boats with delinquent ad valorem, return to the Buyer Information Step and either include those with the application fees or pay them separately.

Total Due: \$126.44

Registration

Registration Status: Expired Expiration Date: 04/30/2019 Decal Number: KY0284HE

Registration Type: Renewal Expiration Date: 04/30/2020

F&W State Registration Fee	\$40.00
KYTC State Registration Fee	\$3.00
Boat Safety Fee	\$1.00
Clerk Registration Fee	\$6.00
Total Registration Fees	\$50.00

Remove

Cancel Title Application

13. On the Additional Information Step, selecting the 'Waive Title Fees' checkbox will remove the State and Clerk title fees from the Total Due.
- The Alternate Mailing Address is where the title will be mailed, if it is different than the primary Buyer's mailing address. This is common for duplicate titles requested by a Dealer.
 - Select the checkbox, then choose the type of address from the dropdown menu and enter the information.

Total Due: \$76.44

Additional Information

Waive Title Fees

Add Alternate Mailing Address

Mailing

Select Address Type...

US Street Address

PO Box

Highway Contract (HC) Address

Military/Diplomatic Address

Address 1: _____ *

Address 2: _____

City: _____ *

State: Kentucky * Zip: _____ *

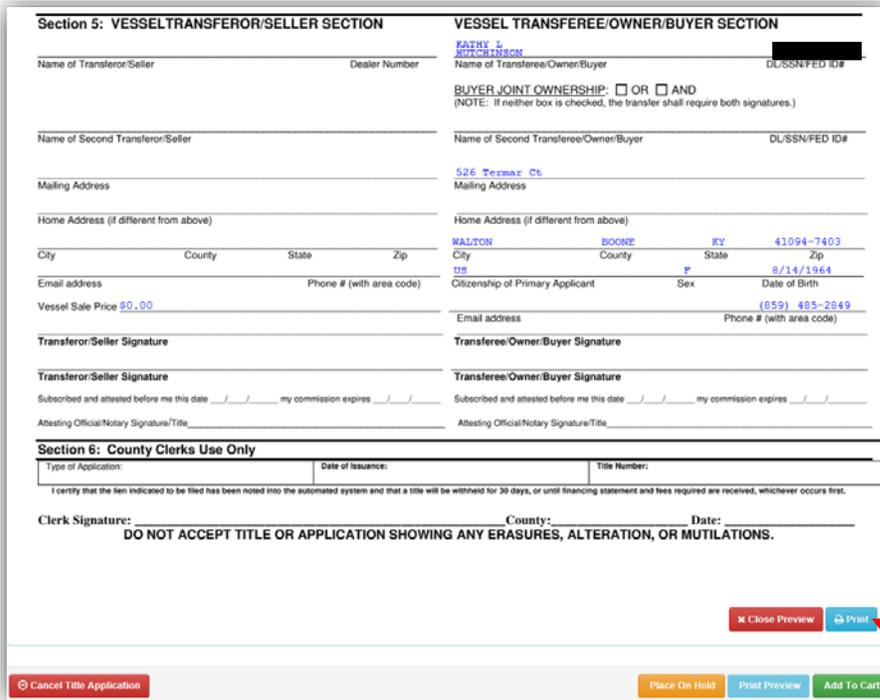
Attn: _____

Cancel Title Application

14. 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** and check out as normal.

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

16. At the bottom of the print preview page, you can  and add the application to the Shopping Cart.

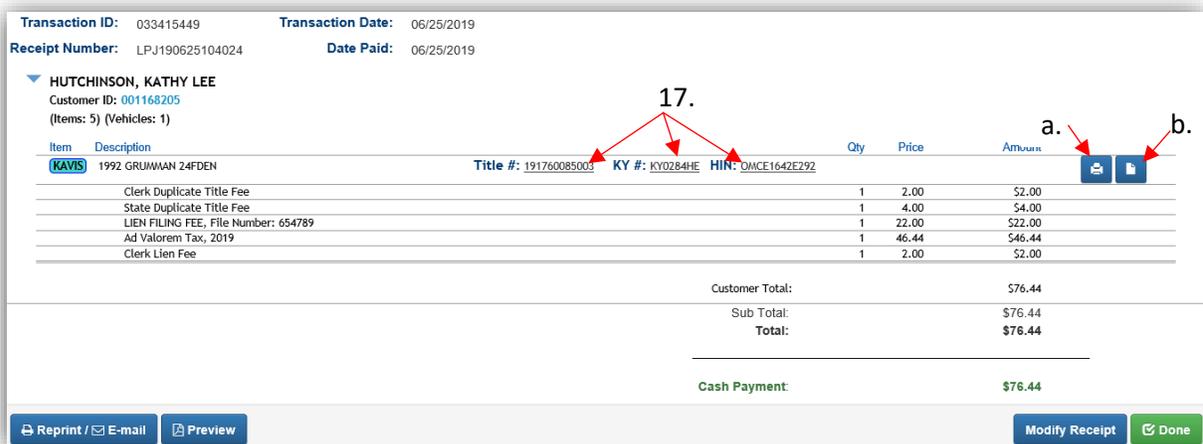


The screenshot shows a two-column form titled 'Section 5: VESSEL TRANSFEROR/SELLER SECTION' and 'VESSEL TRANSFEREE/OWNER/BUYER SECTION'. The form contains fields for names, addresses, phone numbers, and signatures. At the bottom right, there are two buttons: 'Close Preview' (red) and 'Print' (blue). A red arrow labeled '16.' points to the 'Print' button. At the bottom of the form, there are additional buttons: 'Cancel Title Application' (red), 'Place On Hold' (orange), 'Print Preview' (blue), and 'Add To Cart' (green). A red arrow labeled '16.' also points to the 'Add To Cart' button.

*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. Clicking the Title, KY, or HIN #s will take you to the Vehicle Summary Page.

- a.  will allow you to reprint the PODD receipts and any decals if necessary.
- b.  will print the application, including the new title number.
 - o These 2 buttons are available for 14 days after the transaction is complete.



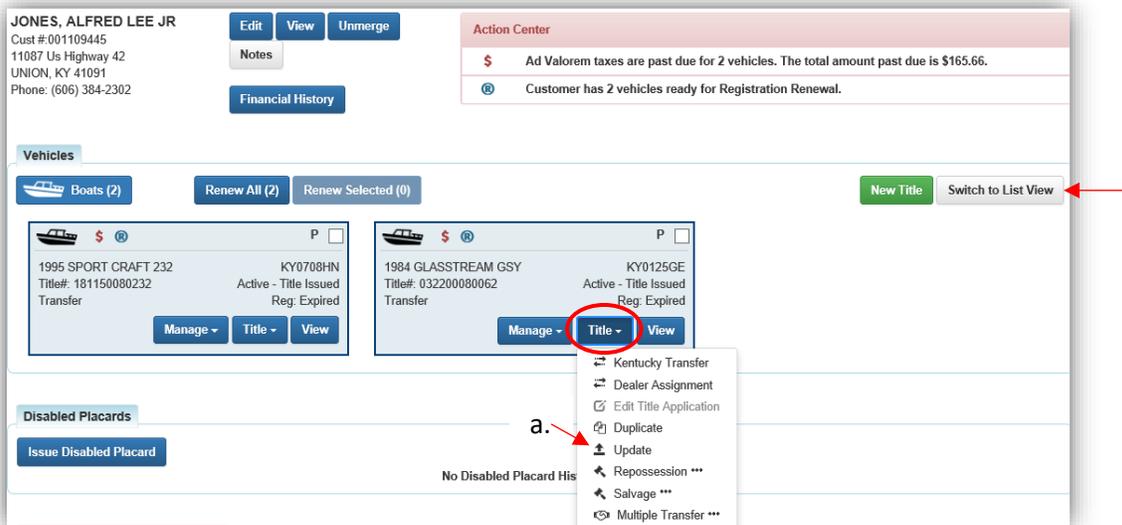
The screenshot shows a receipt summary for a customer named KATHY LEE HUTCHINSON. It lists transaction and receipt numbers, dates, and a list of items with their prices. At the bottom, there are buttons for 'Reprint / E-mail', 'Preview', 'Modify Receipt', and 'Done'. A red arrow labeled '17.' points to the 'Title #', 'KY #', and 'HIN #' columns in the item list. Two red arrows labeled 'a.' and 'b.' point to the 'Reprint' and 'Preview' icons respectively.

Item	Description	Title #:	Qty	Price	Amount
	1992 GRUWMAN 24FDN	191760085003 KY #: KY0284HE HIN: OMCE1642E292			
	Clerk Duplicate Title Fee		1	2.00	52.00
	State Duplicate Title Fee		1	4.00	54.00
	LIEN FILING FEE, File Number: 654789		1	22.00	522.00
	Ad Valorem Tax, 2019		1	46.44	546.44
	Clerk Lien Fee		1	2.00	52.00
Customer Total:					576.44
Sub Total:					\$76.44
Total:					\$76.44
Cash Payment:					\$76.44

Update Title Application

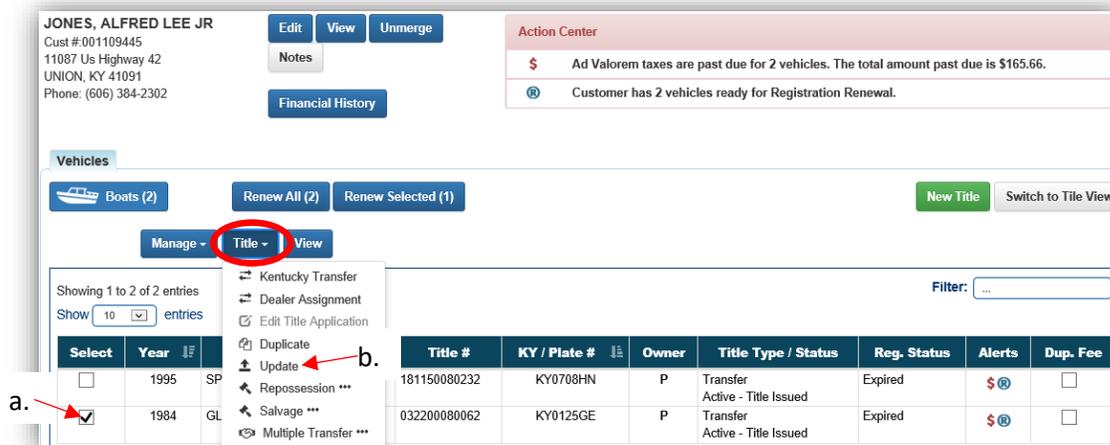
The typical scenarios for requesting an Update title are Customer name change, vehicle attribute change, including a HIN update or edit. When edits to Year, Make, Model or HIN occur, you are required to perform an Update title. When vehicle attributes change or when a name change occurs, the title is not eligible for a Duplicate, and requires an Update title.

1. From a **Customer Account Page**, in the tile view, click the **Title** dropdown and select  **Update**. Continue with Step 4.



OR

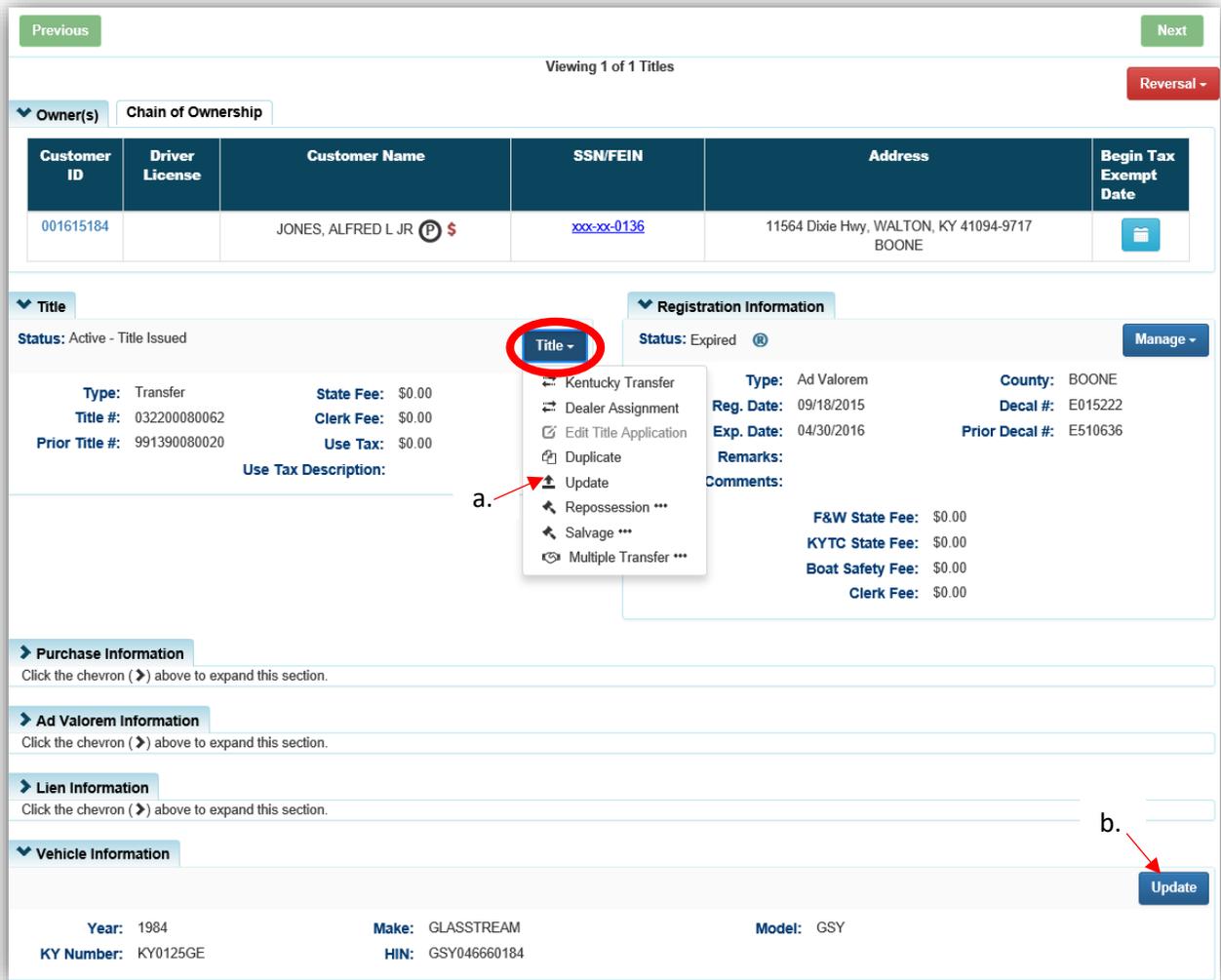
2. From a **Customer Account Page**, in the list view:
 - a. Select the checkbox for the specific boat.
 - b. Click the **Title** dropdown and select  **Update**. Continue with Step 4.



OR

3. From a **Vehicle Summary Page**:

- a. Choose  **Update** from the **Title** dropdown menu.
- b. Clicking  **Update** from the Vehicle Information section will also start an Update Title Application.



The screenshot displays a vehicle summary page with the following sections:

- Owner(s):** Chain of Ownership table with columns: Customer ID, Driver License, Customer Name, SSN/FEIN, Address, and Begin Tax Exempt Date. Data row: 001615184, JONES, ALFRED L JR, xxx-xx-0136, 11564 Dixie Hwy, WALTON, KY 41094-9717 BOONE.
- Title:** Status: Active - Title Issued. Fields include Type: Transfer, Title #: 032200080062, Prior Title #: 991390080020, State Fee: \$0.00, Clerk Fee: \$0.00, Use Tax: \$0.00. A dropdown menu is open for the 'Title' field, with 'Update' selected. A red circle highlights the 'Title' dropdown, and a red arrow labeled 'a.' points to the 'Update' option.
- Registration Information:** Status: Expired. Fields include Type: Ad Valorem, Reg. Date: 09/18/2015, Exp. Date: 04/30/2016, County: BOONE, Decal #: E015222, Prior Decal #: E510636. Fees listed: F&W State Fee: \$0.00, KYTC State Fee: \$0.00, Boat Safety Fee: \$0.00, Clerk Fee: \$0.00.
- Purchase Information:** Click the chevron (➤) above to expand this section.
- Ad Valorem Information:** Click the chevron (➤) above to expand this section.
- Lien Information:** Click the chevron (➤) above to expand this section.
- Vehicle Information:** Year: 1984, Make: GLASSTREAM, Model: GSY, KY Number: KY0125GE, HIN: GSY046660184. An 'Update' button is located at the bottom right of this section, with a red arrow labeled 'b.' pointing to it.

4. Change/add the information that needs revision for the updated title and click one of the **> Continue** buttons.
 - a. Placing the Title Application on hold will save the application to the Seller's Customer Account Page for 60 days.
 - b. If delinquent taxes are due, click 'here' to choose whether they will be paid with this application's fees or in a separate transaction.
 - o See the section titled 'Paying Delinquent Taxes with a Title Application' of the Title Application Additional Information Manual for more information.
 - c. As fees are added and ad valorem is chosen to be paid with the application, the Total Due will be updated.
 - d. If the boat does not have a HIN, or has an invalid HIN, a State-Issued HIN can be requested and KAVIS will create it after checking out/finalizing the application.
 - 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

a. **Place On Hold** **> Continue** 4.

b. **Total Due: \$6.00** c.

* Delinquent taxes are owed on this vehicle. [Click here](#) to view and pay your delinquent taxes for this vehicle. You can continue past this step, but delinquent taxes must be paid in the amount of \$51.27 to complete this transaction.

Boat Details

County of Dockage: BOONE * Vehicle has a Situs Address

Year: 1984 * Length Ft: 16 *
 Make: GLASSTREAM * Length In: 1 *
 Model: GSY * Beam Ft: 7 *
 HIN: GSY04666018 * Beam In: 1 *
 Request State-Issued HIN d.
 Boat Type: Open Motor Boat * Occupant Capacity: 5
 Hull Material: Fiberglass * Weight Capacity: *
 Engine Drive: Outboard * Number of Toilets: 0 *
 Propulsion: Propeller * Toilet Type: Select One...
 Primary Use: Pleasure *
 Brand: Hull Damaged

Motor(s)

Motor #1

Year: 1984 * Fuel: Gas * Year of Purchase: 1994 *
 Make: EVIN * Serial #: J0255210 * Purchase Amount: 0 *
 Horsepower: 60.0 *

> Continue 4.

⊗ Cancel Title Application e.

5. There is no Seller in an Updated Title Application, click **Continue**.

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** 5.

Total Due: \$74.07

Seller Information

1 Seller is not applicable for Update Title. Proceed to next step.

Cancel Title Application

6.  appears next to an Owner if their Customer Account page is missing required information.
- You cannot continue without clicking the icon and editing the necessary fields.
 - An Owner cannot be added or removed to an Update 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: \$74.07

Buyer Information

Primary	Secondary	Customer ID	Customer Name
✓		001616184	ALFRED L JONES JR 

6.

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

7. Click **Add Lien** if there is 1 or 2 to enter.
- If there is not a lien to enter, click **Continue** and skip to step 10.

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** a.

Total Due: \$74.07

Lien Information

Primary Owner County of Residence: BOONE

Add Lien 7.

Cancel Title Application

8. Pending or Filed is available from the dropdown menu, depending upon if your User account has permission to File a lien, and if the Primary Owner's County of Residence matches your County.
 - a. Enter the necessary information and click **Add**.
 - b. The checkboxes give you the choice of fees to charge.

9. 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. There can be no more than 2 liens per title.
 - o The order of the liens is important. The lien with the earlier Date Filed will be printed in the first position on the title.
 - c. Click **Continue** when added all liens have been added to the application.

10. If the boat does not have a current registration and the Owner(s) do not wish to register it, click **> Continue** and continue with step 13.
- a. If registration is to be added, click **Add Registration**.

10.

a.

11. Click **Add** to add the registration to the application.

11.

12. Return to this step and remove the registration if necessary.
 - a. If the owner has other boats with delinquent ad valorem, return to the Buyer Information Step and either include those with the application fees or pay them separately.

Total Due: \$124.07

Registration

Registration Status: Expired Expiration Date: 04/30/2016 Decal Number: E015222

Registration Type: **Renewal** Expiration Date: 04/30/2020

F&W State Registration Fee	\$40.00
KYTC State Registration Fee	\$3.00
Boat Safety Fee	\$1.00
Clerk Registration Fee	\$6.00
Total Registration Fees	\$50.00

Remove

Cancel Title Application

13. On the Additional Information Page, extra review by MVL can be requested. Please include any useful comments.
 - a. Selecting the 'Waive Title Fees' checkbox will remove the State and Clerk title fees from the Total Due.

Total Due: \$326.35

Additional Information

Do you need Extra Review by MVL? No Yes

Comments for MVL:

Waive Title Fees:

Cancel Title Application

14. 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** 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

Total Due: \$326.35

Finalize Title Application

1. Title Action - Update

- The existing title is in a Transferable Status.

2. Vehicle Information

- Required Fields Complete
- Delinquent Taxes Owed and Paying with Application
- County of Dockage Complete
- Motor(s) Information Complete

3. Seller Information

4. Buyer Information

Buyer 1 JONES, ALFRED LEE JR

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

5. Lien Information

- [Add Lien](#)

6. Registration

- Registration Complete

7. Additional Information

- Additional Information Complete

15.

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

15. Click **Print Preview** to print the new title application filled out with information that was entered during the application process.
 - a. 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 166A.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)

032200090062	KY	KY0125GE	GSY046660184	1994	GLASSTREAM	GSY
Previous Title Number	State	KY #	Hull Identification (HIN)	Year	Make	Model
Pleasure	Open Motor Boat	Fiberglass	Outboard	Propeller	BOONE	
Primary Operation (Boat Use)	Vessel Type	HULL Material	Engine Drive	Propulsion	County of Dockage	
Gas	16, 1	7, 1	5	0		
Fuel	Length (feet, inches)	Beam (feet, inches)	Capacity or Weight Capacity	# of Toilets	Toilet Type	

Section 2: VESSEL ENGINE/MOTOR

EVIN	1984	60	J0255210	1994	\$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 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.

1st Bank	BOONE				
First Lienholder	Lien County:	Second Lienholder	Lien County:		
123 Main Street		Address			
Simpsonville	KY	City	State	Phone #	
City	State	Phone #	City	State	Phone #

16. At the bottom of the print preview page, you can **Print** and add the application to the Shopping 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 80.00

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.

Clerk Signature: _____ County: _____ Date: _____

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

* Close Preview **Print**

16.

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

17. Depending on your County's configuration, if you choose to waive the title fees there might be a Manager's Approval before the application can be put in 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.

18. 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.

Item	Description	Qty	Price	Amount
1984 GLASSTREAM GSY	Title #: 200140085001 KY #: KY0125GE HIN: GSY046660184			
	FBW State Registration Fee	1	40.00	\$40.00
	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 Update Title Fee	1	4.00	\$4.00
	State Update Title Fee	1	2.00	\$2.00
	LIEN FILING FEE, File Number: 654123	1	22.00	\$22.00
	Ad Valorem Tax, 2018	1	25.74	\$25.74
	Clerk Lien Fee	1	2.00	\$2.00
	Ad Valorem Tax, 2019	1	21.53	\$21.53
	Clerk Lien Fee	1	2.00	\$2.00
	Ad Valorem Tax, 2020	1	16.80	\$16.80
1995 SPORT CRAFT 232	Title #: 181150080232 KY #: KY0708BH			
	Ad Valorem Tax, 2019	1	112.39	\$112.39
	Clerk Lien Fee	1	2.00	\$2.00
	Ad Valorem Tax, 2020	1	87.89	\$87.89
Customer Total:				\$348.35
Sub Total:				\$348.35
Total:				\$348.35
Cash Payment:				\$348.35

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

Year: 1984 **Make:** GLASSTREAM **Model:** GSY
KY Number: KY0125GE **HIN:** GSY046660184

Repossession Title Applications

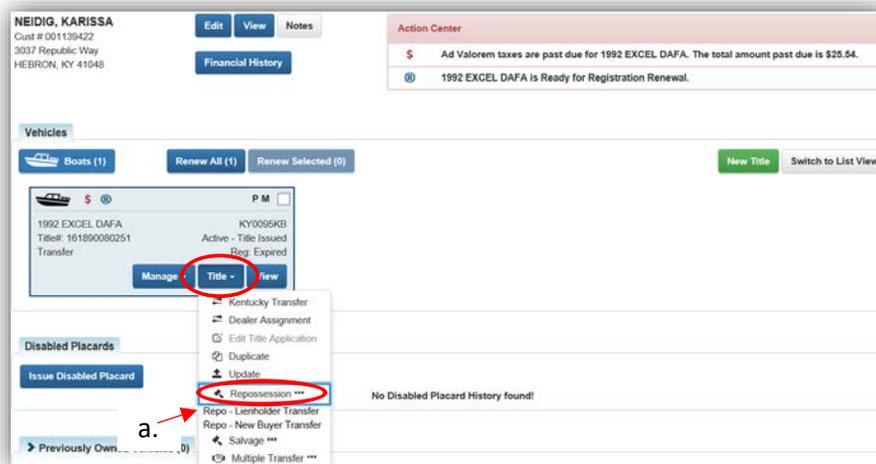
- The seller of the boat being repossessed does **NOT** have to pay for current Ad Valorem owed on the boat or any other boat owned for a Repossession application to be completed successfully.
- Any Ad Valorem owed by the seller for the boat is still due and can be found on their customer account.
- The buyer (repossessor) is required to pay any delinquencies they (the buyer) currently has on any boats they own for a Repossession application to be completed successfully.
- The lien holder will not be taxed for the years they hold the title of the boat.

Repossession-Lienholder Transfer

This is how to process an application for boats that are being Repossessed and will go into the possession of the lienholder.

From the Customer Account Page, in the **Title** dropdown menu choose 'Repossession'.

- a. Then from the extended dropdown, choose 'Repo-Lienholder Transfer'.



OR

2. From the Customer Account Page, in the list view:
 - a. Select the checkbox next to the correct vehicle.
 - b. In the **Title** dropdown menu choose 'Repossession', then from the extended dropdown choose 'Repo-Lienholder Transfer'.

NEIDIG, KARISSA
Cust # 001139422
3037 Republic Way
HEBRON, KY 41048

Action Center
\$ Ad Valorem taxes are past due for 1992 EXCEL DAFA. The total amount past due is \$25.54.
1992 EXCEL DAFA is Ready for Registration Renewal.

Vehicles
Boats (1) Renew All (1) Renew Selected (1) New Title Switch to Title View

Manage Title New

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

Select Year 1992

Repossession ***
Repo - Lienholder Transfer
Repo - New Buyer Transfer
Salvage ***
Multiple Transfer ***

Title #	KY / Plate #	Owner	Title Type / Status	Reg. Status	Alerts	Dup. Fee
161890080251	KY0095KB	P M	Transfer Active - Title Issued	Expired	\$ @	

OR

3. From the Vehicle Summary Screen, in the **Title** dropdown menu, choose 'Repossession'.
 - a. Then from the extended dropdown, choose 'Repo-Lienholder Transfer'.

Previous Viewing 2 of 2 Titles Next Reversal

Owner(s) Chain of Ownership

Ownership Connector: AND

Customer ID	Driver License	Customer Name	SSN/FEIN	Address	Begin Tax Exempt Date
001139422		NEIDIG, KARISSA \$	xxx-xx-2109	3037 Republic Way, HEBRON, KY 41048-7779 BOONE	
001269821		BIRD, NICHOLAS \$	xxx-xx-6395	3037 Republic Way, HEBRON, KY 41048-7779 BOONE	

Title Status: Active - Title Issued

Registration Information Status: Expired @ Manage

Type: Transfer State Fee: \$0.00
Title #: 161890080251 Clerk Fee: \$0.00
Prior Title #: 941230080075 Use Tax: \$0.00

Use Tax Description:

Type: Renewal County: BOONE
Reg. Date: 05/17/2018 Decal #: KY0095KB
Exp. Date: 04/30/2019 Prior Decal #: E008377

Remarks:
Comments:

F&W State Fee: \$47.00
KYTC State Fee: \$0.00
Boat Safety Fee: \$0.00
Clerk Fee: \$6.00

Title -
Kentucky Transfer
Dealer Assignment
Edit Title Application
Duplicate
Update
Repossession ***
Repo - Lienholder Transfer
Repo - New Buyer Transfer
Salvage ***
Multiple Transfer ***

4. Review the vehicle and motor information and click either of the **> Continue** buttons.
 - a. Placing the Title Application on hold will save the application to the Seller's Customer Account Page for 60 days.
 - b. As delinquent ad val and 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.
 - d. **⊗ Cancel Title Application** at any point of this process will delete all progress on this application.

The screenshot shows a web form for boat title application. At the top, a progress bar indicates steps 1 through 8: Title Information, Vehicle Information (highlighted), Seller Information, Buyer Information, Lien Information, Registration, Additional Information, and Finalize. Below the progress bar, there are two buttons: "Place On Hold" and "> Continue". A red arrow labeled 'a.' points to the "Place On Hold" button, and another red arrow labeled '4.' points to the "> Continue" button. To the right of these buttons, the text "Total Due: \$9.00" is displayed, with a red arrow labeled 'b.' pointing to it. The main form area is divided into two sections: "Boat Details" and "Motor(s)". In the "Boat Details" section, there are various input fields for County of Dockage, Year (1992), Make (EXCEL), Model (DAFA), HIN (XLDAFA61B2), Boat Type (Open Motor Boat), Hull Material (Fiberglass), Engine Drive (Stern Drive), Propulsion (Propeller), Length Ft (20), Length In (1), Beam Ft (4), Beam In (1), Occupant Capacity (10), Weight Capacity, Number of Toilets (0), Toilet Type, Primary Use (Pleasure), and Brand (Hall Damaged). A checkbox labeled "Request State-Issued HIN" is checked, with a red arrow labeled 'c.' pointing to it. In the "Motor(s)" section, there is a "Motor #1" entry with fields for Year (1992), Make (VOLV), Horsepower (160.0), Fuel (Gas), Serial # (4100135222), Year of Purchase (1993), and Purchase Amount (0). There are also "Delete Motor" and "Copy Motor" icons. At the bottom of the form, there is a red button labeled "⊗ Cancel Title Application" with a red arrow labeled 'd.' pointing to it, and a green button labeled "> Continue" with a red arrow labeled '4.' pointing to it.

5. The Seller(s) cannot be changed, click **Continue** .

The screenshot shows a progress bar at the top with steps 1 through 8. Step 3, 'Seller Information', is highlighted. Below the progress bar, a green button labeled 'Continue' with a right-pointing arrow is visible, with a red arrow pointing to it from the number '5'. The main content area is titled 'Seller Information' and shows a 'Connector' dropdown set to 'AND'. Two seller entries are listed: 'NEIDIG, KARISSA' and 'BIRD, NICHOLAS'. Each entry includes fields for Seller Name, Customer ID, Email, Phone, and Address. At the bottom right, 'Total Due: \$32.78' is displayed. A red button labeled 'Cancel Title Application' is at the bottom left.

6. Choose **Add a Buyer** .

The screenshot shows the progress bar with step 4, 'Buyer Information', highlighted. A blue button labeled 'Add a Buyer' is prominently displayed in the main content area. The 'Continue' button is now greyed out. 'Total Due: \$32.78' is shown at the bottom right. The 'Cancel Title Application' button remains at the bottom left.

7. Lienholders may be an Individual or an Organization, so make sure to search both in the dropdown menu before adding them as a customer.
a. If they are not currently a KAVIS customer, add them by clicking **Add New Customer** .

The screenshot shows the search interface for adding a new customer. The progress bar highlights step 4, 'Buyer Information'. A 'Search By:' dropdown menu is open, showing options like '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 'Organization's Name' with the number '7'. To the right, a red arrow points to a plus icon and the text 'Add New Customer' with the letter 'a.'. At the bottom right, there are 'Cancel', 'Reset', and 'Search' buttons, with the 'Search' button circled in red.

8. Only 1 buyer is allowed for a Lienholder Repossession.
 - a. Add the required Buyer Notary Date and select **Continue**.
 - b. You may click  if you have chosen incorrectly to go back to the search above.
 - c. Placing the Title Application on hold after Buyer(s) have been added will save the information to both the Seller's and Buyer's Customer Account Pages for 60 days.

Total Due: \$32.78

Primary	Secondary	Customer ID	Customer Name
✓		001362032	COMERICA BANK 

Buyer Notary Date:

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

[Cancel Title Application](#)

9. If the boat does not have a current registration and the Buyer(s) do not wish to register it or if the current active registration will be transferred to the lienholder, click **Continue** and continue with step 18.
 - a. If registration is to be added, click **Add Registration**.

Total Due: \$32.78

The Registration for the vehicle being transferred is Expired.

Registration Status: Expired Expiration Date: 04/30/2019 Decal Number: KY0095KKB

[Add Registration](#) a.

[Cancel Title Application](#)

10. Click **Add** to add the registration to the application, 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: \$32.78

Registration

The Registration for the vehicle being transferred is Expired.

Registration Status: Expired Expiration Date: 04/30/2019 Decal Number: KY0095KB

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

F&W State Registration Fee	\$10.00
KYTC State Registration Fee	\$3.00
Boat Safety Fee	\$1.00
Clerk Registration Fee	\$6.00
Total Registration Fees	\$20.00

Cancel Add

Cancel Title Application

11. Return to this step to 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: \$32.78

Registration

The Registration for the vehicle being transferred is Expired.

Registration Status: Expired Expiration Date: 04/30/2019 Decal Number: KY0095KB

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

F&W State Registration Fee	\$10.00
KYTC State Registration Fee	\$3.00
Boat Safety Fee	\$1.00
Clerk Registration Fee	\$6.00
Total Registration Fees	\$20.00

Remove

Cancel Title Application

12. On the Additional Information Page, the Use Tax Description will be 'No Sale'.
- a. The Date of Purchase, Purchase Price, and request for MVL Extra Review are optional.

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

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

Print Preview

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

KRS 18A.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)

161890090251	KY	KY0095KB	1992	EXCEL	DAFA
Previous Title Number	State	KY #	Year	Make	Model
Pleasure	Open Motor	Fiberglass	Stern Drive	Propeller	BOONE
Primary Operation (Boat Use)	Vessel Type	HULL Material	Engine Drive	Propulsion	County of Dockage
Gas	20, 1	4, 1	10	0	
Fuel	Length (feet, inches)	Beam (feet, inches)	Capacity or Weight Capacity	# of Toilets	Toilet Type

Section 2: VESSEL ENGINE/MOTOR

1992	160	4100135222	1993	\$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 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.

15. 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

NICHOLAS BIRD
 Name of Transferor/Seller Dealer Number

PARISDA NEIDIG
 Name of Second Transferor/Seller

3037 Republic Way
 Mailing Address

Home Address (if different from above)
HERSON BOONE KY 41048-7779
 City County State Zip

Email address Phone # (with area code)
Vessel Sale Price \$100.00

Transferor/Seller Signature

Subscribed and attested before me this date ___/___/___ my commission expires ___/___/___
 Attesting Official/Notary Signature/Title

Section 5: VESSEL TRANSFEREE/OWNER/BUYER SECTION

AMERICA BANK
 Name of Transferee/Owner/Buyer DL/SSN/FED ID#

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

Name of Second Transferee/Owner/Buyer DL/SSN/FED ID#

4400 William C. Good Blvd
 Mailing Address

Home Address (if different from above)
FRANKLIN BOONE OH 45005-4438
 City County State Zip

Citizenship of Primary Applicant Sex Date of Birth
US (855) 999-9999

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.

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

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

15.

*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.

16. 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: 033415739 Transaction Date: 06/26/2019
 Receipt Number: LPJ190626080053 Date Paid: 06/26/2019

COMERICA BANK
 Customer ID: 001362032
 (Items: 8) (Vehicles: 1)

Item	Description	Title #:	KY #:	HIN:	Qty	Price	Amount
	1992 EXCEL DAFA	191770085001	KY0095KB	KYZ03773C919			
	F&W State Registration Fee				1	33.33	\$33.33
	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
	Ad Valorem Tax, 2019				1	21.78	\$21.78
	Clerk Lien Fee				1	2.00	\$2.00
Customer Total:							\$76.11
Sub Total:							\$76.11
Total:							\$76.11
Cash Payment:							\$76.11

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

Annotations: 'a.' points to Title #, KY #, and HIN; 'b.' points to Reprint button; 'c.' points to Print button.

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

Vehicle Information

Year: 1992 Make: EXCEL Model: DAFA
 KY Number: KY0095KB HIN: KYZ03773C919

Update

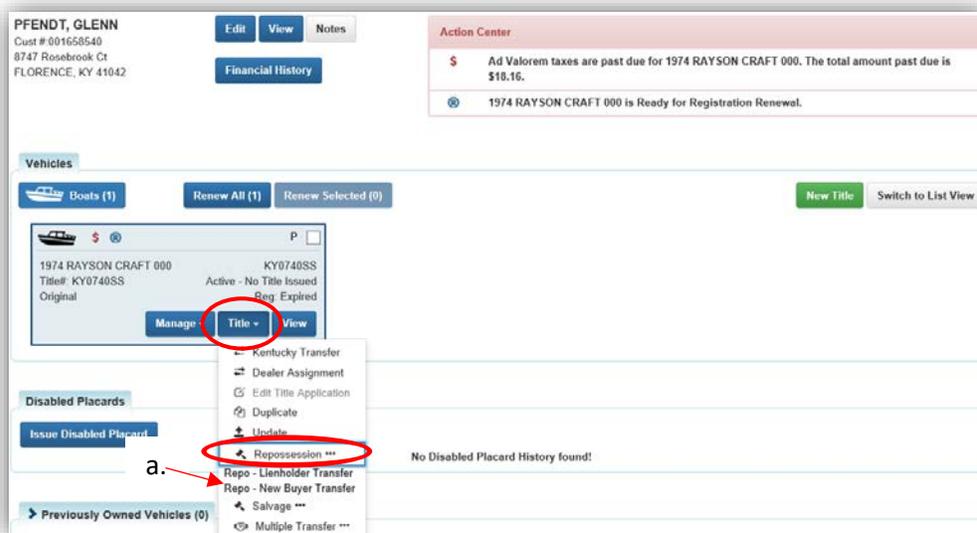
Annotation: '17.' points to the HIN field.

Repossession-New Buyer Transfer

This is how to process an application for boats that are being Repossessed and will go into the possession of a Kentucky Resident or Organization.

Note: The seller of the boat being repossessed does not have to pay for current Ad Valorem owed on the boat or any other boat owned for the Repossession-New Buyer Transfer to be completed successfully. However, the buyer is required to pay any delinquencies they (the buyer) currently has on any boats they own.

1. From the Customer Account Page, in the tile view, in the **Title** dropdown menu choose 'Repossession'.
 - a. Then from the extended dropdown, choose 'Repo-New Buyer Transfer'. Continue with Step 4.



OR

2. From the Customer Account Page, in the list view:
 - a. Select the checkbox for the correct vehicle.
 - b. From the **Title** dropdown menu choose 'Repossession', then from the extended dropdown choose 'Repo-New Buyer Transfer'. Continue with Step 4.

PFENDT, GLENN
Cust # 001658540
8747 Rosebrook Ct
FLORENCE, KY 41042

Action Center
\$ Ad Valorem taxes are past due for 1974 RAYSON CRAFT 000. The total amount past due is \$18.16.
1974 RAYSON CRAFT 000 is Ready for Registration Renewal.

Vehicles
Boats (1) Renew All (1) Renew Selected (1) New Title Switch to Title View

Manage Title View

Showing 1 to 1 of 1 entries
Show 10 entries

Select	Year	Title #	KY / Plate #	Owner	Title Type / Status	Reg. Status	Alerts	Dup. Fee
<input checked="" type="checkbox"/>	1974	KY0740SS	KY0740SS	P	Original Active - No Title Issued	Expired	\$ @	<input type="checkbox"/>

a. [arrow to Select checkbox]
b. [arrow to Repo - New Buyer Transfer]

OR

- From the Vehicle Summary Screen, in the **Title** dropdown menu, choose 'Repossession'.
 - Then from the extended dropdown, choose 'Repo-New Buyer Transfer'.

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
001175311		PFENDT, GLENN	xxx-xx-1534	8747 Rosebrook Ct. FLORENCE, KY 41042-0264 BOONE	

Title

Status: Active - No Title Issued

Registration Information

Status: Expired

Manage

Type: Original
Title #: KY0740SS

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

Type: Renewal
Reg. Date: 04/27/2017
Exp. Date: 04/30/2018
County: BOONE
Decal #: E009981
Prior Decal #: E015982

Comments:

F&W State Fee: \$34.00
KYTC State Fee: \$0.00
Boat Safety Fee: \$0.00

a. [arrow to Repo - New Buyer Transfer]

4. Review the Vehicle and Motor Information and click either of the **Continue** buttons.
 - a. Placing the Title Application on hold will save the application to the Seller's Customer Account Page for 60 days.
 - b. As delinquent ad val and 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, a State-Issued HIN can be requested and KAVIS will create it after checking out/finalizing the application.
 - d. **Cancel Title Application** at any point of this process will delete all progress on this application.

The screenshot shows a web form for boat and motor registration. At the top, a progress bar indicates steps 1 through 8: Title Information, Vehicle Information (highlighted), Seller Information, Buyer Information, Lien Information, Registration, Additional Information, and Finalize. A green 'Continue' button is located at the top right, with a red arrow pointing to it labeled '4.'. Below the progress bar, the 'Total Due: \$9.00' is displayed, with a red arrow pointing to it labeled 'b.'. The main form is divided into two sections: 'Boat Details' and 'Motor(s)'. In the 'Boat Details' section, the 'HIN' field contains 'RASLP311087', and a red arrow points to the 'Request State-Issued HIN' checkbox, labeled 'c.'. The 'Motor(s)' section shows a single motor with the following details: Year: 1967, Make: FORD, Horsepower: 200.0, Fuel: Gas, Serial #: 338427918, Year of Purchase: (empty), and Purchase Amount: 0. At the bottom left, a red 'Cancel Title Application' button is shown, with a red arrow pointing to it labeled 'd.'. A green 'Continue' button is at the bottom right of the form.

5. In a New Buyer Transfer, the Seller cannot be changed, click **> Continue**.

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, the 'Seller Information' section is active, displaying details for 'PFENDT, GLENN'. The details include: Seller Name: PFENDT, GLENN; Customer ID: 001179311; Email; Phone; and Address: 8747 Rosebrook Ct, FLORENCE, KY 41042-8264, BOONE. A green button labeled '> Continue' is circled in red at the top right. A 'Total Due: \$58.00' is shown in blue text. At the bottom left, there is a red button labeled 'Cancel Title Application'.

6. Choose **Add a Buyer**.

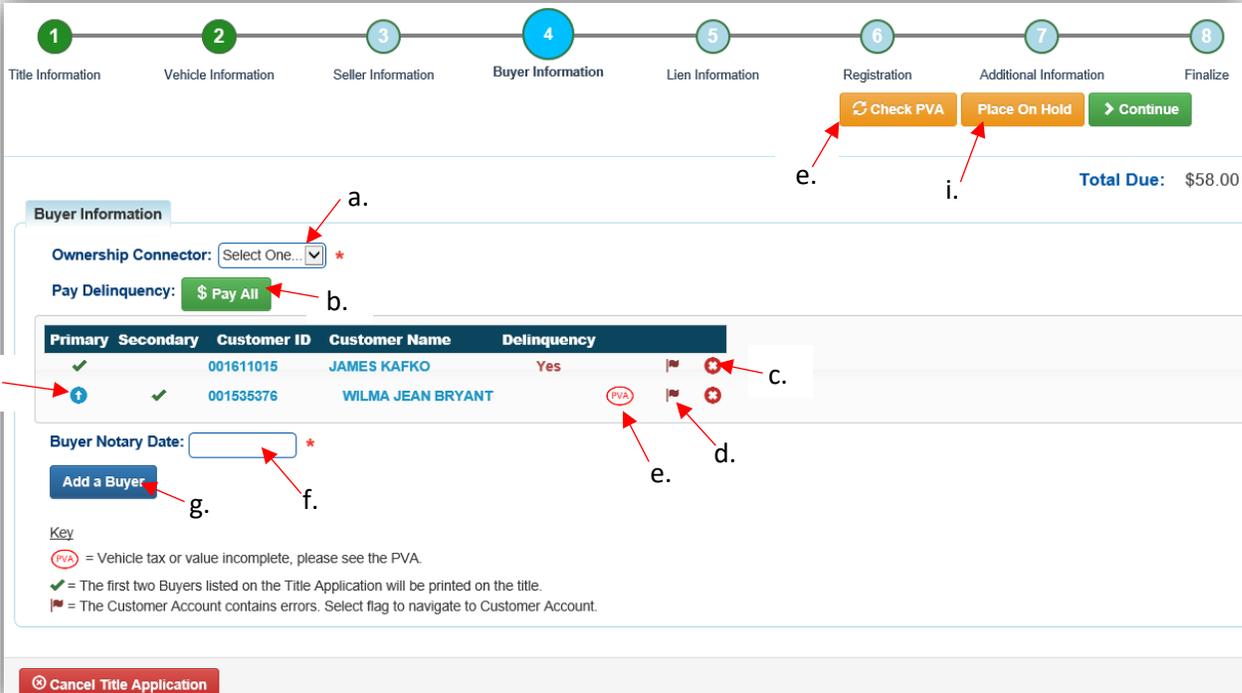
The screenshot shows the progress bar with step 4, 'Buyer Information', highlighted in blue. The 'Buyer Information' section is active, and a blue button labeled 'Add a Buyer' is highlighted with a red arrow and the number '6.'. A green button labeled '> Continue' is visible at the top right. A 'Total Due: \$58.00' is shown in blue text. At the bottom left, there is a red button labeled 'Cancel Title Application'.

7. Scan a Driver's License, or search by one of the other options and click **Search**.
a. If they are not currently a KAVIS customer, add them by clicking **+ Add New Customer**.

The screenshot shows the 'Buyer Information' section with a search interface. A dropdown menu is open under 'Search By:', listing 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 labeled '7.' points to the dropdown. To the right, a red arrow labeled 'a.' points to a '+ Add New Customer' button. Below the search options, there is a text input field for 'Driver's License Number:' with an asterisk. At the bottom right, there are three buttons: 'Cancel', 'Reset', and 'Search'.

8. On the Buyer Information Page:

- a. An ownership connector (and/or) is required for more than one buyer.
- b. The **\$ Pay All** button will appear if any of the Buyers have past due Ad Valorem. They can be paid either with this application's fees or in a separate transaction.
 - o See the section titled 'Paying Delinquent Taxes with a Title Application' of the Title Application Additional Information Manual for specifics on this functionality.
- c. Click  to remove the specific Buyer from the application.
- d.  appears next to a customer if their Customer Account page is missing required information.
 - o You cannot continue without clicking the icon and editing the necessary fields.
- e. The PVA office will need to be called if a Buyer has PVA Issues.
 - o Click **Check PVA** to refresh once the PVA is finished resolving the issues to see if they have created any new delinquencies that need to be paid.
- f. Enter the required Buyer Notary Date.
- g. Add additional Buyers if necessary (only the first 2 will be printed on the title).
- h. The positions of the owners can be switched by clicking .
- i. Placing the Title Application on hold after Buyer(s) have been added will save the information to both the Seller's and Buyer's Customer Account Pages for 60 days.



The screenshot shows the 'Buyer Information' step in a multi-step process. At the top, a progress bar shows steps 1 through 8, with step 4 'Buyer Information' highlighted. Below the progress bar are buttons for 'Check PVA', 'Place On Hold', and 'Continue'. A 'Total Due: \$58.00' is displayed on the right. The main form area includes:

- 'Ownership Connector: Select One...' dropdown with a red asterisk and annotation 'a.' pointing to it.
- 'Pay Delinquency: \$ Pay All' button with annotation 'b.' pointing to it.
- A table with columns: Primary, Secondary, Customer ID, Customer Name, Delinquency, and icons for PVA, flag, and minus. Annotations 'c.', 'd.', and 'e.' point to these icons.
- 'Buyer Notary Date:' text input field with a red asterisk and annotation 'f.' pointing to it.
- 'Add a Buyer' button with annotation 'g.' pointing to it.
- 'Add Buyer' button with annotation 'h.' pointing to it.
- 'Cancel Title Application' button at the bottom left.

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.

9. Once all of the information is correct, click **Continue**.

- a. If delinquent ad val was chosen to be paid with the application fees, the **Edit Pay All** button is available if the customer would like to pay them separately.

The screenshot shows a progress bar at the top with 8 steps: 1. Title Information, 2. Vehicle Information, 3. Seller Information, 4. Buyer Information (highlighted), 5. Lien Information, 6. Registration, 7. Additional Information, and 8. Finalize. Below the progress bar, there are buttons for "Place On Hold" and "Continue". The "Total Due" is listed as \$1,231.14. The "Buyer Information" section includes an "Ownership Connector" dropdown set to "OR", a "Pay Delinquency" section with a green "Edit Pay All" button (pointed to by a red arrow and labeled 'a.'), and a table of buyers.

Primary	Secondary	Customer ID	Customer Name	Delinquency
✓		001611015	JAMES KAFKO	Paying w/A
	✓	001535376	OR WILMA JEAN BRYANT	Paying w/A

Below the table is a "Buyer Notary Date" field set to 06/14/2019 and an "Add a Buyer" button. A key indicates that the first two buyers listed will be printed on the title. At the bottom left is a "Cancel Title Application" button.

10. Click **Add Lien** if applicable.

- a. If there is not a lien to enter, click **Continue** and skip to step 13.

The screenshot shows a progress bar at the top with 8 steps: 1. Title Information, 2. Vehicle Information, 3. Seller Information, 4. Buyer Information, 5. Lien Information (highlighted), 6. Registration, 7. Additional Information, and 8. Finalize. Below the progress bar, there are buttons for "Place On Hold" and "Continue". The "Total Due" is listed as \$1,231.14. The "Lien Information" section includes a "Primary Owner County of Residence" field set to "BOONE" and an "Add Lien" button (pointed to by a red arrow and labeled '10.'). At the bottom left is a "Cancel Title Application" button.

11. Pending or Filed is available from the dropdown menu, depending upon if your User account has permission to File a lien, and if the Primary Owner's County of Residence matches your County.
 - a. Enter the necessary information and click **Add**.
 - b. The checkboxes give you the choice of fees to charge.

12. 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. There can be no more than 2 liens per title.
 - o The order of the liens is important. The lien with the earlier Date Filed will be printed in the first position on the title.
 - c. Click **Continue** when added all liens have been added to the application.

13. If the boat does not have a current registration and the Buyer(s) do not wish to register it or if the current active registration will be transferred to the new owners, click **Continue** and continue with step 16.

a. If registration is to be added, click **Add Registration**.

The screenshot shows a progress bar at the top with steps 1 through 8. Step 4, 'Registration', is currently selected. Below the progress bar, there are buttons for 'Place On Hold' and 'Continue'. The 'Total Due' is \$1,253.14. The main content area displays 'Registration Status: Expired', 'Expiration Date: 04/30/2018', and 'Decal Number: E009981'. A blue 'Add Registration' button is highlighted with a red arrow and the number 13. At the bottom left, there is a red 'Cancel Title Application' button.

14. Click **Add** to add the registration to the application.

This screenshot shows the same registration process as step 13, but now with a table of fees. The 'Add Registration' button is no longer visible. The table lists the following fees:

Registration Type:	Registration Length:	Expiration Date:
First time	Short-Term	04/30/2020
F&W State Registration Fee	\$35.83	
KYTC State Registration Fee	\$3.00	
Boat Safety Fee	\$1.00	
Clerk Registration Fee	\$6.00	
Total Registration Fees	\$45.83	

A red arrow points to the green 'Add' button, which is labeled with the number 14. The 'Cancel' button is also visible next to it. The 'Total Due' remains \$1,253.14.

15. Return to this step to remove the registration if necessary.

This screenshot shows the same registration process as step 14, but now with a red 'Remove' button at the bottom right of the fee table. A red arrow points to this button, which is labeled with the number 15. The 'Total Due' is now \$1,298.97. The 'Cancel Title Application' button is still present at the bottom left.

16. On the Additional Information Page, you may request Extra Review from MVL (please include any useful comments).
- 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
 - Clicking **+** [Add Trade-In](#) will open a box to add the value and Identification #.
 - The Trade-In Value will be subtracted from the 'Total Purchase Price'.

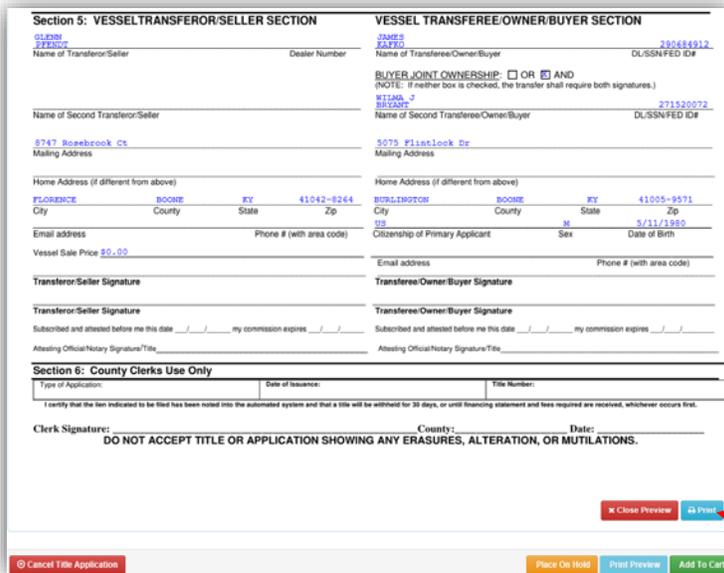
- The Use Tax Description has several options, the following require additional info.
 - The Non-Profit/Government Agency Exemption option requires a Purchase Number:

- The Out of State Credit option requires you to enter the amount of Use Tax collected by another state:

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.
- When all necessary data is entered, click **Add To Cart**.

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

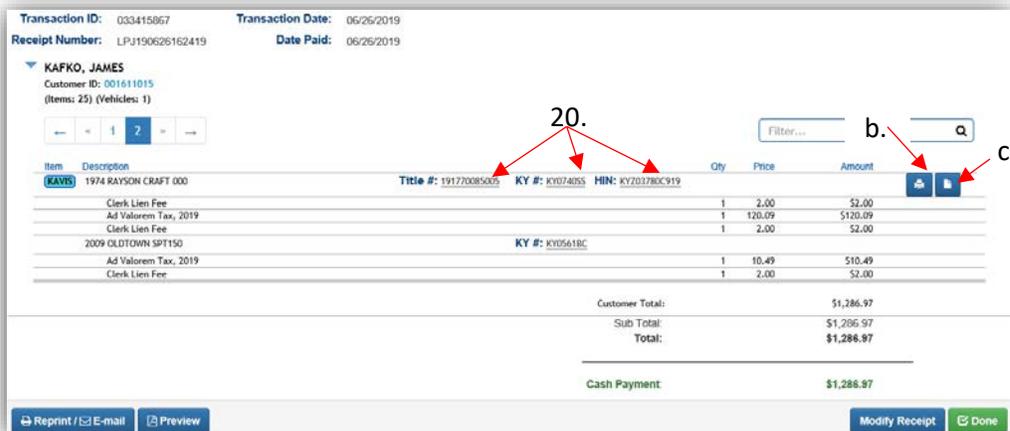
19. At the bottom of the print preview page, there are options to  and add the application to the cart.



The screenshot shows a two-column form titled 'Section 5: VESSEL TRANSFEROR/SELLER SECTION' and 'VESSEL TRANSFEREE/OWNER/BUYER SECTION'. It contains fields for names, addresses, phone numbers, and signatures. At the bottom right, a red 'Close Preview' button and a blue 'Print' button are highlighted with red arrows. Below the form, a green 'Add To Cart' button is also highlighted with a red arrow. A red '19.' is placed next to the 'Print' button.

*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.
- 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.



The screenshot shows a transaction summary for 'KAFKO, JAMES'. It includes a table of items with columns for Item, Description, Title #, KY #, HIN, Qty, Price, and Amount. Annotations include a red '20.' pointing to the Title, KY, and HIN columns, and red letters 'b.' and 'c.' pointing to printer and document icons respectively. A summary table at the bottom shows Customer Total, Sub Total, Total, and Cash Payment.

Item	Description	Title #	KY #	HIN	Qty	Price	Amount
KAVS	1974 RAYSON CRAFT 000	191770085005	KY #: KY074055	HIN: KY203780C919	1	2.00	\$2.00
	Clerk Lien Fee				1	2.00	\$2.00
	Ad Valorem Tax, 2019				1	120.09	\$120.09
	Clerk Lien Fee				1	2.00	\$2.00
	2009 OLDTOWN SPT150		KY #: KY05618C		1	10.49	\$10.49
	Ad Valorem Tax, 2019				1	2.00	\$2.00
	Clerk Lien Fee				1	2.00	\$2.00

Customer Total:	\$1,286.97
Sub Total:	\$1,286.97
Total:	\$1,286.97
Cash Payment:	\$1,286.97

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

Vehicle Information

Update

Year: 1974

Make: RAYSON CRAFT

Model: 000

KY Number: KY0740SS

HIN: KYZ03780C919

21.

Salvage Title Applications

The following sections are how to process a salvage title application for a current Kentucky title.

- Start with the current KY title, from either the Owner's Customer Account Page or the Vehicle Summary Page.
- 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.
- The following Salvage title applications will not go to your Title Application Queue, they will be sent to be printed the evening after they have been checked out.

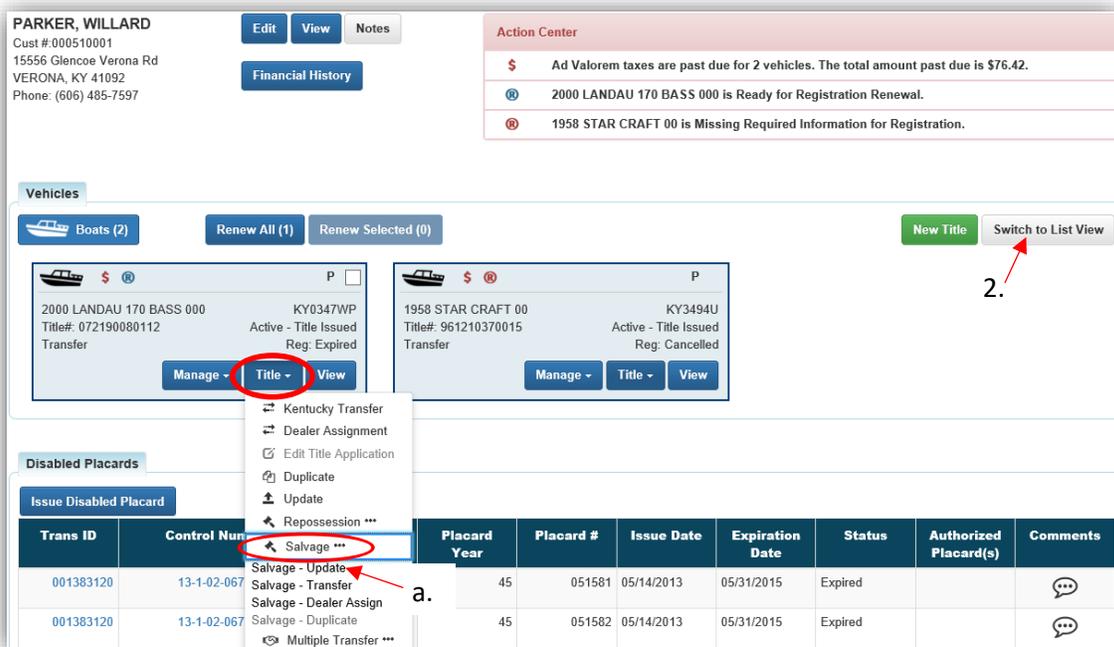
Salvage - Update

This title action is used when a Customer owns a vehicle that does not have a Salvage title, but the title needs to become a Salvage due to extensive damage, or in the situation that an Active printed Salvage title exists, and the Customer needs to update their title.

- Only delinquent Ad Valorem on the title being updated will need to be paid, either with the application fees or in a separate transaction.

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

1. From a **Customer Account Page**, in the title view, from the **Title** dropdown menu choose  Salvage .
 - a. Then from the extended dropdown, choose 'Salvage-Update'. Continue with Step 4.

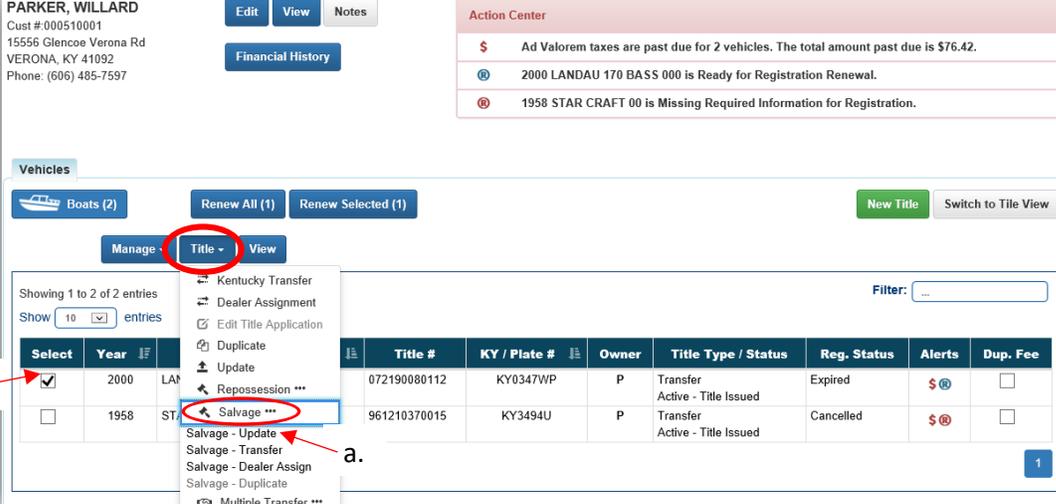


The screenshot shows the 'Vehicles' section of the KY Title System. Two boat titles are displayed: '2000 LANDAU 170 BASS 000' and '1958 STAR CRAFT 00'. The '2000 LANDAU 170 BASS 000' title is selected, and its 'Title' dropdown menu is open. The 'Salvage' option is selected, and the 'Salvage - Update' option is highlighted in the extended dropdown menu. A red arrow points to the 'Salvage - Update' option. Another red arrow points to the 'Switch to List View' button in the top right corner of the vehicle card area.

Trans ID	Control Num	Placard Year	Placard #	Issue Date	Expiration Date	Status	Authorized Placard(s)	Comments
001383120	13-1-02-067	45	051581	05/14/2013	05/31/2015	Expired		
001383120	13-1-02-067	45	051582	05/14/2013	05/31/2015	Expired		

OR

2. From the Customer Account Page, in the list view, select the checkbox next to the correct vehicle.
 - a. In the **Title** dropdown menu choose  **Salvage *****, then from the extended dropdown, choose 'Salvage-Update'. Continue with Step 4.



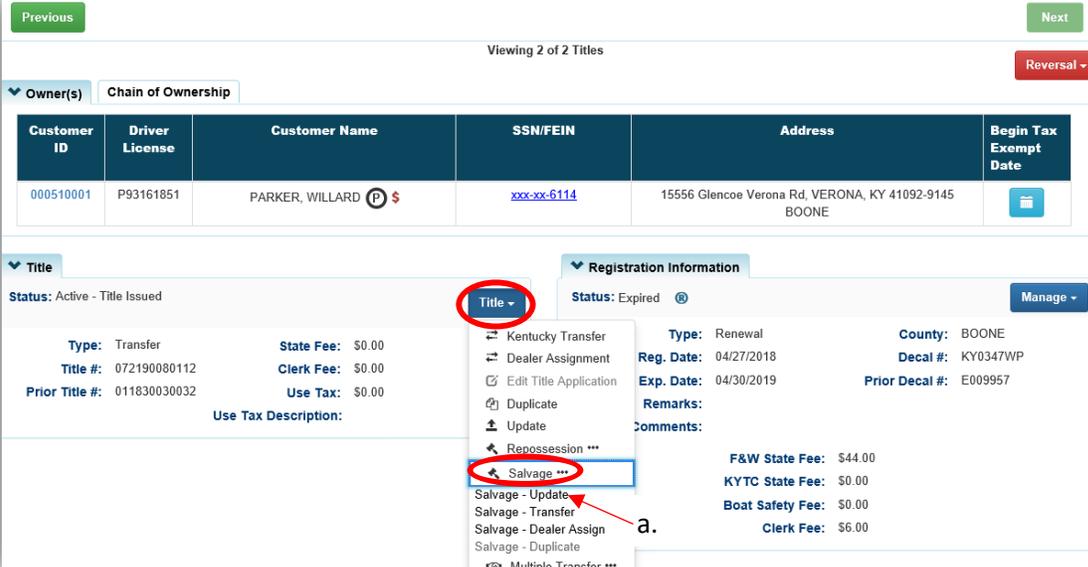
2. →

a. →

Select	Year	LA	Title #	KY / Plate #	Owner	Title Type / Status	Reg. Status	Alerts	Dup. Fee
<input checked="" type="checkbox"/>	2000	LA	072190080112	KY0347WP	P	Transfer Active - Title Issued	Expired	\$ @	<input type="checkbox"/>
<input type="checkbox"/>	1958	ST	961210370015	KY3494U	P	Transfer Active - Title Issued	Cancelled	\$ @	<input type="checkbox"/>

OR

3. From the Vehicle Summary Page, in the **Title** dropdown menu choose  **Salvage *****.
 - a. Then from the extended dropdown, choose 'Salvage-Update'. Continue with Step 4.
 - b. When there is an existing lien on the current title and the Customer requests a Salvage title, KAVIS requires that the lien is released. This lien can be refilled with the salvage title application.



a. →

Customer ID	Driver License	Customer Name	SSN/FEIN	Address	Begin Tax Exempt Date
000510001	P93161851	PARKER, WILLARD	xxx-xx-6114	15556 Glencoe Verona Rd, VERONA, KY 41092-9145 BOONE	

Type	State Fee	Clerk Fee	Use Tax
Transfer	\$0.00	\$0.00	\$0.00

Registration Information	County
Status: Expired @	BOONE
Type: Renewal	Decal #: KY0347WP
Reg. Date: 04/27/2018	Prior Decal #: E009957
Exp. Date: 04/30/2019	
Remarks:	
Comments:	
F&W State Fee:	\$44.00
KYTC State Fee:	\$0.00
Boat Safety Fee:	\$0.00
Clerk Fee:	\$6.00

4. Change/add any information that needs revision for the updated title and click one of the **> Continue** buttons.
 - a. Placing the Title Application on hold will save the application to the Seller's Customer Account Page for 60 days.
 - b. If delinquent taxes are due, click 'here' to choose whether they will be paid with this application's fees or in a separate transaction.
 - o See the section titled 'Paying Delinquent Taxes with a Title Application' of the Title Application Additional Information Manual for more information.
 - c. As fees are added and ad valorem is chosen to be paid with the application, the Total Due will be updated.
 - d. 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.
 - e. Select the corresponding checkboxes if there is hail or water damage to the vehicle.
 - f. **⊗ Cancel Title Application** at any point of this process will delete all progress on this application.

The screenshot shows a multi-step form for boat registration. At the top, a progress bar indicates steps 1 through 8: Title Information, Vehicle Information, Seller Information, Buyer Information, Lien Information, Registration, Additional Information, and Finalize. Step 2, 'Vehicle Information', is currently active.

Annotations and their locations:

- a.** Points to the 'Place On Hold' button in the top right.
- b.** Points to a red banner message: '* Delinquent taxes are owed on this vehicle. Click here to view and pay your delinquent taxes for this vehicle. You can continue past this step, but delinquent taxes must be paid in the amount of \$45.12 to complete this transaction.'
- c.** Points to the 'Total Due: \$6.00' text.
- d.** Points to the 'Request State-Issued HIN' checkbox in the 'Boat Details' section.
- e.** Points to the 'Hail Damaged' and 'Water Damaged' checkboxes in the 'Brand' section.
- f.** Points to the '⊗ Cancel Title Application' button at the bottom left.
- 4.** Points to the '> Continue' button in the top right and another '> Continue' button at the bottom right.

The 'Boat Details' section includes fields for County of Dockage (BOONE), Year (2000), Make (LANDAU 170 BASS), Model (000), HIN (LBO01577C00), Boat Type (Other), Hull Material (Aluminum), Engine Drive (Outboard), Propulsion (Propeller), Length Ft (17), Length In (1), Beam Ft (6), Beam In (1), Occupant Capacity (4), Weight Capacity, Number of Toilets (0), Toilet Type (Select One...), Primary Use (Pleasure), and Brand (Hail Damaged, Water Damaged).

The 'Motor(s)' section shows details for Motor #1: Year (2001), Fuel (Gas), Year of Purchase (2001), Make (JOHN), Serial # (G04932158), Horsepower (30.0), and Purchase Amount (0).

5. There is no seller for an Updated Title, click **Continue**.

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 two buttons: 'Place On Hold' and 'Continue'. A red arrow points to the 'Continue' button, with the number '5.' next to it. The main content area is titled 'Seller Information' and contains a message: 'Seller is not applicable for Update Title. Proceed to next step.' At the bottom left, there is a red button labeled 'Cancel Title Application'. On the right side, the text 'Total Due: \$63.12' is visible.

6.  appears next to an Owner if their Customer Account page is missing required information.
- You cannot continue without clicking the icon and editing the necessary fields.
 - An Owner cannot be added or removed to an Update Title Application.

The screenshot shows a progress bar at the top with steps 1 through 8. Step 4, 'Buyer Information', is highlighted. Below the progress bar, there are two buttons: 'Place On Hold' and 'Continue'. The main content area is titled 'Buyer Information' and contains a table with the following data:

Primary	Secondary	Customer ID	Customer Name
✓		000510001	WILLARD PARKER

A red arrow points to a flag icon next to the 'WILLARD PARKER' entry, with the number '6.' next to it. Below the table, there is a 'Key' section with two items: a checkmark icon followed by '= The first two Buyers listed on the Title Application will be printed on the title.' and a flag icon followed by '= The Customer Account contains errors. Select flag to navigate to Customer Account'. At the bottom left, there is a red button labeled 'Cancel Title Application'. On the right side, the text 'Total Due: \$63.12' is visible.

7. Click **Add Lien** if there is 1 or 2 to enter.
- If there is not a lien to enter, click **Continue** and skip to step 10.

The screenshot shows a progress bar at the top with steps 1 through 8. Step 5, 'Lien Information', is highlighted. Below the progress bar, there are two buttons: 'Place On Hold' and 'Continue'. A red arrow points to the 'Continue' button, with the letter 'a.' next to it. The main content area is titled 'Lien Information' and contains the text 'Primary Owner County of Residence: BOONE'. Below this text, there is a blue button labeled 'Add Lien', with a red arrow pointing to it and the number '7.' next to it. At the bottom left, there is a red button labeled 'Cancel Title Application'. On the right side, the text 'Total Due: \$63.12' is visible.

8. Pending or Filed is available from the dropdown menu, depending upon if your User account has permission to File a lien, and if the Primary Owner's County of Residence matches your County.
 - a. Enter the necessary information and click **Add**.
 - b. The checkboxes give you the choice of fees to charge.

9. 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. There can be no more than 2 liens per title.
 - o The order of the liens is important. The lien with the earlier Date Filed will be printed in the first position on the title.
 - c. Click **Continue** when you have added all liens to the title.

1st Bank	Lien File Number:	Date Filed:	Filing Fee:
1st Bank	654123	07/02/2019	\$22.00

10. On the Additional Information Step, extra review by MVL can be requested.
 - a. Select a Review Reason from the dropdown menu and enter a helpful comment.
 - b. Select the 'Waive Title Fees' checkbox and the State and Clerk title fees will be removed from the Total Due.

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

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

Print Preview

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

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	07219080112	State	KY	KY #	KV0347WP	Hull Identification (HIN)	IBC015770000	Year	2000	Make	LANDAD 170	Model	000
Primary Operation (Boat Use)	PLEASEUSE	Vessel Type	Other	HULL Material	Aluminum	Engine Drive	Outboard	Propulsion	Propeller	County of Dockage	BOONE		
Fuel	Gas	Length (feet, inches)	17, 1	Beam (feet, inches)	4, 1	Capacity	4	or Weight Capacity		# of Toilets	0	Toilet Type	

Section 2: VESSEL ENGINE/MOTOR

Motor 1 Make	JOHN	Year	2001	Horse Power	30	Motor Serial #	G04932158	Year Purchased	2001	Purchase Amount	\$0.00
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.

1st Bank	BOONE	Lien County:		Second Lienholder		Lien County:	
First Lienholder	213 Main Street	Address		Address			
City	Simpsonville	State	KY	City		State	
Phone #		Phone #		Phone #		Phone #	

13. At the bottom of the print preview page, you can [Print](#) and add the application to the Shopping 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 5: VESSEL TRANSFEREE/OWNER/BUYER SECTION

Name of Transferee/Owner/Buyer _____ DL/SSN/FED ID# _____

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

Name of Second Transferee/Owner/Buyer _____ DL/SSN/FED ID# _____

Mailing Address _____

Home Address (if different from above) _____

City _____ County _____ State _____ Zip _____

Citizenship of Primary Applicant _____ Sex _____ Date of Birth _____

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.

13.

14. Depending on your County’s configuration, if you choose to waive the title fees there might be a Manager’s Approval before the application can be put in 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.

15. 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.

Item	Description	Qty	Price	Amount
KAVIS	2000 LANDAU 170 BASS 000			
	Title #: 191840085001 KY #: KY0347WP HIN: LBO01577C000			
	Clerk Update Title Fee	1	4.00	\$4.00
	State Update Title Fee	1	2.00	\$2.00
	LIEN FILING FEE, File Number: 654123	1	22.00	\$22.00
	Ad Valorem Tax, 2019	1	43.12	\$43.12
	Clerk Lien Fee	1	2.00	\$2.00
Customer Total:				\$73.12
Sub Total:				\$73.12
Total:				\$73.12
Cash Payment:				\$73.12

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

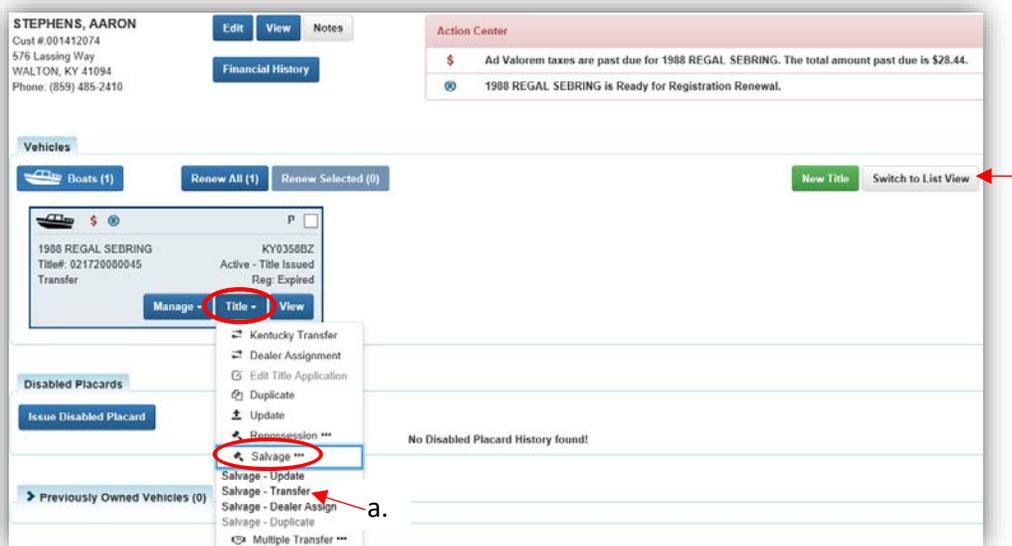
Year: 2000 Make: LANDAU 170 BASS Model: 000
 KY Number: KY0347WP HIN: LBO01577C000

Salvage - Transfer

This is how to transfer either a Salvage title or a non-Salvage title to a new owner as a Salvage title.

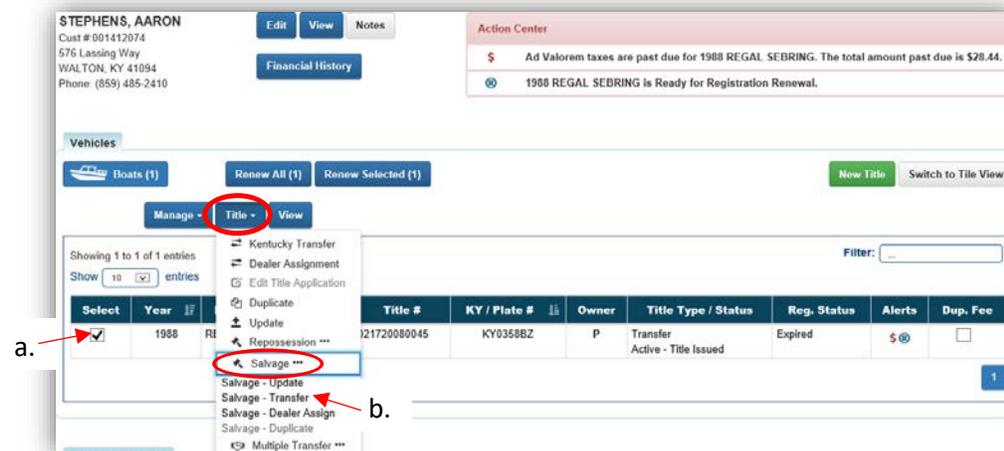
Start with the title that is being transferred, either from the current Owner's Customer Account Page, or from the boat's Vehicle Summary Page.

1. From a **Customer Account Page**, in the tile view, from the **Title** dropdown menu, choose  Salvage *******.
 - a. Then from the extended dropdown, choose 'Salvage-Transfer'. Continue with Step 4.



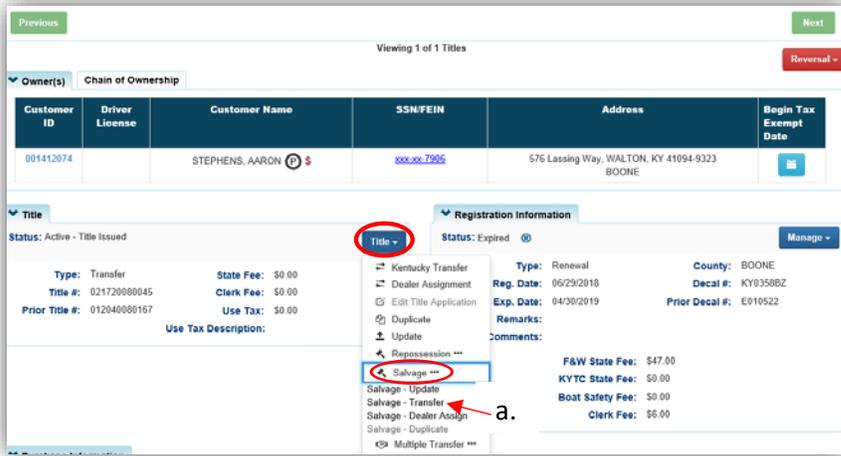
OR

2. From the Customer Account Page, in the list view:
 - a. Select the checkbox next to the correct vehicle.
 - b. From the **Title** dropdown menu choose  Salvage *******, then from the extended dropdown, choose 'Salvage-Transfer'. Continue with Step 4.

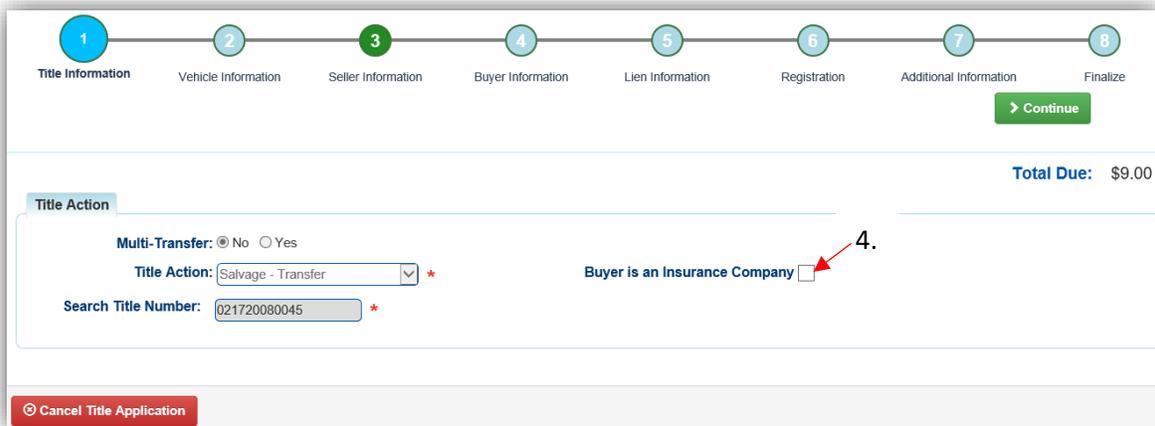


OR

3. From the Vehicle Summary Page, in the **Title** dropdown menu choose **Salvage**.
 - a. Then from the extended dropdown, choose 'Salvage-Transfer'.



4. You will be taken to the 1st step in the application process, select the checkbox if the Buyer is an Insurance Company.



5. Review the Vehicle and Motor Information and click either of the **Continue** buttons.
 - a. Placing the Title Application on hold will save the application to the Seller's Customer Account Page for 60 days.
 - b. If delinquent taxes are due, click 'here' to choose whether they will be paid with this application's fees or in a separate transaction.
 - o See the section titled 'Paying Delinquent Taxes with a Title Application' of the Title Application Additional Information Manual for more information.
 - c. As delinquent ad val and 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).
 - d. A County of Dockage must be selected, this is where the boat will be physically stored/docked.
 - e. If the boat does not have a HIN, or has an invalid HIN, a State-Issued HIN can be requested and KAVIS will create it after checking out/finalizing the application.
 - f. Select the corresponding checkboxes if there is hail or water damage to the vehicle.
 - g. **Cancel Title Application** at any point of this process will delete all progress on this application.

The screenshot shows a multi-step application process for a boat title. At the top, a progress bar indicates steps 1 through 8: Title Information, Vehicle Information, Seller Information, Buyer Information, Lien Information, Registration, Additional Information, and Finalize. The current step is 'Additional Information', where two buttons are visible: 'Place On Hold' and 'Continue'. Red arrows labeled 'a.' and '5.' point to these buttons. Below the buttons, a 'Total Due' field shows '\$9.00'. A red arrow labeled 'c.' points to this field. A warning message states: '* Delinquent taxes are owed on this vehicle. Click here to view and pay your delinquent taxes for this vehicle. You can continue past this step, but delinquent taxes must be paid in the amount of \$26.54 to complete this transaction.' Below this, the 'Boat Details' section contains various input fields: 'County of Dockage' (dropdown), 'Year' (1988), 'Make' (REGAL), 'Model' (SEBRING), 'HIN' (RGMB1564G78), 'Request State-Issued HIN' (checkbox), 'Boat Type' (Open Motor Boat), 'Hull Material' (Fiberglass), 'Engine Drive' (Inboard), 'Propulsion' (Propeller), 'Length Ft' (19), 'Length In' (1), 'Beam Ft' (7), 'Beam In' (1), 'Occupant Capacity' (8), 'Weight Capacity', 'Number of Toilets' (0), 'Toilet Type' (dropdown), 'Primary Use' (Pleasure), and 'Brand' (Hail Damaged and Water Damaged checkboxes). Red arrows labeled 'b.', 'd.', and 'f.' point to the 'County of Dockage' dropdown, the 'Request State-Issued HIN' checkbox, and the 'Hail Damaged' and 'Water Damaged' checkboxes respectively. Below the boat details is the 'Motor(s)' section, showing 'Motor #1' with fields for 'Year' (1988), 'Make' (MERC), 'Horsepower' (175.0), 'Fuel' (Gas), 'Serial #' (B785577), 'Year of Purchase', and 'Purchase Amount'. Red arrows labeled 'e.' and '5.' point to the 'Cancel Title Application' button at the bottom left and the 'Continue' button at the bottom right respectively.

6. Add the Seller Notary Date, if applicable.
 - a. Select the checkbox if the Seller is to remain on the title.
 - b. Click **Continue**.

7. On the Buyer Information step, select **Add a Buyer**.

8. Scan a Driver's License, or search by one of the other options and click **Search**.
 - a. If you chose the 'Buyer is an Insurance Company' checkbox in the 1st Title Information step, search by the Organization's Name.
 - b. If they are not currently a KAVIS customer, add them by clicking **Add New Customer**.

9. On the Buyer Information Page:

- a. An ownership connector (and/or) is required when there are 2 or more Buyers.
- b. The **\$ Pay All** button will appear if any of the Buyers have past due Ad Valorem. They can be paid either with this application's fees or in a separate transaction.
 - o See the section titled 'Paying Delinquent Taxes with a Title Application' of the Title Application Additional Information Manual for specifics on this functionality.
- c. The positions of the owners can be switched by clicking **+**.
- d. Add additional Buyers if necessary (only the first 2 will be printed on the title).
- e. Enter the required Buyer Notary Date.
- f. The PVA office will need to be called if a Buyer has PVA Issues.
 - 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.
- g. **!** appears next to a customer if their customer profile is missing information.
- h. Click **+** to remove the specific Buyer from the application.
- i. Placing the Title Application on hold after Buyer(s) have been added will save the information to both the Seller's and Buyer's Customer Account Pages for 60 days.

The screenshot shows a multi-step process flow at the top: 1. Title Information, 2. Vehicle Information, 3. Seller Information, 4. Buyer Information (highlighted), 5. Lien Information, 6. Registration, 7. Additional Information, 8. Finalize. Below the flow are buttons for 'Check PVA', 'Place On Hold', and 'Continue'. A 'Due: \$35.54' is shown. The main form area is titled 'Buyer Information' and includes an 'Ownership Connector' dropdown, 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: ALAN MILLER and PAMELA SWA MARSHALL. Annotations a-i point to specific UI elements: a. Ownership Connector dropdown; b. \$ Pay All button; c. + button; d. Add a Buyer button; e. Buyer Notary Date input; f. Check PVA button and PVA icon; g. ! icon; h. + button; i. Place On Hold button.

Primary	Secondary	Customer ID	Customer Name	Delinquency
✓		001177417	ALAN MILLER	Yes
	✓	000424744	PAMELA SWA MARSHALL	

Buyer Notary Date: *

Key
PVA = 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](#)

10. Once all of the information is correct, click **> Continue** .

- a. If delinquent ad val was chosen to be paid with the application fees, the **\$ Edit Pay All** button is available if the customer would like to pay them separately.

Primary	Secondary	Customer ID	Customer Name	Delinquency
✓		001177417	ALAN MILLER	Paying w/A
+	✓	000424744	OR PAMELA SWA MARSHALL	Paying w/A

Buyer Notary Date: 07/04/2019 *

[Add a Buyer](#)

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

[Cancel Title Application](#)

11. Click **Add Lien** if there is 1 or 2 to enter.

- a. If there is not a lien to enter or if the 'Buyer is an Insurance Company' checkbox in the 1st Title Information step was chosen, click **> Continue** and skip to step 14.

Primary Owner County of Residence: BOONE

[Add Lien](#) 11.

[Cancel Title Application](#)

12. Pending or Filed is available from the dropdown menu, depending upon if your User account has permission to File a lien, and if the Primary Owner's County of Residence matches your County.

- a. Enter the necessary information and click **Add**.
- b. The checkboxes give you the choice of fees to charge.

13. 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. There can be no more than 2 liens per title.
 - o The order of the liens is important. The lien with the earlier Date Filed will be printed in the first position on the title.
- c. Click **Continue** when added all liens have been added to the application.

14. Registration cannot be added to a Salvage Title, click **Continue** .
- If the title currently has an active registration, it will be cancelled.

The screenshot shows a progress bar with 8 steps: 1. Title Information, 2. Vehicle Information, 3. Seller Information, 4. Buyer Information, 5. Lien Information, 6. Registration, 7. Additional Information, and 8. Finalize. Step 6 is currently active. Below the progress bar, there is a 'Place On Hold' button and a 'Continue' button, which is circled in red. The 'Total Due' is \$478.80. Below this, there is a 'Registration' section with fields for 'Registration Status: Expired', 'Expiration Date: 04/30/2019', and 'Decal Number: KY0358BZ'. At the bottom left, there is a 'Cancel Title Application' button.

15. On the Additional Information Page, extra review by MVL can be requested. Please include any useful comments.
- A Date of Purchase and Purchase Price are required unless the Use Tax Description is 'No Sale'.
 - The Use Tax Description menu has several options, the following require additional info.

- The Resale Exemption required the Tax ID:

The screenshot shows a dropdown menu for 'Use Tax Description' set to 'Resale Exemption'. Below it is a text input field for 'Tax ID' with an asterisk indicating it is required.

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

The screenshot shows a dropdown menu for 'Use Tax Description' set to 'Non-Profit Exemption'. Below it is a text input field for 'Purchase Number' with an asterisk indicating it is required.

- Clicking **Add Trade-In**, will open a box to add the value and Identification #.
 - The Trade-In Value will be subtracted from the 'Total Purchase Price'.

The screenshot shows the 'Additional Information' page. The 'Continue' button is circled in red. Annotations include:

- a.** Red arrows pointing to the 'Date of Purchase' and 'Purchase Price' fields.
- b.** A red arrow pointing to the 'Comments for MVL' text area.
- c.** A red arrow pointing to the 'Add Trade-In' radio button.

 A dropdown menu for 'Use Tax Description' is open, showing options: 'Use Tax Previously Paid to DOR', 'Transfer from individual to individual', 'Resale Exemption', 'Non-Profit/Gov Agency Exemption', 'In-State Transaction from Kentucky Dealer', and 'No Sale'. Below this, there is a table for 'Add Trade-In' with columns for 'Vehicle Type', 'Trade-In Value', and 'Identification #'. The 'Vehicle Type' is 'Boat', 'Trade-In Value' is '0.00', and 'Identification #' is empty. The 'Total Due' is \$490.80 and the 'Use Tax Amount' is \$12.00. A 'Cancel Title Application' button is at the bottom left.

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

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

Finalize Title Application **Total Due:** \$478.80

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

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

3. Seller Information
Seller 1 Name and Address Complete

4. Buyer Information
Ownership Connector : OR Ownership Connector Complete
 Notary Date Complete
Buyer 1 MILLER, ALAN Required Fields Complete
 Master Record Check Complete
 No Delinquent Taxes
 Ad Valorem Checks Complete
Buyer 2 MARSHALL, PAMELA SIWA Required Fields Complete
 Master Record Check Complete
 No Delinquent Taxes
 Ad Valorem Checks Complete

5. Lien Information
Lien 1 71st Bank Filed Lien Information Complete

6. Registration

7. Additional Information
 Additional Information Complete

Cancel Title Application Place On Hold Print Preview Add To Cart

17. 16.

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

Print Preview

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

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)

021720080045	KY	KY0358ms	NOMB15640788	1988	REGAL	REBRING
Previous Title Number	State	KY #	Hull Identification (HIN)	Year	Make	Model

Section 2: VESSEL ENGINE/MOTOR

MERC	1988	175	8785577		\$200.00
Motor 1 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.

Section 5: VESSEL TRANSFEROR/SELLER SECTION

Section 6: VESSEL TRANSFEREE/OWNER/BUYER SECTION

Section 7: County Clerks Use Only

At the bottom right of the form, there is a **Print** button.

18. At the bottom of the print preview page, you can **Print** and add the application to the Shopping Cart.

Section 5: VESSEL TRANSFEROR/SELLER SECTION

Section 6: VESSEL TRANSFEREE/OWNER/BUYER SECTION

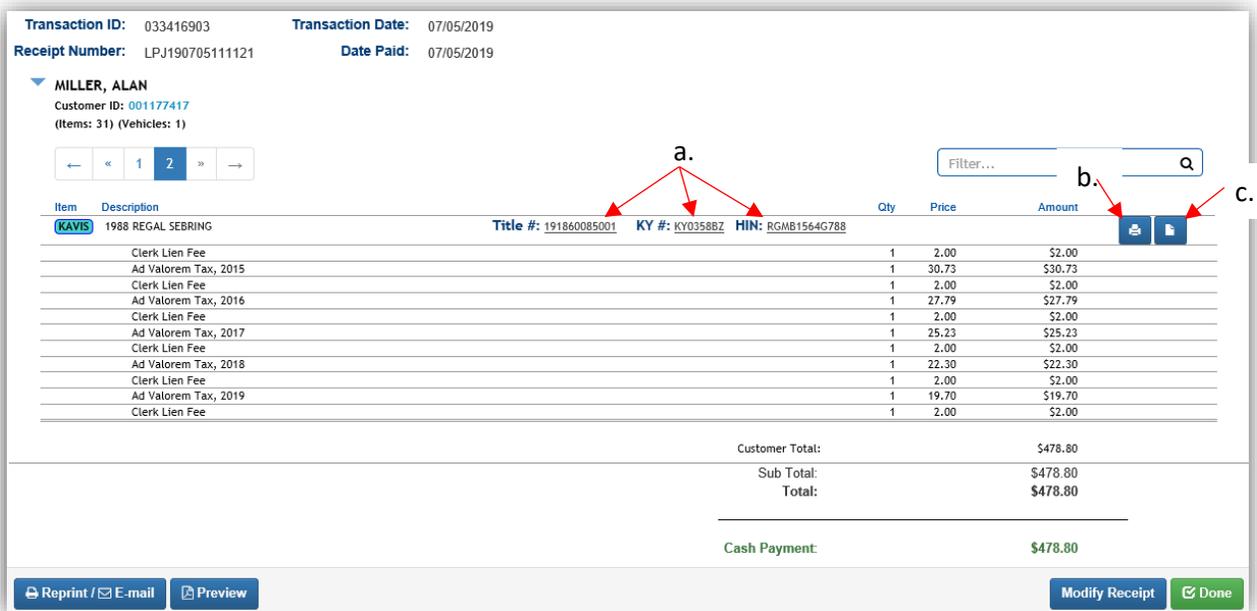
Section 7: County Clerks Use Only

At the bottom right of the form, there is a **Print** button. A red arrow points to this button with the number 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: 033416903 Transaction Date: 07/05/2019
 Receipt Number: LPJ190705111121 Date Paid: 07/05/2019

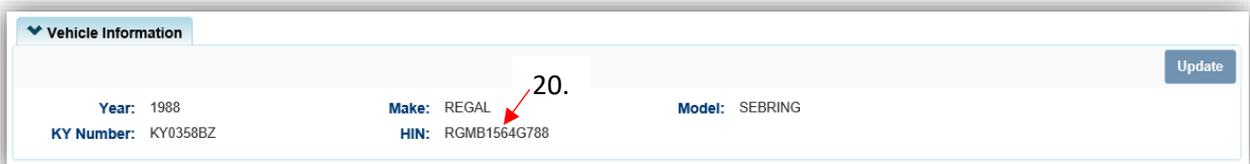
MILLER, ALAN
 Customer ID: 001177417
 (Items: 31) (Vehicles: 1)

Filter...

Item	Description	Title #:	KY #:	HIN:	Qty	Price	Amount
KAVIS	1988 REGAL SEBRING	191860085001	KY0358BZ	RGMB1564G788			
	Clerk Lien Fee				1	2.00	\$2.00
	Ad Valorem Tax, 2015				1	30.73	\$30.73
	Clerk Lien Fee				1	2.00	\$2.00
	Ad Valorem Tax, 2016				1	27.79	\$27.79
	Clerk Lien Fee				1	2.00	\$2.00
	Ad Valorem Tax, 2017				1	25.23	\$25.23
	Clerk Lien Fee				1	2.00	\$2.00
	Ad Valorem Tax, 2018				1	22.30	\$22.30
	Clerk Lien Fee				1	2.00	\$2.00
	Ad Valorem Tax, 2019				1	19.70	\$19.70
	Clerk Lien Fee				1	2.00	\$2.00
Customer Total:							\$478.80
Sub Total:							\$478.80
Total:							\$478.80
Cash Payment:							\$478.80

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

20. On the new Vehicle Summary Page, the Vehicle Information section will include the new HIN, if requested.



Vehicle Information Update

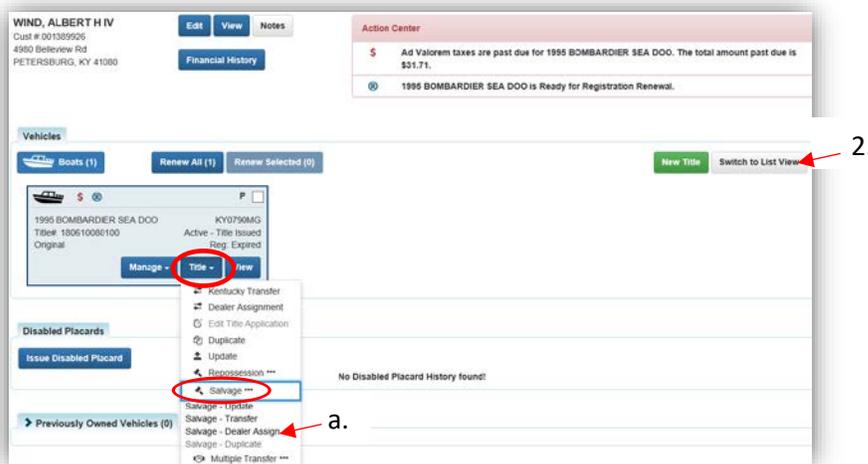
Year: 1988 Make: REGAL Model: SEBRING
 KY Number: KY0358BZ HIN: RGMB1564G788

Salvage - Dealer Assignment

Dealer Assigned Title Applications do not require review by the County Clerks or by MVL. They will not go to the 'For Approval' Application Queue, instead they will go straight to an Active title after the application is checked out.

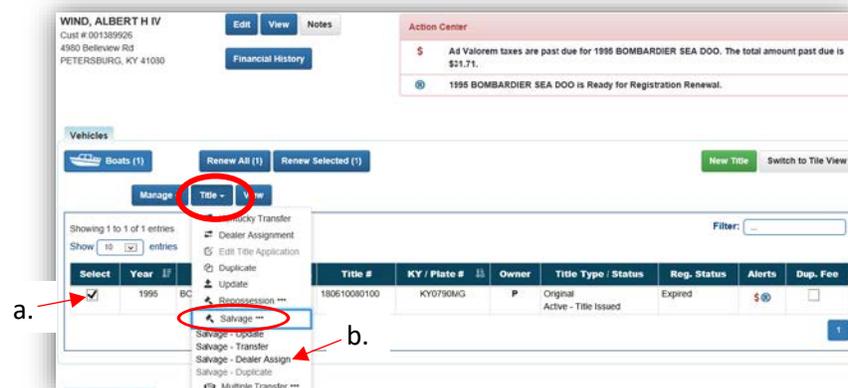
Start with the title that is being transferred, either from the current Owner's Customer Account Page, or from the boat's Vehicle Summary Page.

1. From a **Customer Account Page**, in the tile view, from the **Title** dropdown menu, choose **Salvage** **...**.
 - a. Then from the extended dropdown, choose 'Salvage-Dealer Assign'. Continue with Step 4.



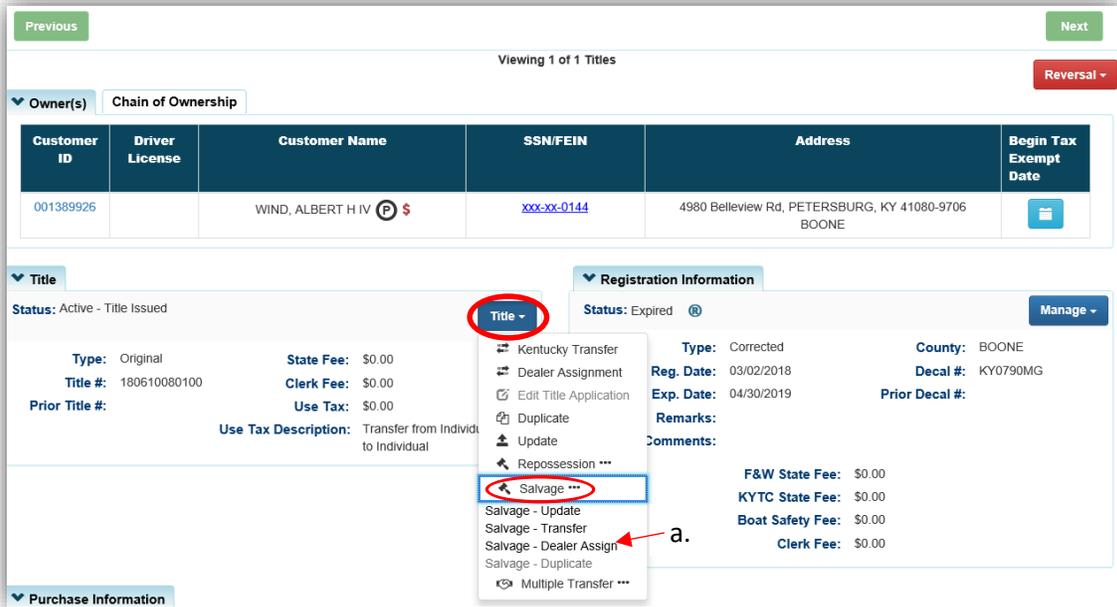
OR

2. From the Customer Account Page, in the list view, select the checkbox next to the correct vehicle.
 - a. In the **Title** dropdown menu choose **Salvage** **...**, then from the extended dropdown, choose 'Salvage-Dealer Assign'. Continue with Step 4.



OR

3. From the Vehicle Summary Page, in the **Title** dropdown menu choose  Salvage .
 - a. Then from the extended dropdown, choose 'Salvage-Dealer Assign'.



The screenshot displays a vehicle title management interface. At the top, there are 'Previous' and 'Next' buttons, and a 'Reversal' button. Below this is a table for 'Chain of Ownership' with columns for Customer ID, Driver License, Customer Name, SSN/FEIN, Address, and Begin Tax Exempt Date. The table contains one entry for WIND, ALBERT H IV. Below the table are sections for 'Title' and 'Registration Information'. The 'Title' section shows 'Status: Active - Title Issued' and various fees. The 'Registration Information' section shows 'Status: Expired' and other details. A dropdown menu is open for the 'Title' field, listing options such as 'Kentucky Transfer', 'Dealer Assignment', 'Edit Title Application', 'Duplicate', 'Update', 'Repossession', 'Salvage', 'Salvage - Update', 'Salvage - Transfer', 'Salvage - Dealer Assign', 'Salvage - Duplicate', and 'Multiple Transfer'. The 'Salvage' option is highlighted with a red circle, and a red arrow points to 'Salvage - Dealer Assign' with the letter 'a.' next to it.

Customer ID	Driver License	Customer Name	SSN/FEIN	Address	Begin Tax Exempt Date
001389926		WIND, ALBERT H IV	xxx-xx-0144	4980 Belleview Rd, PETERSBURG, KY 41080-9706 BOONE	

Title Status: Active - Title Issued

Type: Original
Title #: 180610080100
Prior Title #:
State Fee: \$0.00
Clerk Fee: \$0.00
Use Tax: \$0.00
Use Tax Description: Transfer from Individual to Individual

Registration Information Status: Expired

Type: Corrected
Reg. Date: 03/02/2018
Exp. Date: 04/30/2019
Remarks:
Comments:
County: BOONE
Decal #: KY0790MG
Prior Decal #:
F&W State Fee: \$0.00
KYTC State Fee: \$0.00
Boat Safety Fee: \$0.00
Clerk Fee: \$0.00

- Kentucky Transfer
- Dealer Assignment
- Edit Title Application
- Duplicate
- Update
- Repossession ...
- Salvage
- Salvage - Update
- Salvage - Transfer
- Salvage - Dealer Assign
- Salvage - Duplicate
- Multiple Transfer ...

4. Review the Vehicle and Motor Information and click one of the **Continue** buttons:
 - a. Placing the Title Application on hold at this point will save the information to both the Sellers and Buyer's Customer Account Pages for 60 days.
 - b. Select the corresponding checkboxes if there is hail or water damage to the vehicle.
 - c. **Cancel Title Application** at any point of this process will delete all progress on this application.

The screenshot shows a multi-step registration process. At the top, a progress bar indicates steps 1 through 8: Title Information, Vehicle Information, Seller Information, Buyer Information, Lien Information, Registration, Additional Information, and Finalize. Step 2, 'Vehicle Information', is currently active. In the top right corner, there are two buttons: 'Place On Hold' and 'Continue'. A red arrow labeled 'a.' points to the 'Place On Hold' button, and another red arrow labeled '4.' points to the 'Continue' button. Below the progress bar, the 'Total Due' is listed as \$8.00. The main form area is divided into two sections: 'Boat Details' and 'Motor(s)'. The 'Boat Details' section includes fields for County of Dockage (BOONE), Year (1995), Make (BOMBARDIER), Model (SEA DOO), HIN (ZZNE1725C595), Boat Type (Other), Hull Material (Fiberglass), Engine Drive (Inboard), and Propulsion (Water Jet). It also has fields for Length Ft (9), Length In (2), Beam Ft (3), Beam In (2), Occupant Capacity (3), Weight Capacity, Number of Toilets (0), Toilet Type (Select One...), and Primary Use (Pleasure). At the bottom of this section, there are checkboxes for 'Hail Damaged' and 'Water Damaged'. A red arrow labeled 'b.' points to these checkboxes. The 'Motor(s)' section shows 'Motor #1' with fields for Year (1995), Fuel (Gas), Year of Purchase, Make (ROTE), Serial # (M4397207), and Purchase Amount (0). There are 'Delete Motor' and 'Copy Motor' icons next to the motor information. At the bottom left of the form, there is a red button labeled 'Cancel Title Application' with a red arrow labeled 'c.' pointing to it. At the bottom right, there is a green 'Continue' button with a red arrow labeled '4.' pointing to it.

5. Add the Seller Notary Date if applicable, and click **Continue**.

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 \$8.00. The "Seller Information" section is expanded to show details for "WIND, ALBERT H IV":
Seller Name: WIND, ALBERT H IV
Customer ID: 001389926
Email:
Phone:
Address: 4980 Belleview Rd
PETERSBURG, KY 41080-9706
BOONE
Below this information is a "Seller Notary Date:" label followed by an empty text input field. A red arrow points to this field with the number "5.". At the bottom left is a "Cancel Title Application" button.

6. Select **Add a Buyer**.

The screenshot shows the progress bar with step 4, "Buyer Information", highlighted in blue. The "Add a Buyer" button is highlighted in blue, with a red arrow pointing to it and the number "6.". The "Total Due" is \$8.00. A "Cancel Title Application" button is visible at the bottom left.

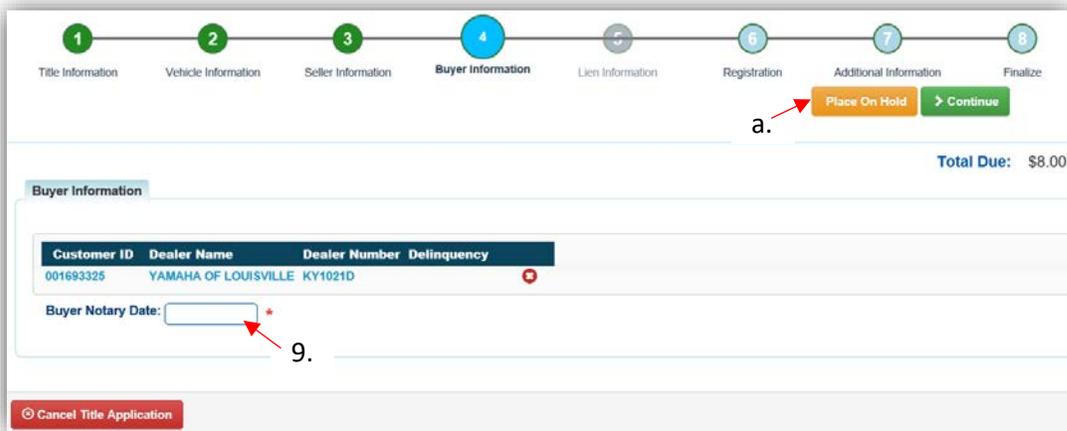
7. Enter the Dealer's info, and click **Search**.

The screenshot shows the progress bar with step 4, "Buyer Information", highlighted in blue. The "Search By:" dropdown menu is set to "Dealer". Below it are three input fields: "Dealer:", "Dealer Number:", and "FEIN:". A red arrow points to the "Dealer:" field with the number "7.". At the bottom right are buttons for "Cancel", "Reset", and "Search".

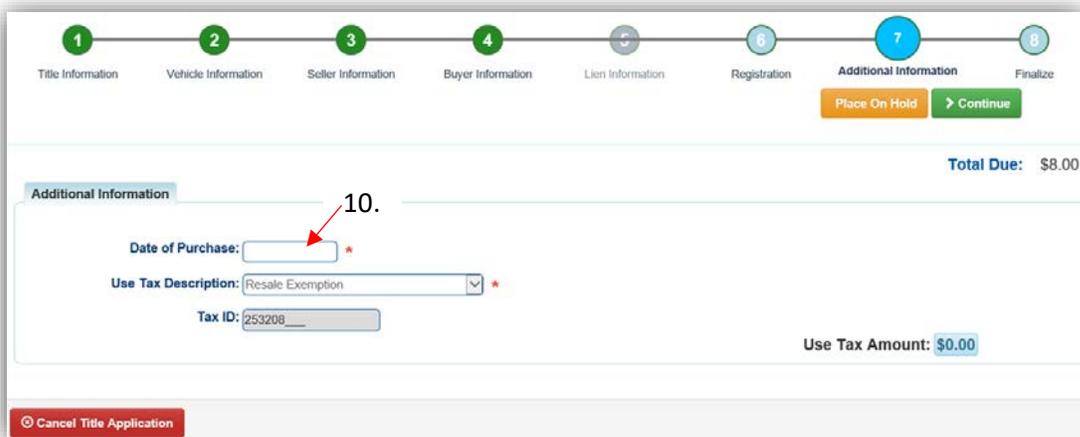
8. From the Search Results, click **Select** next to the correct Dealer's account.
 - a. Click **Display Search Criteria** to search change the search criteria.



9. On the Buyer Information Page, enter the required Buyer Notary Date and click **Continue**.
 - a. After the Dealer has been added to the application, placing it on hold will save the information to both the Seller's and Buyer's Customer Account Pages for 60 days.



10. On the Additional Information Page, the Use Tax Description will be 'Resale Exemption'
 - a. A Date of Purchase is required before clicking **Continue**.



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

Total Due: \$8.00

Finalize Title Application

1. Title Action - Salvage - Dealer Assignment
 The existing title is in a Transferable Status.

2. Vehicle Information
 Required Fields Complete
 No Lien on vehicle
 County of Dockage Complete
 Motor(s) Information Complete

3. Seller Information
 Seller 1 Name and Address Complete
 Seller Information Complete

4. Buyer Information
 Buyer 1 YAMAHA OF LOUISVILLE Notary Date Complete
 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 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.

12. Dealer Assignment Applications will not go to your Application Queue, they will go directly to an Active Title.

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
 Status: Active - Dealer Assignment
 Type: Salvage - Dealer Assigned
 Title #: 191860085002
 Prior Title #: 180610080100
 State Fee: \$0.00
 Clerk Fee: \$0.00
 Use Tax: \$0.00

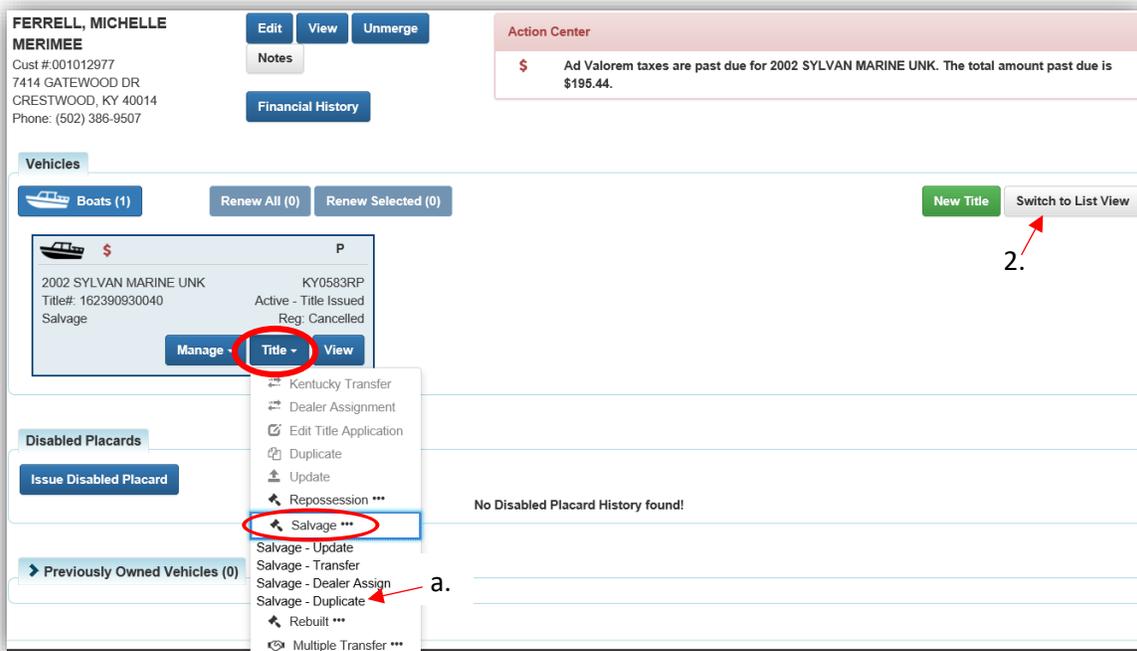
Registration Information
 Status: Title Only
 Type: Title Only
 Reg. Date: 07/05/2019
 Exp. Date:
 Remarks:
 County: BOONE
 Decal #:
 Prior Decal #:

Salvage - Duplicate

- The Title type must already be a Salvage to get a Duplicate Salvage Title.
- Dealer Assigned Salvages cannot get a Duplicate Salvage Title.
- Duplicate Title Applications require the vehicle to be up to date on its Ad Valorem. Other vehicles owned by the Customer are not required to be up to date with their Ad Valorem in order to complete a Duplicate Title Application.
- Changes can be made to the Situs County, Situs Address, and Motor(s) without making the vehicle ineligible for a Duplicate Title.
- Duplicate Title Applications do not go to your 'For Approval' Title Application Queue, after they are checked out they will be sent to be printed if they pass the NCIC theft check.

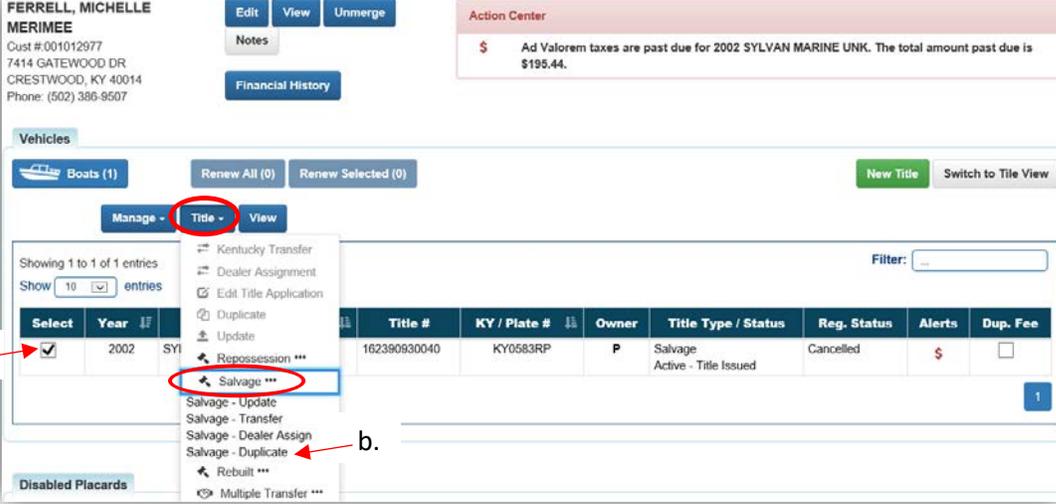
Start with the title that is being transferred, either from the current Owner's Customer Account Page, or from the boat's Vehicle Summary Page.

1. From a **Customer Account Page**, in the tile view, from the **Title** dropdown menu, choose  Salvage ***.
 - a. Then from the extended dropdown, choose 'Salvage-Duplicate'. Continue with Step 4.



OR

2. From the Customer Account Page, in the list view:
 - a. Select the checkbox next to the correct vehicle.
 - b. in the **Title** dropdown menu choose  Salvage ***, then from the extended dropdown, choose 'Salvage-Duplicate'. Continue with Step 4.



FERRELL, MICHELLE
MERIMEE
Cust #: 001012977
7414 GATEWOOD DR
CRESTWOOD, KY 40014
Phone: (502) 386-9507

Action Center
\$ Ad Valorem taxes are past due for 2002 SYLVAN MARINE UNK. The total amount past due is \$195.44.

Vehicles
Boats (1) Renew All (0) Renew Selected (0) New Title Switch to Title View

Manage - **Title -** View

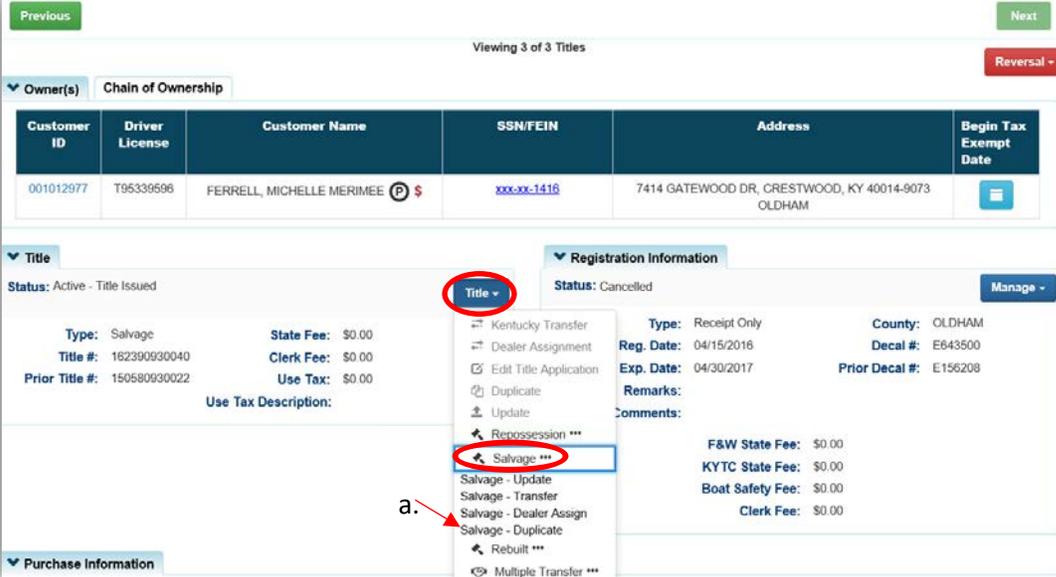
Showing 1 to 1 of 1 entries
Show 10 entries Filter: ...

Select	Year	SYI	Title #	KY / Plate #	Owner	Title Type / Status	Reg. Status	Alerts	Dup. Fee
<input checked="" type="checkbox"/>	2002	SYI	162390930040	KY0563RP	P	Salvage Active - Title Issued	Cancelled	\$	<input type="checkbox"/>

Disabled Placards

OR

3. From the Vehicle Summary Page, in the **Title** dropdown menu choose  Salvage ***.
 - a. Then from the extended dropdown, choose 'Salvage-Duplicate'.



Previous Next

Viewing 3 of 3 Titles Reversal -

Owner(s) Chain of Ownership

Customer ID	Driver License	Customer Name	SSN/FEIN	Address	Begin Tax Exempt Date
001012977	T95339696	FERRELL, MICHELLE MERIMEE P \$	xxxx-xx-1416	7414 GATEWOOD DR, CRESTWOOD, KY 40014-9073 OLDHAM	

Title Status: Active - Title Issued

Type: Salvage Title #: 162390930040 State Fee: \$0.00 Clerk Fee: \$0.00
Prior Title #: 150580930022 Use Tax: \$0.00 Use Tax Description:

Registration Information Status: Cancelled

Type: Receipt Only County: OLDHAM
Reg. Date: 04/15/2016 Decal #: E643500
Exp. Date: 04/30/2017 Prior Decal #: E156208
Remarks:
Comments:
F&W State Fee: \$0.00
KYTC State Fee: \$0.00
Boat Safety Fee: \$0.00
Clerk Fee: \$0.00

Purchase Information

4. Review the Vehicle and Motor Information and click either of the **Continue** buttons.
 - a. Placing the Title Application on hold will save the application to the Seller's Customer Account Page for 60 days.
 - b. If delinquent taxes are due, click 'here' to choose whether they will be paid with this application's fees or in a separate transaction.
 - o See the section titled 'Paying Delinquent Taxes with a Title Application' of the Title Application Additional Information Manual for more information.
 - c. As delinquent ad val and fees are added to the application, the Total Due is updated.
 - d. A County of Dockage must be selected, this is where the boat will be physically stored/docked.
 - e. Select the corresponding checkboxes if there is hail or water damage to the vehicle.
 - f. **Cancel Title Application** at any point of this process will delete all progress on this application.

The screenshot shows a multi-step form for boat title application. At the top, a progress bar indicates steps 1 through 8: Title Information, Vehicle Information, Seller Information, Buyer Information, Lien Information, Registration, Additional Information, and Finalize. The current step is 'Additional Information'.

Annotations and their corresponding elements:

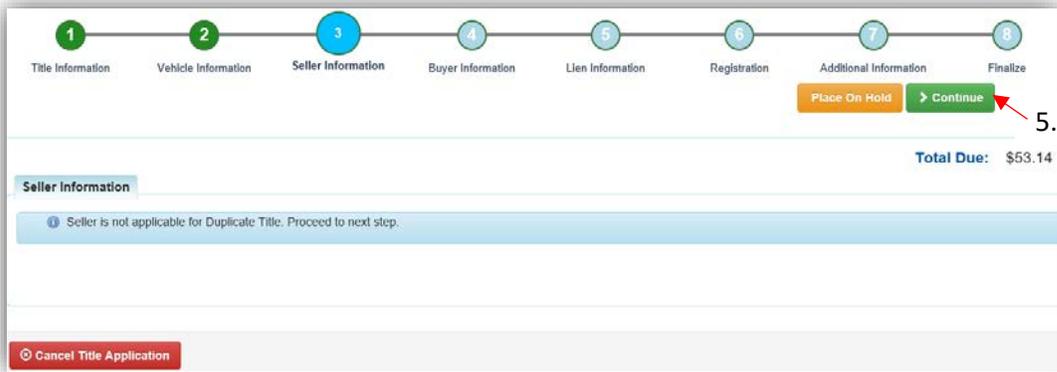
- a.** Points to the 'Place On Hold' button.
- b.** Points to a red text notice: "Delinquent taxes are owed on this vehicle. Click here to view and pay your delinquent taxes for this vehicle. You can continue past this step, but delinquent taxes must be paid in the amount of \$47.14 to complete this transaction."
- c.** Points to the 'Total Due: \$6.00' label.
- d.** Points to the 'County of Dockage' dropdown menu, which is currently set to 'OLDHAM'.
- e.** Points to the 'Hail Damaged' and 'Water Damaged' checkboxes under the 'Brand' section.
- f.** Points to the 'Cancel Title Application' button at the bottom left.

The form fields include:

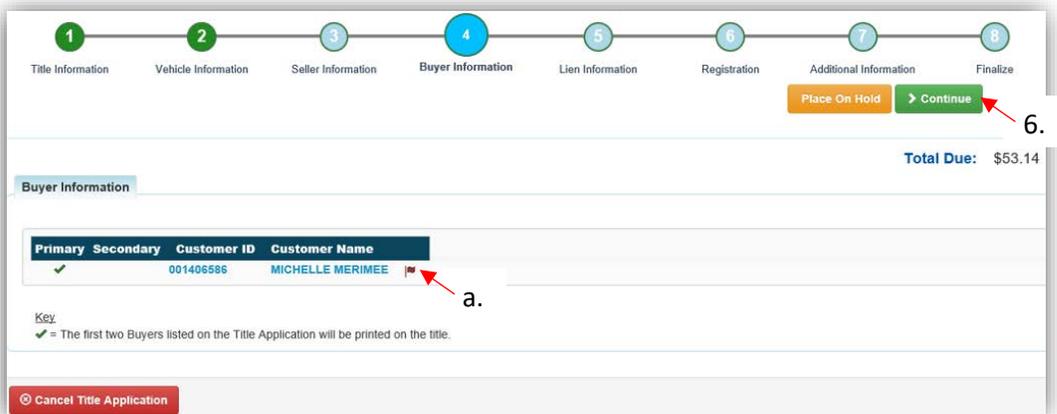
- Boat Details:** County of Dockage (OLDHAM), Year (2002), Make (SYLVAN MARINE), Model (JUNK), HIN (SYL27960J102), Boat Type (Open Motor Boat), Hull Material (Fiberglass), Engine Drive (Inboard), Propulsion (Propeller), Length Ft (19), Length In (1), Beam Ft (6), Beam In (1), Occupant Capacity (8), Weight Capacity, Number of Toilets (0), Toilet Type (Select One), Primary Use (Pleasure), and Brand (Hail Damaged, Water Damaged).
- Motor(s):** Motor #1 with fields for Year (2002), Make (MERC), Horsepower (190.0), Fuel (Gas), Serial # (1), Year of Purchase (2009), and Purchase Amount (0).

Buttons include 'Place On Hold', 'Continue', 'Cancel Title Application', 'Add Motor', 'Delete Motor', and 'Copy Motor'.

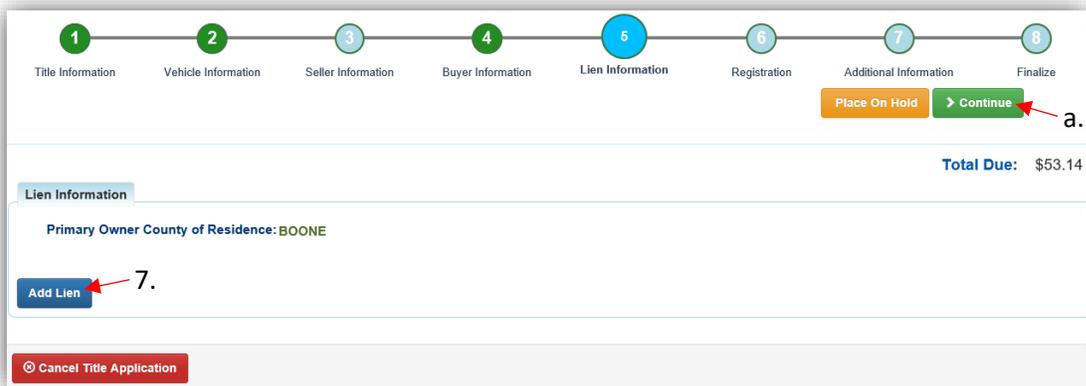
5. Sellers are not a part of Duplicate Titles, click **Continue**.



6. On the Buyer Information Page, click **Continue** if there is not a  icon next to the Owner.
a.  appears next to a customer if their Customer Account page is missing required information.



7. Click **Add Lien** if there is 1 or 2 to enter. Active liens will be transferred to the duplicate title.
a. If you do not have a lien to enter, click **Continue** and skip to step 10.



8. Pending or Filed is available from the dropdown menu, depending upon if your User account has permission to File a lien, and if the Primary Owner's County of Residence matches your County.
 - a. Enter the necessary information and click **Add**.
 - b. The checkboxes give you the choice of fees to charge.

9. 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. There can be no more than 2 liens per title.
 - o The order of the liens is important. The lien with the earlier Date Filed will be printed in the first position on the title.
 - c. Click **Continue** when added all liens have been added to the application.

10. A Registration cannot be added to a Salvage Title Application, click **Continue**.
- a. If the title has an active registration, it will be cancelled.

The screenshot shows a progress bar at the top with steps 1 through 8. Step 6, 'Registration', is highlighted in blue. Below the progress bar, there are two buttons: 'Place On Hold' and 'Continue'. A red arrow points to the 'Continue' button, with the number '10.' next to it. Below the buttons, the text 'Total Due: \$75.14' is displayed. The main content area is titled 'Registration' and contains the following information: 'Registration Status: Cancelled', 'Expiration Date: 04/30/2017', and 'Decal Number: E643500'. At the bottom left, there is a red button labeled 'Cancel Title Application'.

11. On the Additional Information Step, selecting the 'Waive Title Fees' checkbox will remove the State and Clerk title fees from the Total Due.
- a. The Alternate Mailing Address is where the title will be mailed, if it is different than the primary Buyer's mailing address. This is common for duplicate titles requested by a Dealer.
 - o Select the checkbox, then choose the type of address from the dropdown menu and enter the information.

The screenshot shows a progress bar at the top with steps 1 through 8. Step 7, 'Additional Information', is highlighted in blue. Below the progress bar, there are two buttons: 'Place On Hold' and 'Continue'. The text 'Total Due: \$75.14' is displayed. The main content area is titled 'Additional Information' and contains the following information: 'Waive Title Fees' (checkbox), 'Add Alternate Mailing Address' (checkbox), and a 'Mailing' section with a dropdown menu for 'Address Type' and input fields for 'Address 1', 'Address 2', 'City', 'State', 'Zip', and 'Attn'. A red arrow points to the 'Add Alternate Mailing Address' checkbox, with the number '11.' next to it. Another red arrow points to the 'Address Type' dropdown menu, with the letter 'a.' next to it. At the bottom left, there is a red button labeled 'Cancel Title Application'.

12. 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. 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

Total Due: \$75.14

Finalize Title Application

1. Title Action - Salvage - Duplicate

The existing title is in a Transferable Status

2. Vehicle Information

Required Fields Complete

Delinquent Taxes Owed and Paying with Application

County of Dockage Complete

Motor(s) Information Complete

3. Seller Information

4. Buyer Information

Buyer 1 MERIMEE, MICHELLE 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

7. Additional Information

Additional Information Complete

13. [Print Preview](#) [Add To Cart](#)

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

13. Click [Print Preview](#) to can print the new title application filled out with information that was entered during the application process.
 - a. 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 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)

162390930040	KY	KY0583RP	SYL27960J102	2002	SYLVAN MAR	UNK
Previous Title Number	State	KY #	Hull Identification (HIN)	Year	Make	Model
Pleasure	Open Motor Boat	Fiberglass	Inboard	Propeller	BOONE	
Primary Operation (Boat Use)	Vessel Type	HULL Material	Engine Drive	Propulsion	County of Dockage	
Gas	19, 1	6, 1	8	0	Toilet Type	
Fuel	Length (feet, inches)	Beam (feet, inches)	Capacity or Weight Capacity	# of Toilets		

Section 2: VESSEL ENGINE/MOTOR

MERC	2002	190	1	2009	\$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 lien in connection with this motorboat has not will be applied for by seller within 30 days of this application.

First Lienholder: 1st Bank Lien County: BOONE Second Lienholder: _____ Lien County: _____
 Address: 987 Main Street Address: _____
 City: Simpsonville State: KY Phone #: _____ City: _____ State: _____ Phone #: _____

14. At the bottom of the print preview page, you can [Print](#) and add the application to the Shopping 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: Rebuilt - Transfer Date of Issuance: 07/02/2019 Title Number: 191830935001

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: _____

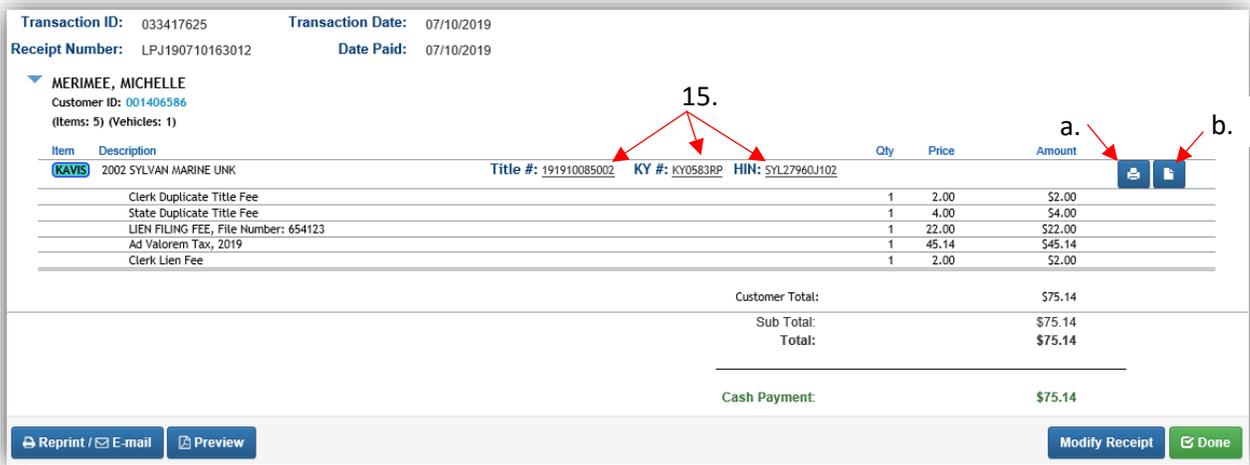
DO NOT ACCEPT TITLE OR APPLICATION SHOWING ANY ERASURES, ALTERATION, OR MUTILATIONS.

14.

*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.

15. Clicking the Title, KY, or HIN #s will take you to the Vehicle Summary Page.

- a.  will allow you to reprint the PODD receipts and any decals if necessary.
- b.  will print the application, including the new title number.
 - o These 2 buttons are available for 14 days after the transaction is complete.



Transaction ID: 033417625 Transaction Date: 07/10/2019
 Receipt Number: LPJ190710163012 Date Paid: 07/10/2019

MERIMEE, MICHELLE
 Customer ID: 001406586
 (Items: 5) (Vehicles: 1)

Item	Description	Title #:	KY #:	HIN:	Qty	Price	Amount
	2002 SYLVAN MARINE UNK	191910085002	KY0583RP	SYL27960J102			
	Clerk Duplicate Title Fee				1	2.00	\$2.00
	State Duplicate Title Fee				1	4.00	\$4.00
	LIEN FILING FEE, File Number: 654123				1	22.00	\$22.00
	Ad Valorem Tax, 2019				1	45.14	\$45.14
	Clerk Lien Fee				1	2.00	\$2.00

Customer Total: \$75.14
 Sub Total: \$75.14
 Total: \$75.14

Cash Payment: \$75.14

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

Rebuilt Title Applications

An Active Kentucky Salvage title must exist in KAVIS before a Rebuilt title application can be processed. At the time of initial title application, Registration cannot be issued. Once the title application and supporting Rebuilt documentation is approved by MVL (the title status will be active), Registration will be available to be issued.

- All supporting documentation for the Rebuilt Application must be scanned into PODD with the application documents.
- To process an application for a homemade boat that needs approval from the Department of Motor Vehicles, you can do so as an Other 1st Title Application, there will be a checkbox in the first step that you can select for Homemade Boats.

Rebuilt – Update

This flow describes how to perform a Rebuilt Title Application on a Salvage Title if there will be no change in ownership.

- Only delinquent Ad Valorem on the title being updated will need to be paid, either with the application fees or in a separate transaction.

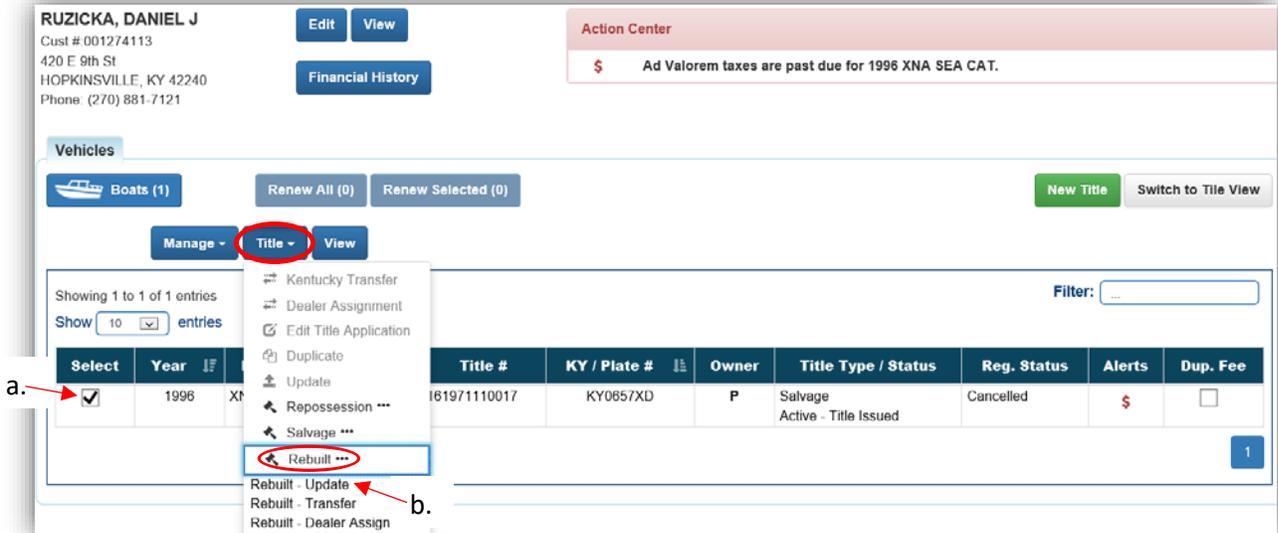
Start with the title that is being transferred, either from the current Owner's Customer Account Page, or from the boat's Vehicle Summary Page.

1. From a **Customer Account Page**, in the tile view, from the **Title** dropdown menu, choose **Rebuilt**.
 - a. Then from the extended dropdown choose 'Rebuilt-Update'. Continue with Step 4.

The screenshot shows the KAVIS system interface for a customer account. The customer is DANIEL J. RUZICKA, with contact information for Hopkinsville, KY. The interface displays a vehicle card for a 1996 XNA SEA CAT (Title: 161971110017, Status: Salvage). A dropdown menu is open under the 'Title' button, showing various actions. The 'Rebuilt' option is circled in red, and its sub-menu is also visible, with 'Rebuilt - Update' circled in red and labeled 'a.'. A red arrow points to the 'New Title' button in the top right corner, labeled '2.'. The 'Action Center' at the top right shows a message: 'Ad Valorem taxes are past due for 1996 XNA SEA CAT.'

OR

2. From the Customer Account Page, in the list view.
 - a. Select the checkbox next to the correct vehicle.
 - b. From the **Title** dropdown menu choose  Rebuilt *******, then from the extended dropdown, choose 'Rebuilt-Update'. Continue with Step 4.

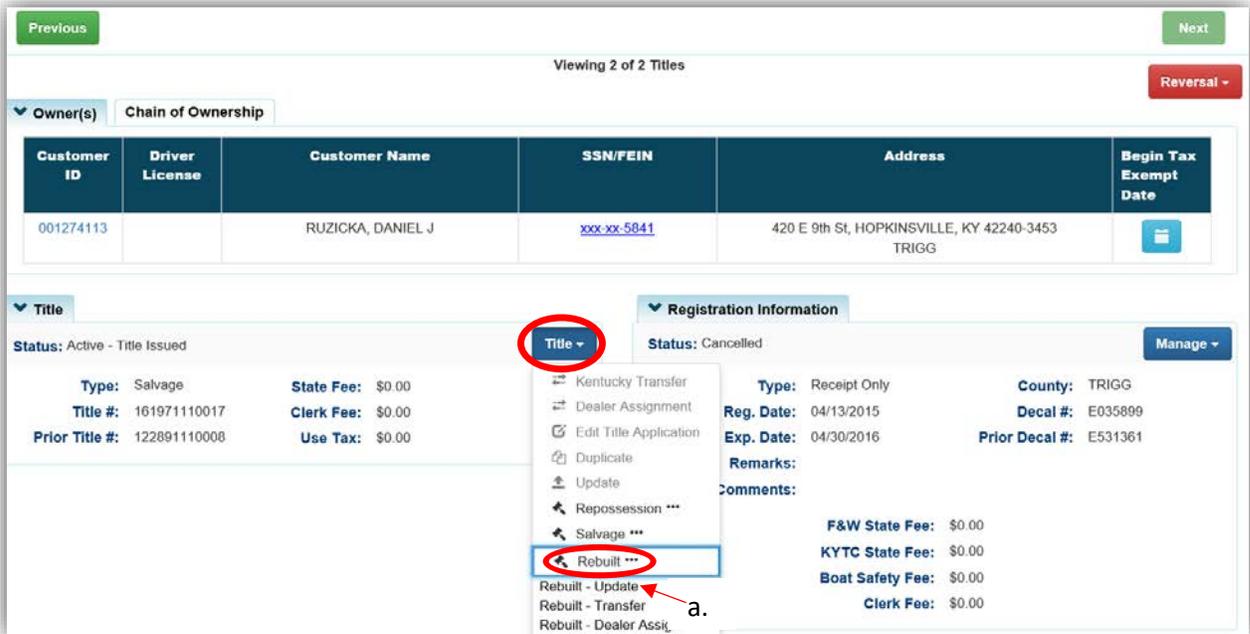


The screenshot shows the 'Vehicles' section for customer RUZICKA, DANIEL J. A table lists vehicle titles. The first entry is selected (checkbox checked). The 'Title' dropdown menu is open, showing options like 'Kentucky Transfer', 'Dealer Assignment', etc. The 'Rebuilt ***' option is circled in red. Its extended dropdown menu is also open, with 'Rebuilt - Update' highlighted in red. A red arrow labeled 'a.' points to the checkbox, and another red arrow labeled 'b.' points to the 'Rebuilt - Update' option.

Select	Year	Title #	KY / Plate #	Owner	Title Type / Status	Reg. Status	Alerts	Dup. Fee
<input checked="" type="checkbox"/>	1996	161971110017	KY0657XD	P	Salvage Active - Title Issued	Cancelled	\$	<input type="checkbox"/>

OR

3. From the Vehicle Summary Page, in the **Title** dropdown menu choose  Rebuilt *******.
 - a. Then from the extended dropdown, choose 'Rebuilt-Update'.



The screenshot shows the 'Title' section of the Vehicle Summary Page. The title status is 'Active - Title Issued'. The 'Title' dropdown menu is open, showing options like 'Kentucky Transfer', 'Dealer Assignment', etc. The 'Rebuilt ***' option is circled in red. Its extended dropdown menu is also open, with 'Rebuilt - Update' highlighted in red. A red arrow labeled 'a.' points to the 'Rebuilt - Update' option.

Customer ID	Driver License	Customer Name	SSN/FEIN	Address	Begin Tax Exempt Date
001274113		RUZICKA, DANIEL J	xxx-xx-5841	420 E 9th St, HOPKINSVILLE, KY 42240-3453 TRIGG	

4. Change/add any information that needs revision for the updated title and click one of the **> Continue** buttons.
 - a. Placing the Title Application on hold will save the application to the Seller's Customer Account Page for 60 days.
 - b. If delinquent taxes are due, click 'here' to choose whether they will be paid with this application's fees or in a separate transaction.
 - o See the section titled 'Paying Delinquent Taxes with a Title Application' of the Title Application Additional Information Manual for more information.
 - c. As fees are added and ad valorem is chosen to be paid with the application, the Total Due will be updated.
 - d. 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.
 - e. The Salvage Brand has been checked, if others were chosen when the salvage title was issued, these would also remain checked. The Rebuilt brand is applied to the new title at check out of the title application.
 - f. **⊗ Cancel Title Application** at any point of this process will delete all progress on this application.

The screenshot shows a multi-step form for boat title application. At the top, a progress bar indicates steps 1 through 8: Title Information, Vehicle Information, Seller Information, Buyer Information, Lien Information, Registration, Additional Information, and Final. The current step is 'Additional Information', which is highlighted in blue. Below the progress bar, there are two buttons: 'Place On Hold' (orange) and '> Continue' (green). A red arrow labeled 'a.' points to the 'Place On Hold' button. To the right of these buttons, the text 'Total Due: \$6.00' is displayed, with a red arrow labeled 'c.' pointing to it. Below this, a red banner contains a warning: 'Delinquent taxes are owed on this vehicle. Click here to view and pay your delinquent taxes for this vehicle. You can continue past this step, but delinquent taxes must be paid in the amount of \$120.38 to complete this transaction.' The main form area is titled 'Boat Details' and contains various input fields: County of Dockage (dropdown), Year (1996), Make (XNA), Model (SEA CAT), HIN (KNA5570B69), Boat Type (Pontoon), Hull Material (Fiberglass), Engine Drive (Outboard), Propulsion (Propeller), Length Ft (25), Length In (5), Beam Ft (8), Beam In (1), Occupant Capacity (8), Weight Capacity, Number of Toilets (0), Toilet Type (dropdown), Primary Use (Pleasure), and Brand checkboxes (Hull Damaged, Water Damaged, Unrebuildable, Salvage). A red arrow labeled 'd.' points to the 'Request State-Issued HIN' checkbox. Another red arrow labeled 'e.' points to the 'Salvage' checkbox. Below the boat details is a 'Motor(s)' section with a table for Motor #1: Year (2012), Make (YAMA), Horsepower (150.0), Fuel (Gas), Serial # (KY0657XD), Year of Purchase, and Purchase Amount. At the bottom right of the form, there is a green '> Continue' button with a red arrow labeled '4.' pointing to it. At the bottom left, there is a red button labeled '⊗ Cancel Title Application' with a red arrow labeled 'f.' pointing to it.

5. There is no seller for an Updated Title, click **Continue** .

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 two buttons: "Place On Hold" (orange) and "Continue" (green). The main content area is titled "Seller Information" and contains a message: "Seller is not applicable for Update Title. Proceed to next step." At the bottom right, it says "Total Due: \$126.38". At the bottom left, there is a red button labeled "Cancel Title Application".

6.  appears next to an Owner if their Customer Account page is missing required information.
- a. You cannot continue without clicking the icon and editing the necessary fields.
 - b. An Owner cannot be added or removed to an Update Title Application.

The screenshot shows a progress bar at the top with 8 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 two buttons: "Place On Hold" (orange) and "Continue" (green). The main content area is titled "Buyer Information" and contains a table with the following data:

Primary	Secondary	Customer ID	Customer Name
✓		001274113	DANIEL J RUZICKA 

Below the table, there is a key: "Key ✓ = The first two Buyers listed on the Title Application will be printed on the title." At the bottom right, it says "Total Due: \$126.38". At the bottom left, there is a red button labeled "Cancel Title Application".

7. Click **Add Lien** if there is 1 or 2 to enter.
- a. If there is not a lien to enter, click **Continue** and skip to step 10.

The screenshot shows a progress bar at the top with 8 steps: 1. Title Information, 2. Vehicle Information, 3. Seller Information, 4. Buyer Information, 5. Lien Information (highlighted in blue), 6. Registration, 7. Additional Information, and 8. Finalize. Below the progress bar are two buttons: "Place On Hold" (orange) and "Continue" (green). The main content area is titled "Lien Information" and contains the text "Primary Owner County of Residence: TRIGG". Below this text is a blue button labeled "Add Lien". At the bottom right, it says "Total Due: \$126.38". At the bottom left, there is a red button labeled "Cancel Title Application".

8. Pending or Filed is available from the dropdown menu, depending upon if your User account has permission to File a lien, and if the Primary Owner's County of Residence matches your County.
 - a. Enter the necessary information and click **Add**.
 - b. The checkboxes give you the choice of fees to charge.

9. 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. There can be no more than 2 liens per title.
 - o The order of the liens is important. The lien with the earlier Date Filed will be printed in the first position on the title.
 - c. Click **Continue** when you have added all liens to the title.

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

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

12. At the bottom of the print preview page, you can  and add the application to the Shopping Cart.

Section 5: VESSEL TRANSFEROR/SELLER SECTION				VESSEL TRANSFEREE/OWNER/BUYER SECTION			
Name of Transferor/Seller		Dealer Number		Name of Transferee/Owner/Buyer		DL/SSN/FED ID#	
Name of Second Transferor/Seller				Name of Second Transferee/Owner/Buyer		DL/SSN/FED ID#	
Mailing Address				Mailing Address			
Home Address (if different from above)				Home Address (if different from above)			
City	County	State	Zip	City	County	State	Zip
				HOPKINSVILLE	TRIGG	KY	42240-3453
Email address		Phone # (with area code)		Citizenship of Primary Applicant		Sex	Date of Birth
				US		M	5/11/1980
Vessel Sale Price \$9,000				Email address			
				Phone # (with area code)			
Transferor/Seller Signature				Transferee/Owner/Buyer Signature			
Transferor/Seller Signature				Transferee/Owner/Buyer Signature			
Subscribed and attested before me this date ___/___/___ my commission expires ___/___/___				Subscribed and attested before me this date ___/___/___ my commission expires ___/___/___			
Attesting Official/Notary Signature/Title				Attesting Official/Notary Signature/Title			
Section 6: County Clerks Use Only							
Type of Application: Rebuilt - Dealer Assignments		Date of Issuance: 07/01/2019		Title Number: 191820765005			
I certify that the item 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	

12.

*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.

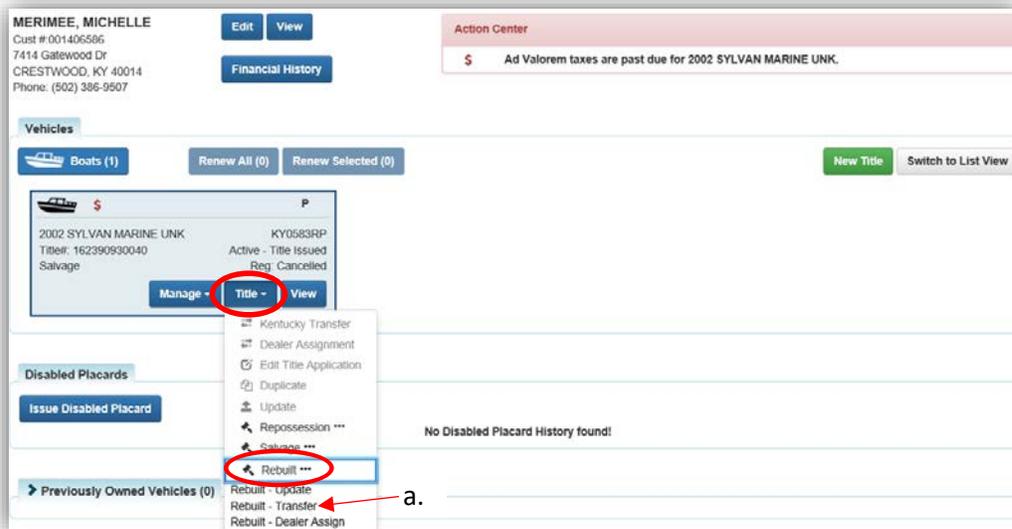
13. Scan all supporting documentation for the Rebuilt Application for review by MVL with the application documents

Rebuilt – Transfer

This is how to process a Rebuilt Title Application on a Salvage Title if there will be any change in ownership.

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

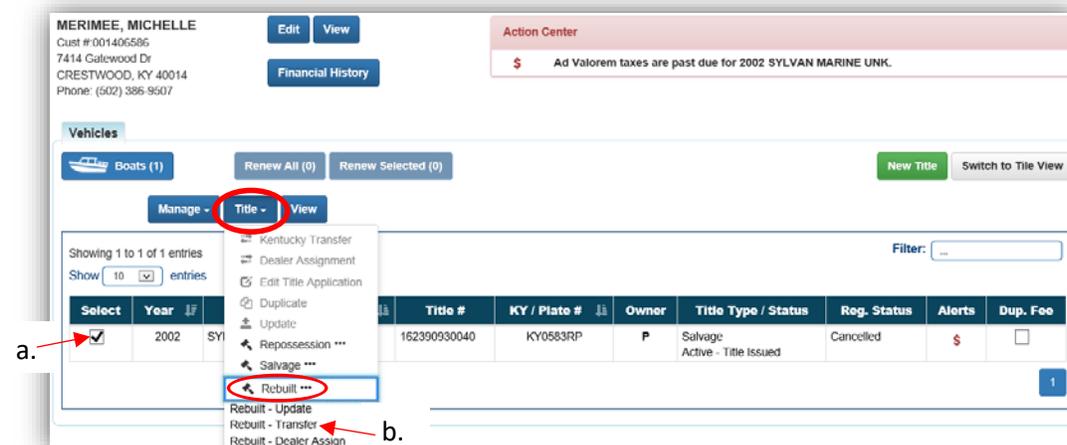
1. From a **Customer Account Page**, in the tile view, from the **Title** dropdown menu, choose  Rebuilt ***.
 - a. Then from the extended dropdown, choose 'Rebuilt-Transfer'. Continue with Step 4.



The screenshot shows the 'Vehicles' section in tile view. A vehicle card for '2002 SYLVAN MARINE UNK' is displayed. The 'Title' dropdown menu is open, and 'Rebuilt ***' is selected. The extended dropdown menu is visible, showing 'Rebuilt - Transfer' as an option. A red arrow points from the 'Rebuilt ***' option in the dropdown to the 'Rebuilt - Transfer' option in the extended dropdown.

OR

2. From the Customer Account Page, in the list view:
 - a. Select the checkbox next to the correct vehicle.
 - b. From the **Title** dropdown menu choose  Rebuilt ***, then from the extended dropdown choose 'Rebuilt-Transfer'. Continue with Step 4.



The screenshot shows the 'Vehicles' section in list view. A table with one entry is displayed. The 'Title' dropdown menu is open, and 'Rebuilt ***' is selected. The extended dropdown menu is visible, showing 'Rebuilt - Transfer' as an option. A red arrow points from the 'Rebuilt ***' option in the dropdown to the 'Rebuilt - Transfer' option in the extended dropdown. Another red arrow points to the checkbox in the table row.

Select	Year	SY	Title #	KY / Plate #	Owner	Title Type / Status	Reg. Status	Alerts	Dup. Fee
<input checked="" type="checkbox"/>	2002	SY	162390930040	KY0583RP	P	Salvage Active - Title Issued	Cancelled	\$	<input type="checkbox"/>

OR

3. From the Vehicle Summary Page, in the **Title** dropdown menu choose **Rebuilt *****.
 - a. Then from the extended dropdown, choose 'Rebuilt-Transfer'.

The screenshot displays a web interface for vehicle title management. At the top, there are 'Previous' and 'Next' buttons, and a 'Reversal' button. Below this is a 'Chain of Ownership' table with columns for Customer ID, Driver License, Customer Name, SSN/FEIN, Address, and Begin Tax Exempt Date. The table contains one entry for Michelle Merimee. Below the table are two sections: 'Title' and 'Registration Information'. The 'Title' section shows 'Status: Active - Title Issued' and details like Type (Salvage), Title #, and Prior Title #. The 'Registration Information' section shows 'Status: Cancelled' and details like Type (Receipt Only), Reg. Date, Exp. Date, and various fees. A dropdown menu is open for the 'Title' section, with 'Rebuilt ***' selected. An arrow labeled 'a.' points to the 'Rebuilt - Transfer' option in the extended dropdown.

Customer ID	Driver License	Customer Name	SSN/FEIN	Address	Begin Tax Exempt Date
001406586		MERIMEE, MICHELLE	xxx-xx-1416	7414 Gatewood Dr, CRESTWOOD, KY 40014-9073 OLDHAM	

Title Status: Active - Title Issued

Type: Salvage State Fee: \$0.00
Title #: 162390930040 Clerk Fee: \$0.00
Prior Title #: 150580930022 Use Tax: \$0.00

Registration Information Status: Cancelled

Type: Receipt Only County: OLDHAM
Reg. Date: 04/15/2016 Decal #: E643500
Exp. Date: 04/30/2017 Prior Decal #: E156208

Remarks:
Comments:
F&W State Fee: \$0.00
KYTC State Fee: \$0.00
Boat Safety Fee: \$0.00
Clerk Fee: \$0.00

- Kentucky Transfer
- Dealer Assignment
- Edit Title Application
- Duplicate
- Update
- Repossession ***
- Salvage ***
- Rebuilt *****
- Rebuilt - Update
- Rebuilt - Transfer
- Rebuilt - Dealer Assign

4. Review the Vehicle and Motor Information and click either of the **> Continue** buttons.
 - a. Placing the Title Application on hold will save the application to the Seller's Customer Account Page for 60 days.
 - b. If delinquent taxes are due, click 'here' to choose whether they will be paid with this application's fees or in a separate transaction.
 - o See the section titled 'Paying Delinquent Taxes with a Title Application' of the Title Application Additional Information Manual for more information.
 - c. As delinquent ad val and 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.
 - d. A County of Dockage must be selected, this is where the boat will be physically stored/docked.
 - e. If the boat does not have a HIN, or has an invalid HIN, a State-Issued HIN can be requested and KAVIS will create it after checking out/finalizing the application.
 - f. The Salvage Brand has been checked, if others were chosen when the salvage title was issued, these would also remain checked. The Rebuilt brand is applied to the new title at check out of the title application.
 - g. **⊗ Cancel Title Application** at any point of this process will delete all progress on this application.

The screenshot shows a multi-step process for title application. At the top, a progress bar indicates steps 1 through 8: Title Information, Vehicle Information, Seller Information, Buyer Information, Lien Information, Distribution, Additional Information, and Finalize. Step 2, 'Vehicle Information', is currently active.

Annotations on the interface include:

- a.** Points to the 'Place On Hold' button.
- b.** Points to a red banner message: "Delinquent taxes are owed on this vehicle. Click here to view and pay your delinquent taxes for this vehicle. You can continue past this step, but delinquent taxes must be paid in the amount of \$47.02 to complete this transaction."
- c.** Points to the 'Total Due: \$9.00' text.
- d.** Points to the 'County of Dockage' dropdown menu.
- e.** Points to the 'Request State-Issued HIN' checkbox.
- f.** Points to the 'Salvage' checkbox under the 'Brand' section.
- g.** Points to the '⊗ Cancel Title Application' button at the bottom left.
- 4.** Points to the '> Continue' button at the top right and another '> Continue' button at the bottom right.

The 'Boat Details' section includes fields for: County of Dockage, Year (2002), Make (SYLVAN MARINE), Model (UNK), HIN (SYL27960J10), Boat Type (Open Motor Boat), Hull Material (Fiberglass), Engine Drive (Inboard), Propulsion (Propeller), Length Ft (19), Length In (1), Beam Ft (6), Beam In (1), Occupant Capacity (6), Weight Capacity, Number of Toilets (0), Toilet Type, Primary Use (Pleasure), and Brand (Salvage checked).

The 'Motor(s)' section shows details for Motor #1: Year (2002), Fuel (Gas), Make (MERC), Serial # (1), Year of Purchase (2009), and Purchase Amount (0).

5. Add the Seller Notary Date, if applicable.
 - a. Select the checkbox if the Seller is to remain on the title.
 - b. Click **> Continue**.

6. On the Buyer Information Step, select **Add a Buyer**.

7. Choose your search method from the dropdown menu, enter the buyer's info, and click **Search**.
 - a. If they are not currently a KAVIS customer, click **+ Add New Customer**.

8. On the Buyer Information Page, click **Continue** when all Buyers have been added.
 - a. An ownership connector (and/or) is required when there are 2 or more Buyers.
 - b. The **\$ Pay All** button will appear if any of the Buyers have past due Ad Valorem. They can be paid either with this application's fees or in a separate transaction.
 - o See the section titled 'Paying Delinquent Taxes with a Title Application' of the Title Application Additional Information Manual for specifics on this functionality.
 - c. The positions of the owners can be switched by clicking **+**.
 - d. Add additional Buyers if necessary (only the first 2 will be printed on the title).
 - e. Enter the required Buyer Notary Date.
 - f. The PVA office will need to be called if a Buyer has PVA Issues.
 - o Click **Check PVA** to refresh once the PVA is finished resolving the issues to see if they have created any new delinquencies that need to be paid.
 - g. **🚩** appears next to a customer if their Customer Account is missing required information.
 - o You cannot continue without clicking the icon and editing the necessary fields.
 - h. By clicking **✖**, you can Remove the specific Buyer from the application.
 - i. Placing the Title Application on hold after Buyer(s) have been added will save the information to both the Seller's and Buyer's Customer Account Pages for 60 days.

The screenshot shows a multi-step process flow at the top: 1. Title Information, 2. Vehicle Information, 3. Seller Information, 4. Buyer Information (highlighted), 5. Lien Information, 6. Registration, 7. Additional Information, 8. Finalize. Below the flow, there are buttons for 'Check PVA', 'Place On Hold', and 'Continue'. A 'Total Due: \$56.02' is displayed.

The 'Buyer Information' section includes:

- 'Ownership Connector: Select One...' dropdown with a red asterisk (a).
- 'Pay Delinquency: \$ Pay All' button (b).
- A table with columns: Primary, Secondary, Customer ID, Customer Name, Delinquency.

Primary	Secondary	Customer ID	Customer Name	Delinquency
✓		001625911	AMANDA B WILLIS	Yes
	✓	001163687	JUSTIN E LEVELL	
- 'Buyer Notary Date:' input field with a red asterisk (e).
- 'Add a Buyer' button (d).
- Icons for switching (+), PVA (PVA), missing info (🚩), and remove (✖) are shown next to the table rows (c, f, g, h).

A key at the bottom explains the icons: PVA = 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.

A 'Cancel Title Application' button is at the bottom left.

9. Once all of the information is correct, click **> Continue**.
 - a. If delinquent ad val was chosen to be paid with the application fees, the **\$ Edit Pay All** button is available if the customer would like to pay them separately.

Total Due: \$292.63

Buyer Information

Ownership Connector: *

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

Primary	Secondary	Customer ID	Customer Name	Delinquency
✓		001625911	AMANDA B WILLIS	None
+	✓	001163687	OR JUSTIN E LEVELL	Paying w/A

Buyer Notary Date: *

Add a Buyer

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

Cancel Title Application

10. Click **Add Lien** if there is 1 or 2 to enter.
 - a. If there is not a lien to enter, click **> Continue** and skip to step 13.

Total Due: \$292.63

Lien Information

Primary Owner County of Residence: OLDHAM

Add Lien 10.

Cancel Title Application

11. Pending or Filed is available from the dropdown menu, depending upon if your User account has permission to File a lien, and if the Primary Owner's County of Residence matches your County.
 - a. The checkboxes give you the choice of fees to charge.
 - b. Enter the necessary information and click **Add**.

12. 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. There can be no more than 2 liens per title.
 - o The order of the liens is important. The lien with the earlier Date Filed will be printed in the first position on the title.
 - c. Click **Continue** when added all liens have been added to the application.

13. The Registration step is skipped because Registration cannot be added until after the title application is approved by MVL.
14. On the Additional Information Page, you may request 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'.
 - 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. Clicking **+** [Add Trade-In](#), will open a box to add the value and Identification #.
 - o The Trade-In Value will be subtracted from the 'Total Purchase Price'.

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

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

15. 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. 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

Total Due: \$314.63

Finalize Title Application

1. Title Action - Rebuilt - Transfer

- The existing title is in a Transferable Status.

2. Vehicle Information

- Required Fields Complete
- Delinquent Taxes Owed and Paying with Application
- County of Dockage Complete
- Motor(s) Information Complete

3. Seller Information

Seller 1 Name and Address Complete

4. Buyer Information

Ownership Connector : OR Ownership Connector Complete

Notary Date Complete

Buyer 1 WILLIS, AMANDA B Required Fields Complete

Master Record Check Complete

No Delinquent Taxes

Ad Valorem Checks Complete

Buyer 2 LEVELL, JUSTIN E Required Fields Complete

Master Record Check Complete

No Delinquent Taxes

Ad Valorem Checks Complete

5. Lien Information

Lien 1 1st Bank Lien Information Complete

6. Registration

7. Additional Information

Additional Information Complete

Cancel Title Application Place On Hold Print Preview Add To Cart

16. a.

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

Print Preview

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

KRS 16A.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)

162390930040	KY	KY0583RP	8YL27960J1	2002	SYLVAN MAR	UNK
Previous Title Number	State	KY #	Hull Identification (HIN)	Year	Make	Model
Pleasure	Open Motor	Fiberglass	Inboard	Propeller	OLDHAM	
Primary Operation (Boat Use)	VesselType	HULL Material	Engine Drive	Propulsion	County of Dockage	
Gas	19, 1	6, 1	8	0		
Fuel	Length (feet, inches)	Beam (feet, inches)	Capacity or Weight Capacity	# of Toilets	Toilet Type	

Section 2: VESSEL ENGINE/MOTOR

MERC	2002	190	1	2009	\$200.00
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 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.

1st Lienholder: **let Bank**, **OLDHAM**
 First Lienholder: **301 Main Street**, Lien County: _____, Second Lienholder: _____, Lien County: _____
 Address: **Simonsville**, **KY**, Address: _____, City: _____, State: _____, Phone #: _____
 City: _____, State: _____, Phone #: _____

17. 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

Section 5: VESSEL TRANSFEREE/OWNER/BUYER SECTION

Name of Transferor/Seller: **NICHOLE YERGEN**, Dealer Number: _____, Name of Transferee/Owner/Buyer: **JUANITA B. BEVILL**, DL/SSN/FED ID# _____

Name of Second Transferor/Seller: _____, Name of Second Transferee/Owner/Buyer: **JUSTIN E. BEVILL**, DL/SSN/FED ID# _____

Mailing Address: **7414 Gatewood Dr**, Mailing Address: **2003 Brewtwick Dr**

Home Address (if different from above): **CRESTWOOD**, **OLDHAM**, **KY**, **40014-9079**, Home Address (if different from above): **LORANGE**, **OLDHAM**, **KY**, **40031-7537**

City: _____, County: _____, State: _____, Zip: _____, City: _____, County: _____, State: _____, Zip: _____

Email address: _____, Phone #: **(502) 386-9507**, Citizenship of Primary Applicant: **CA**, Sex: **U**, Date of Birth: **5/11/1980**

Vessel Sale Price: **\$1,500.00**, Email address: _____, Phone #: _____ (with area code)

Transferor/Seller Signature: _____, Transferee/Owner/Buyer Signature: _____

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

Attesting Official/Notary Signature/Title: _____, 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](#)

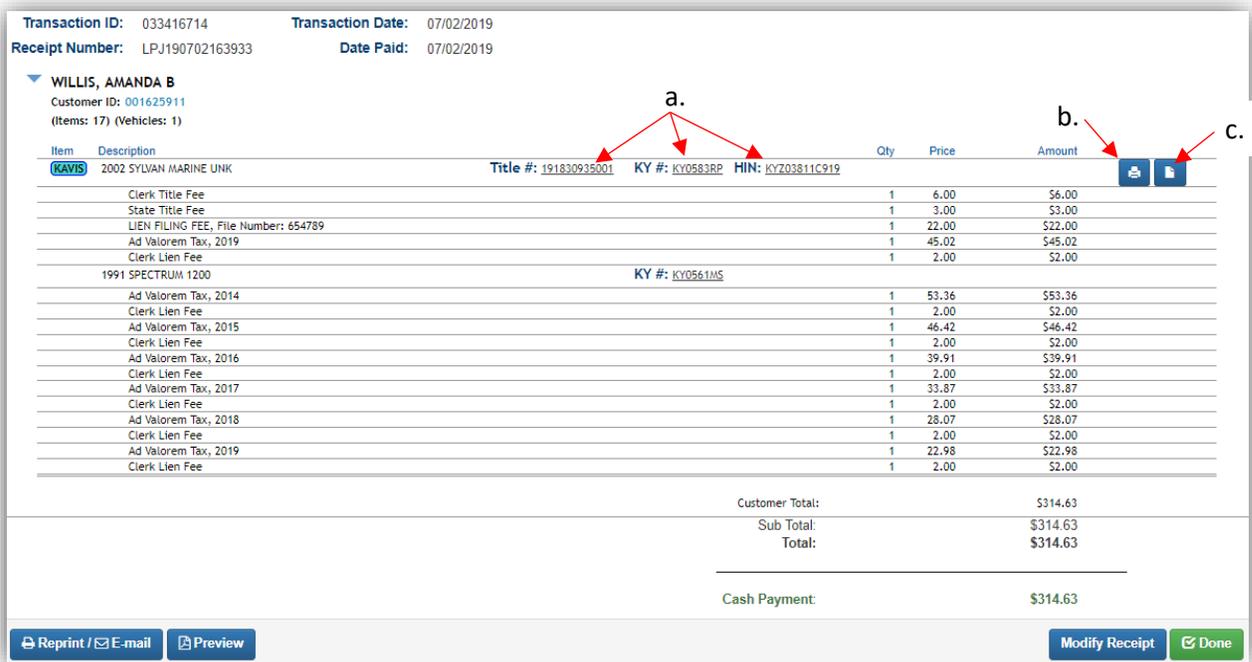
[Cancel Title Application](#) [Place On Hold](#) [Print Preview](#) [Add To Cart](#)

17.

*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.

18. 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: 033416714 Transaction Date: 07/02/2019
 Receipt Number: LPJ190702163933 Date Paid: 07/02/2019

WILLIS, AMANDA B
 Customer ID: 001625911
 (Items: 17) (Vehicles: 1)

Item	Description	Qty	Price	Amount
	2002 SYLVAN MARINE UNK			
	Title #: 191830935001 KY #: KY0583RP HIN: KYZ03811C919			
	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
	Ad Valorem Tax, 2019	1	45.02	\$45.02
	Clerk Lien Fee	1	2.00	\$2.00
	1991 SPECTRUM 1200			
	KY #: KY0561MS			
	Ad Valorem Tax, 2014	1	53.36	\$53.36
	Clerk Lien Fee	1	2.00	\$2.00
	Ad Valorem Tax, 2015	1	46.42	\$46.42
	Clerk Lien Fee	1	2.00	\$2.00
	Ad Valorem Tax, 2016	1	39.91	\$39.91
	Clerk Lien Fee	1	2.00	\$2.00
	Ad Valorem Tax, 2017	1	33.87	\$33.87
	Clerk Lien Fee	1	2.00	\$2.00
	Ad Valorem Tax, 2018	1	28.07	\$28.07
	Clerk Lien Fee	1	2.00	\$2.00
	Ad Valorem Tax, 2019	1	22.98	\$22.98
	Clerk Lien Fee	1	2.00	\$2.00
Customer Total:				\$314.63
Sub Total:				\$314.63
Total:				\$314.63
Cash Payment:				\$314.63

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

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



Vehicle Information

Year: 2002 Make: SYLVAN MARINE Model: UNK
 KY Number: KY0583RP HIN: KYZ03811C919

Update

20. Scan all supporting documentation for the Rebuilt Application for review by MVL with the application documents.

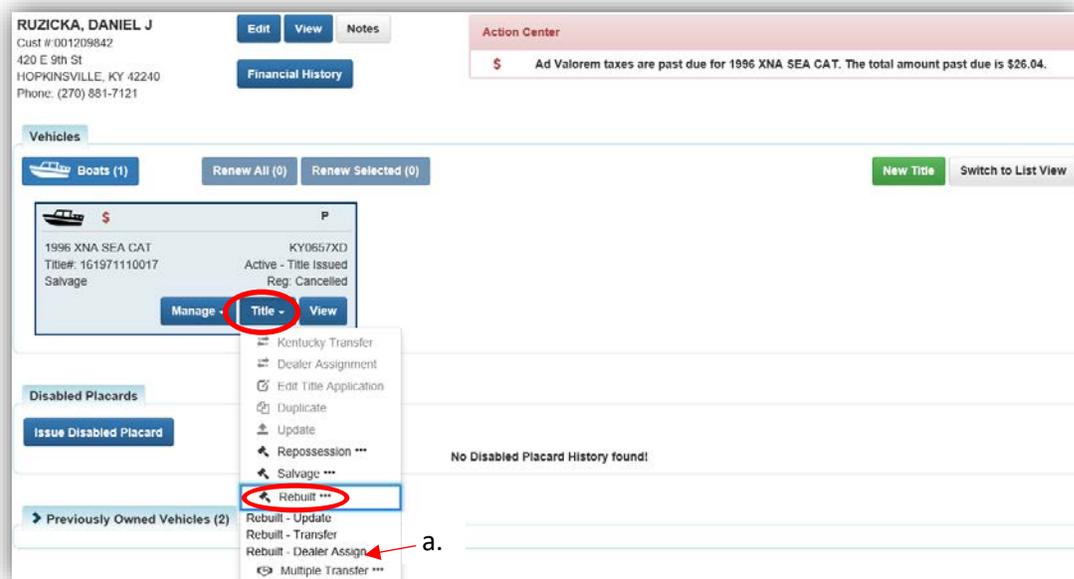
Rebuilt – Dealer Assign

This is how to process a Rebuilt application for a Kentucky Dealer that is taking ownership of a current Kentucky Salvage title.

- If there is delinquent ad valorem due on the boat at the time of the Dealer Assignment, it does not have to be paid in order to process the Dealer Assignment Application. However, the previous Owner/Seller in the transaction is still responsible for the ad valorem on the boat for the years they owned the boat.

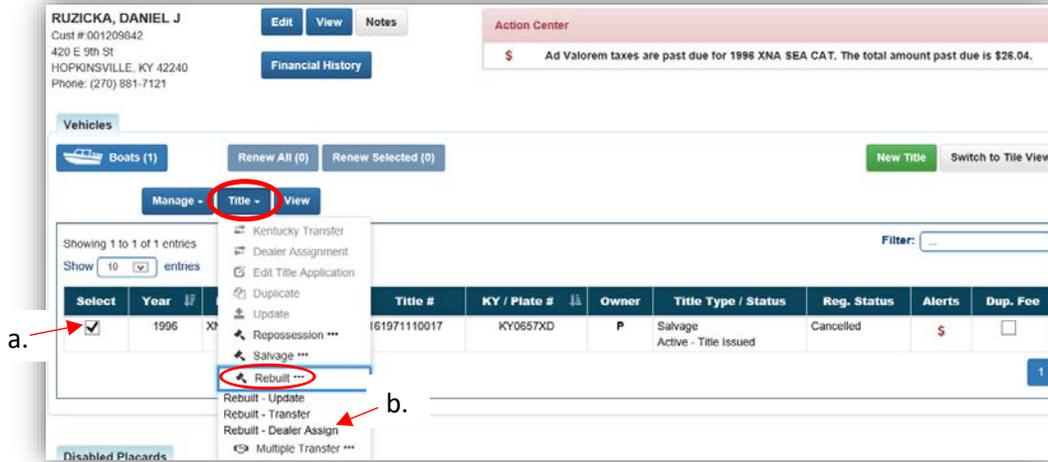
Start with the title that is being transferred, either from the current Owner's Customer Account Page, or from the boat's Vehicle Summary Page.

1. From a **Customer Account Page**, in the tile view, from the **Title** dropdown menu, choose **Rebuilt *****.
 - a. Then from the extended dropdown, choose 'Rebuilt-Dealer Assign'. Continue with Step 4.



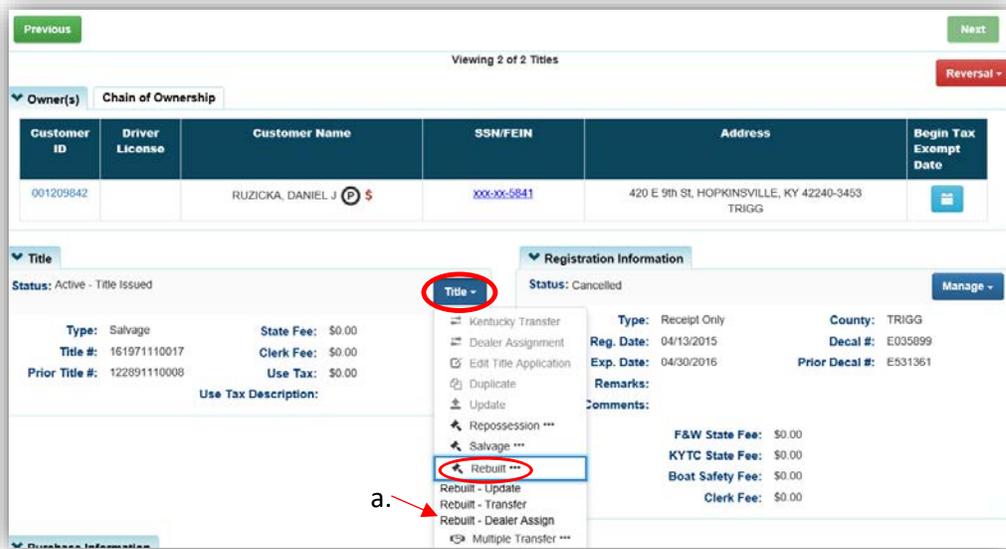
OR

2. From the Customer Account Page, in the list view:
 - a. Select the checkbox next to the correct vehicle.
 - b. From the **Title** dropdown menu choose **Rebuilt *****, then from the extended dropdown choose 'Rebuilt-Dealer Assign'. Continue with Step 4.



OR

3. From the Vehicle Summary Page, in the **Title** dropdown menu choose **Rebuilt *****.
 - a. Then from the extended dropdown, choose 'Rebuilt-Dealer Assign'.



4. Review the Vehicle and Motor Information and click one of the **Continue** buttons.
 - a. Placing the Title Application on hold will save the information to the Seller's Customer Account Page for 60 days.
 - b. If delinquent taxes are due on this boat, they are still owed by the seller, but they do not have to be paid to process a Dealer Assignment (see step 14).
 - c. The Salvage Brand has been checked, if others were chosen when the salvage title was issued, these would also remain checked. The Rebuilt brand is applied to the new title at check out of the title application.
 - d. **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

Place On Hold **Continue** 4.

Total Due: \$8.00

Boat Details

County of Dockage: BOONE * Vehicle has a Situs Address

Year: 1996 * Length Ft: 25 *
 Make: XNA * Length In: 5 *
 Model: SEA CAT * Beam Ft: 8 *
 HIN: KNA55570B696 Beam In: 1 *
 Boat Type: Pontoon * Occupant Capacity: 8
 Hull Material: Fiberglass * Weight Capacity:
 Engine Drive: Outboard * Number of Toilets: 0 *
 Propulsion: Propeller * Toilet Type: Select One...
 Primary Use: Pleasure *
 Brand: Hull Damaged Water Damaged
 Salvage

Motor(s)

+ Add Motor

▼ Motor #1

Year: 2012 * Fuel: Gas * Year of Purchase: * Delete Motor
 Make: YAMA * Serial #: KY0657XD Purchase Amount: 0 * Copy Motor
 Horsepower: 150.0 *

Cancel Title Application **Continue** 4.

5. Add the Seller Notary Date, if applicable, and click **> Continue**.

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 buttons for 'Place On Hold' and '> Continue'. The main content area is titled 'Seller Information' and shows details for 'RUZICKA, DANIEL J', including Seller Name, Customer ID, Email, Phone, and Address. A 'Seller Notary Date' field is present with a red arrow pointing to it and the number '5.' below it. At the bottom left, there is a 'Cancel Title Application' button. The 'Total Due' is listed as \$8.00.

6. Select **Add a Buyer**.

The screenshot shows the progress bar with step 4, 'Buyer Information', highlighted in blue. The 'Add a Buyer' button is highlighted with a red arrow and the number '6.' below it. The 'Total Due' is \$8.00. A 'Cancel Title Application' button is at the bottom left.

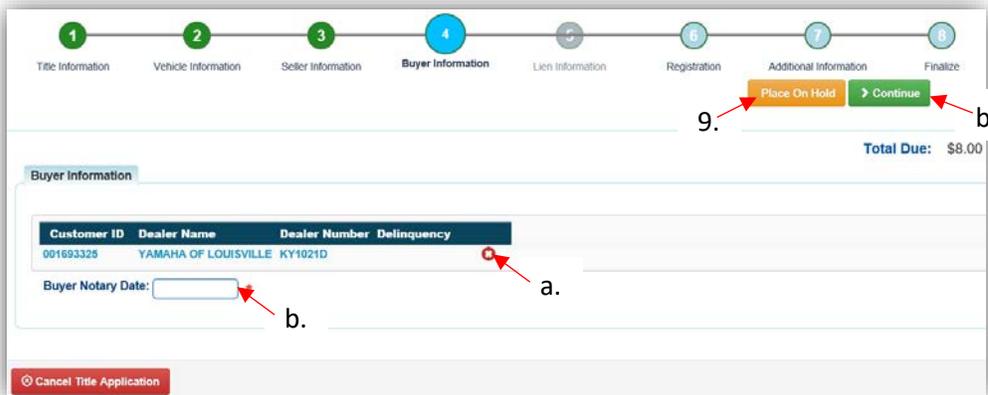
7. Enter the Dealer's info, and click **Search**.

The screenshot shows the progress bar with step 4, 'Buyer Information', highlighted in blue. The 'Search By' dropdown is set to 'Dealer'. There are input fields for 'Dealer', 'Dealer Number', and 'FEIN'. A red arrow points to the 'Search' button with the number '7.' next to it. At the bottom, there are 'Cancel', 'Reset', and 'Search' buttons.

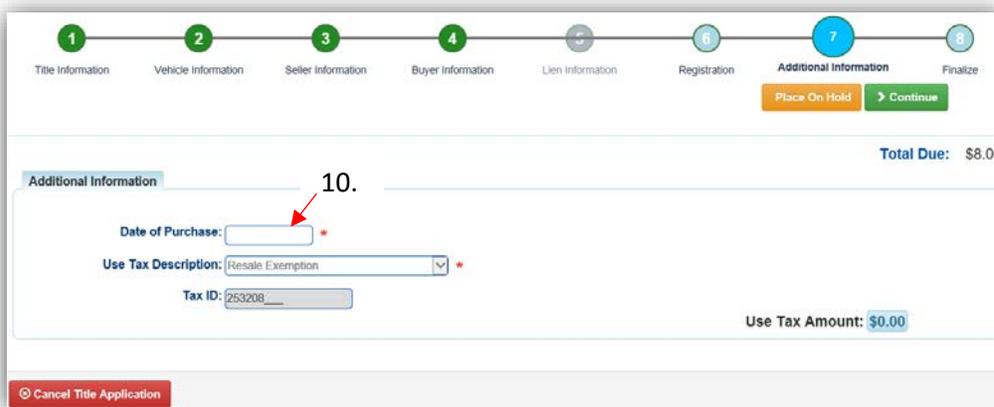
8. From the Search Results, click **Select** next to the correct Dealer's account.
 - a. Click **Display Search Criteria** to search change the search criteria.



9. After the Dealer has been added to the application, placing the it on hold will save the information to both the Seller's and Buyer's Customer Account Pages for 60 days.
 - a. Click **Place On Hold** to remove the specific Buyer from the application.
 - b. Enter the required Buyer Notary Date.



10. On the Purchase Information Page, enter the Date of Purchase and click **Continue**.

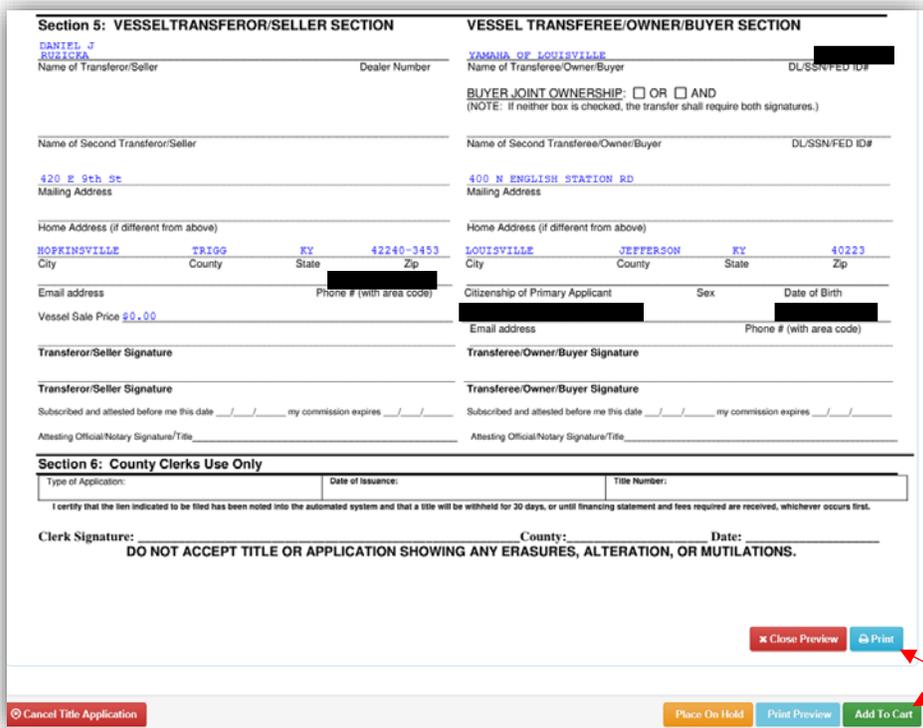


11. The Lien and Registration Steps will be skipped, you cannot add either to a Rebuilt-Dealer Assignment. Registration can be added from the Dealer's Customer Account page.

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

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

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



The screenshot shows a two-column form titled 'Section 5: VESSEL TRANSFEROR/SELLER SECTION' and 'VESSEL TRANSFEEE/OWNER/BUYER SECTION'. The form contains fields for names, addresses, phone numbers, and signatures. At the bottom right of the form, there are two buttons: 'Close Preview' and 'Print'. Below the form, there is a navigation bar with buttons: 'Cancel Title Application', 'Place On Hold', 'Print Preview', and 'Add To Cart'. A red arrow points from the number '14.' to the 'Print' button.

*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.

15. Rebuilt Dealer Assignment Applications will not go directly to Active status like other Dealer Assignment Applications. They will go to the 'For Approval' Application Queue to be reviewed and submitted to MVL.

Select a Date to View: Search Title Number: Clerk Name:

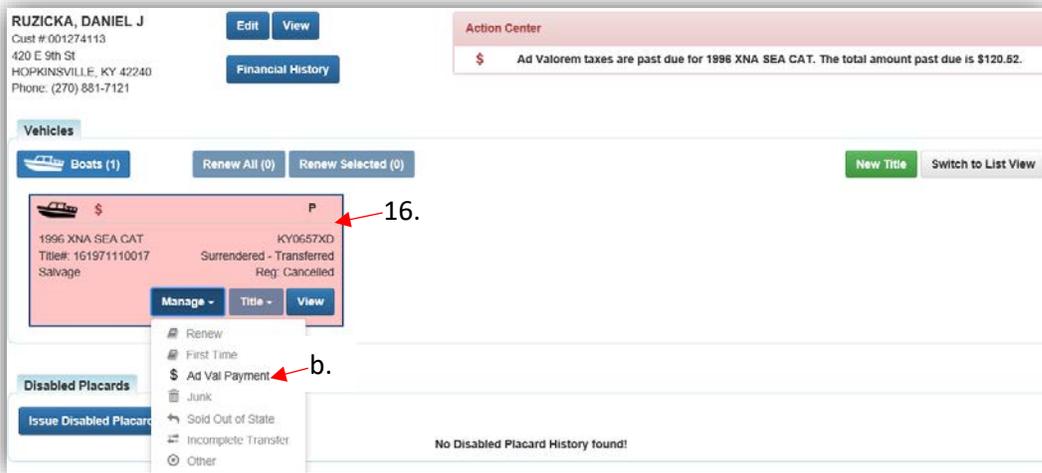
Exclude Suspended Applications:

For Approval Filter:

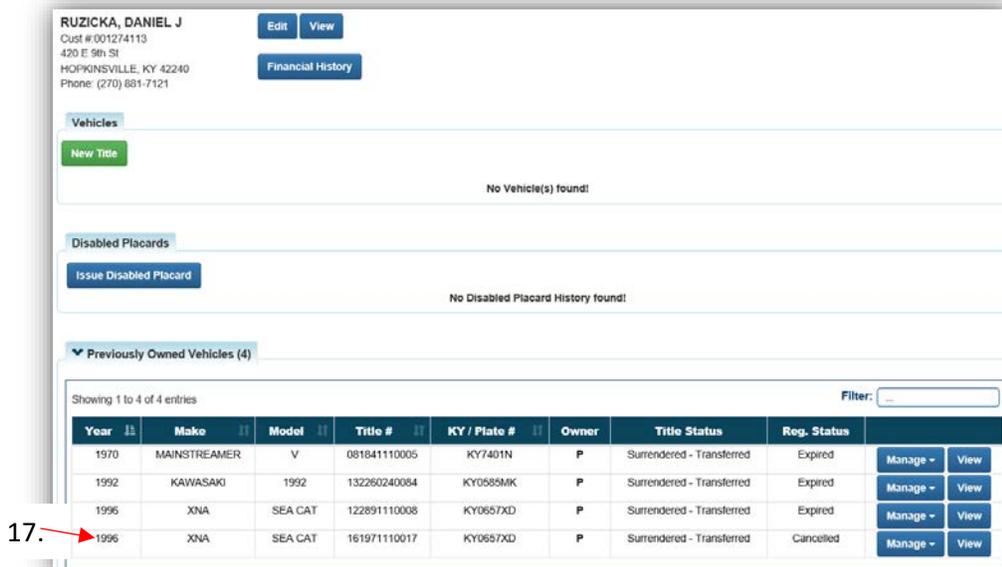
Showing 1 to 1 of 1 entries

Title Number	Title Action	Primary Owner	Clerk Name	Clerk Hold	Sub Location	PODD Documents	Queue Days	Application Status
191841115001	Dealer Assignment	YAMAHA OF LOUISVILLE	kytc\lara.jebesen		TRIGG COUNTY		3	Checkout Complete

16. If there was delinquent ad val due on this boat at the time of the Dealer Assignment, they do not have to be paid in order to process the Dealer Assignment Application. However, the previous Owner/Seller in the transaction is still responsible for paying them for the years they owned the boat.
- The boat tile is pink to alert you that they are not the current owner, however it is still in the section with current vehicles because they still owe ad val on it.
 - In the Manage dropdown, 'Ad Val Payment' is the only option.



17. After the ad valorem is paid, the boat will go to the Previously Owned Vehicles section of the Customer Account Page.



18. Scan all supporting documentation for the Rebuilt Application for review by MVL with the application documents

Multiple Transfer Applications

This functionality is to process multiple Dealer Assignments in one transaction starting with an active KY Title.

- The final Buyer/Owner in the transaction can be either a Dealer, Individual, or Organization.
- All Intermediate Buyers must be KY Dealers.
 - There can be up to 5 Intermediate Buyers per application.
- 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 multi 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.
 - If you need to do a **reversal** of a multiple transfer application, you will have to reverse each title in separate transactions. Each reversal will refund the title and/or registration fees associated with the specific title.
- You will not be able to edit multi transfer applications once they have been checked out from the shopping cart. If there is an error that needs to be corrected, you will need to do as many reversals that are necessary until you are at a title before the error and process the rest correctly.

Multiple Transfer Fees

- If the original title being transferred is NOT a Dealer Assignment, the first Dealer/Buyer will be charged \$8 (\$6 state and \$2 clerk reg fees). Each additional intermediate Dealer/Buyer will be charged a \$6 state reg fee, including the final Dealer/Buyer.
- If the original title being transferred IS a Dealer Assignment, each Dealer/Buyer will be charged a \$6 state reg fee, including the final Dealer/Buyer.
- If the final title is a KY Transfer, there will be a \$9 title fee (\$6 state and \$3 clerk) for the new Owner.

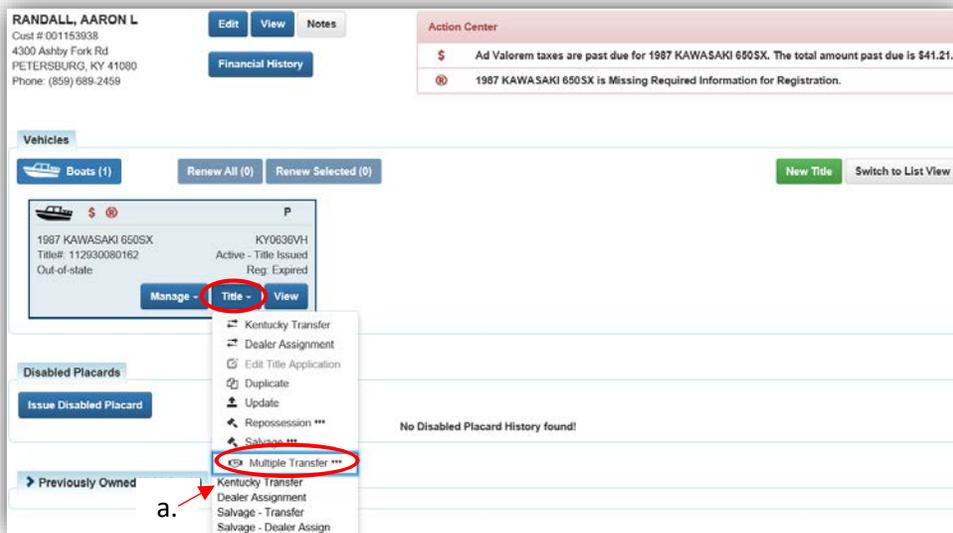
Multiple Transfer - KY Transfer

This is how to process a Kentucky title application that involves multiple Dealers.

- This will result in an Individual or Organization having ownership of the boat.

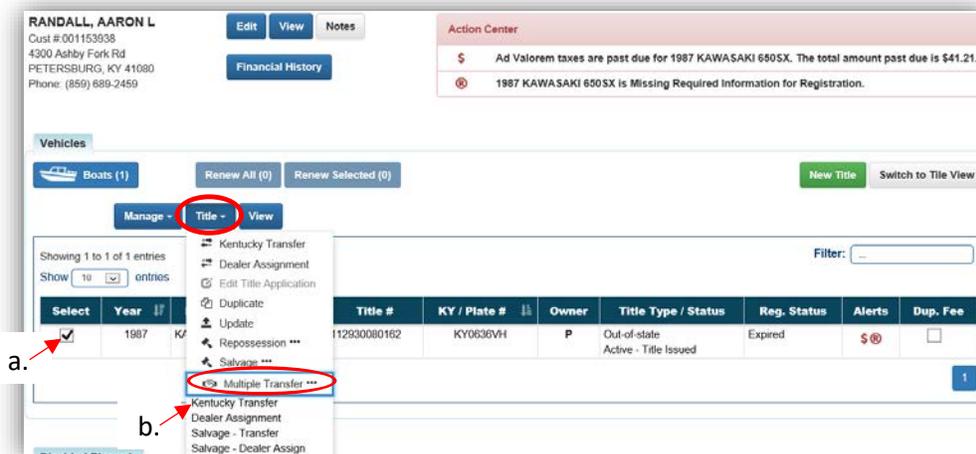
There are 3 ways to get started.

1. From the Owner's Customer Account Page, in the tile view, click the **Title** dropdown and select Multiple Transfer ***.
 - a. From the extended dropdown, choose 'Kentucky Transfer'.



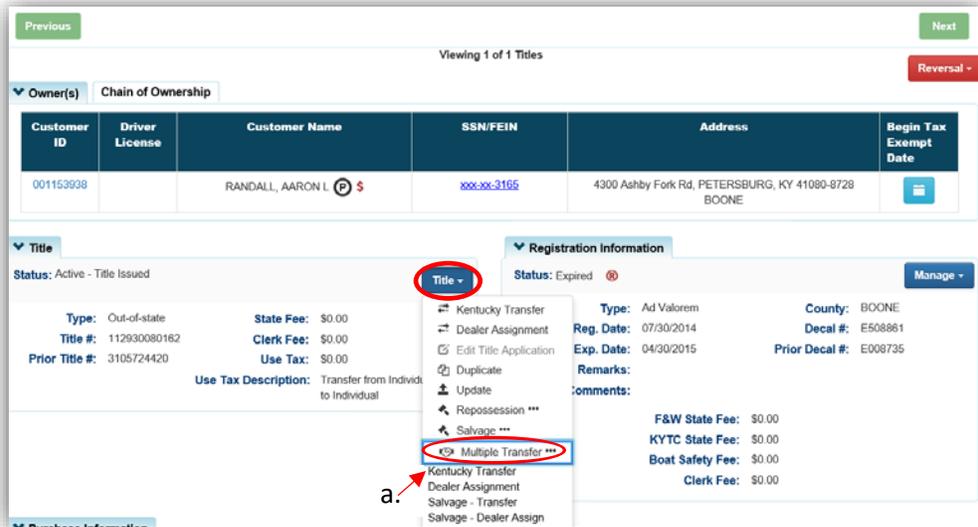
OR

2. From the Owner's Customer Account Page, in the list view.
 - a. Select the checkbox next to the correct vehicle.
 - b. From the **Title** dropdown menu, select Multiple Transfer *** , then from the extended dropdown, choose 'Kentucky Transfer'.



OR

3. From the Vehicle Summary Page, in the **Title** dropdown menu choose  Multiple Transfer ***.
 - a. Then from the extended dropdown, choose 'Kentucky Transfer'.



The screenshot displays a web application interface for vehicle title management. At the top, there are navigation buttons for 'Previous' and 'Next', and a 'Reversal' button. The main content area is divided into several sections: 'Owner(s)', 'Chain of Ownership', 'Title', and 'Registration Information'. The 'Chain of Ownership' section contains a table with columns for Customer ID, Driver License, Customer Name, SSN/FEIN, Address, and Begin Tax Exempt Date. The 'Title' section shows the current title status as 'Active - Title Issued' and includes a dropdown menu for 'Title'. The 'Registration Information' section shows the title status as 'Expired' and includes fields for Type, Reg. Date, Exp. Date, County, Decal #, and Prior Decal #. A red circle highlights the 'Title' dropdown menu, and a red arrow points to the 'Multiple Transfer ***' option in the extended dropdown menu.

Customer ID	Driver License	Customer Name	SSN/FEIN	Address	Begin Tax Exempt Date
001153938		RANDALL, AARON L. P	xxx-xx-3165	4300 Ashby Fork Rd, PETERSBURG, KY 41080-8728 BOONE	

Title dropdown menu options:

- Kentucky Transfer
- Dealer Assignment
- Edit Title Application
- Duplicate
- Update
- Repossession ***
- Salvage ***
- Multiple Transfer *****
- Kentucky Transfer
- Dealer Assignment
- Salvage - Transfer
- Salvage - Dealer Assign

4. Review the Vehicle and Motor Information and click either of the **Continue** 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. A County of Dockage must be selected, this is where the boat will be physically stored/docked.
 - d. If the boat does not have a HIN, or has an invalid HIN, a State-Issued HIN can be requested and KAVIS will create it after checking out/finalizing the application.
 - o Include all required HIN application documents with the other documents scanned into PODD.
 - 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

Place On Hold **Continue** 4.

Total Due: \$9.00 b.

Boat Details

County of Dockage: * c.

Vehicle has a Situs Address

Year: * Make: *

Model: * HIN: *

Boat Type: * Request State-Issued HIN d.

Engine Drive: * Hull Material: *

Length Ft: * Propulsion: *

Beam Ft: * Length In: *

Occupant Capacity: * Beam In: *

Number of Toilets: * Weight Capacity: * Toilet Type: *

Primary Use: * Brand: Hull Damaged

Motor(s)

Motor #1

Year: * Make: * Horsepower: *

Fuel: * Serial #: * Year of Purchase: *

Purchase Amount: *

Continue 4.

Cancel Title Application e.

2. Add the Seller Notary Date, if applicable.
 - a. Select the checkbox if the Seller is to remain on the title.
 - b. Click **> Continue**.

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

▼ RANDALL, AARON L

Seller Name: RANDALL, AARON L
 Customer ID: 001153938
 Email:
 Phone:
 Address: 4300 Ashby Fork Rd
 PETERSBURG, KY 41080-8728
 BOONE

Seller is Buyer

Seller Notary Date:

Cancel Title Application

3. 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.

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

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

Intermediate Buyer Information

Add a Buyer

Buyer Information

Add a Buyer

Cancel Title Application

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

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

Search By: Dealer

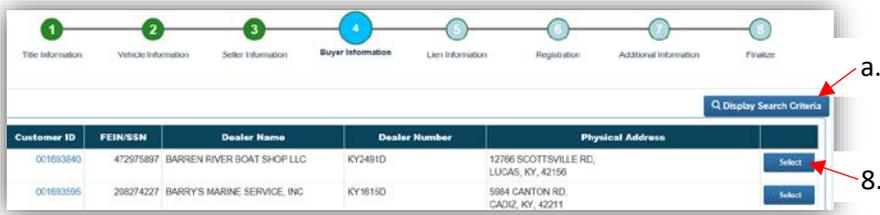
Dealer:

Dealer Number:

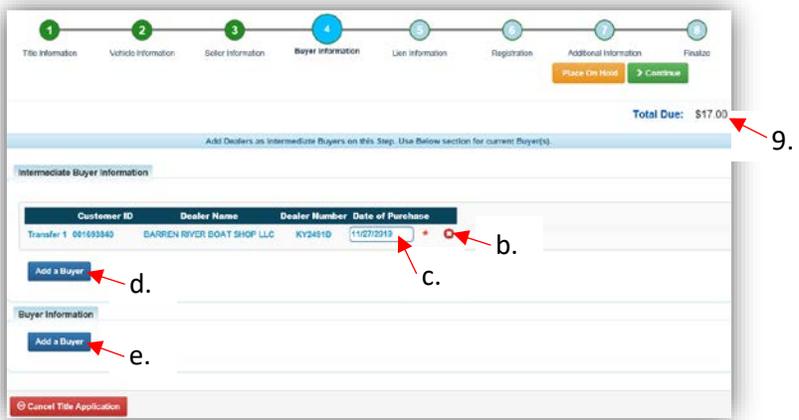
FEIN:

Cancel Reset Search

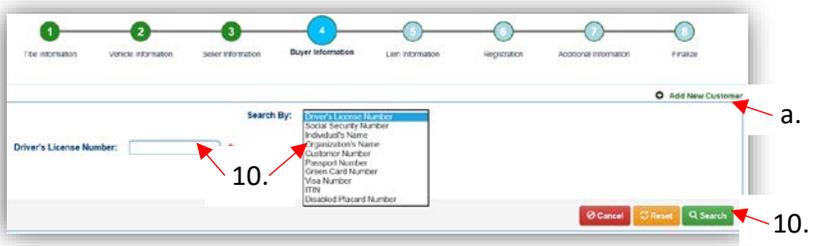
5. From the Search Results, click **Select** next to the correct Dealer's account.
 - a. Click **Display Search Criteria** to change the search requirements.



6. If the title being transferred is NOT Dealer Assigned, the first Dealer will be charged \$8. Each additional Dealer will be another \$6.
 - a. If the title being transferred is a Dealer Assigned title, each Dealer will be charged \$6.
 - b. Click  to remove the specific Buyer from the application.
 - c. Adjust the Date of Purchase if necessary.
 - d. Add all other Intermediate Buyers.
 - e. Add the final Buyer.
 - o This is a KY Transfer, so it must be either an Individual or Organization.



7. If the final Buyer is an Individual, scan a Driver's License or enter the information and click **Search**.
 - a. If they are not currently a KAVIS customer, add them by clicking **Add New Customer**.



8. On the Buyer Information Page, click **Continue** when all Buyers have been added.
 - a. Adjust the Date of Purchase if it needs to be altered.
 - b. An ownership connector (and/or) is required when there are 2 or more Buyers.
 - c. The positions of the owners can be switched by clicking **+**.
 - d. Add additional Buyers if necessary (only the first 2 will be printed on the title).
 - e. Enter the required Buyer Notary Date.
 - f. **!** appears next to a customer if their Customer Account page is missing required information.
 - o Click the icon and add the missing information.
 - g. Remove a Buyer from the application by clicking **✖**.
 - h. Placing the Title Application on hold at this point will save the application to both the Seller's and final Buyer's Customer Account Pages for 60 days.

11.

h.

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	12/02/2019
Transfer 2 001693845	3RD CHANCE AUTO SALES, LLC	KY2496D	12/02/2019

Add a Buyer

Buyer Information

Ownership Connector: Select One...

Primary	Secondary	Customer ID	Customer Name
✓		001442381	EVA COVEY
+	✓	001558676	ERIC E THESING

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

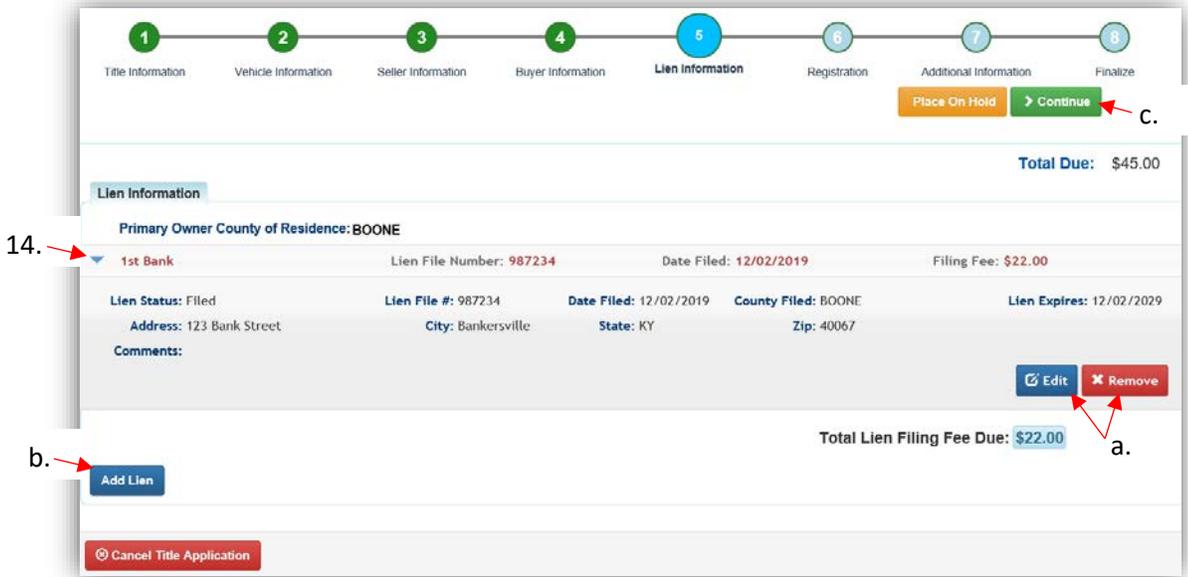
9. Click **Add Lien** if there is one to enter.
 - a. If there is not a lien, click **> Continue** and skip to step 15.

The screenshot shows a progress bar at the top with steps 1 through 8. Step 5, 'Lien Information', is currently selected and highlighted in blue. Below the progress bar, there are buttons for 'Place On Hold' and '> Continue'. An arrow labeled 'a.' points to the '> Continue' button. Below this, the 'Lien Information' section is visible, showing 'Primary Owner County of Residence: BOONE'. At the bottom left of this section, there is a blue 'Add Lien' button with an arrow labeled '12.' pointing to it. At the bottom right, there is a red 'Cancel Title Application' button. The 'Total Due' is listed as \$23.00.

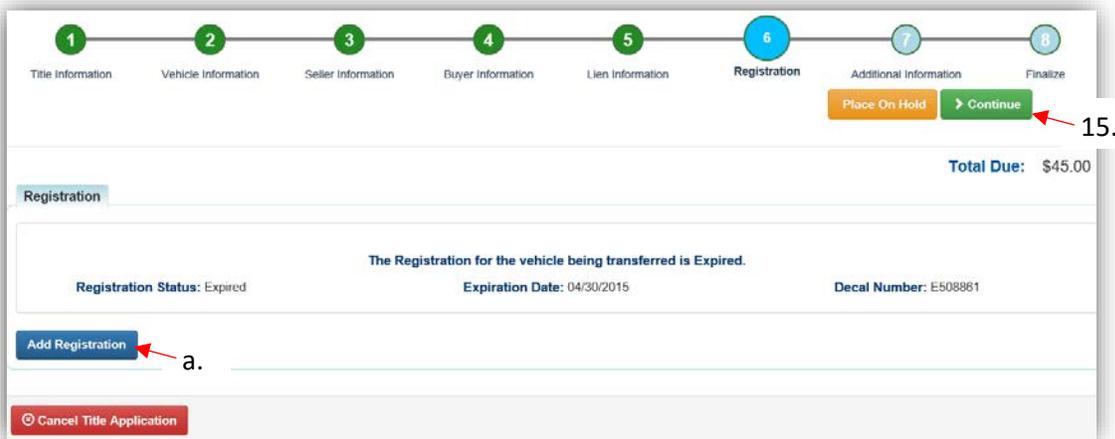
10. If there is a lien to enter, select 'Pending' or 'Filed' from the dropdown menu.
 - a. Enter the necessary information, and click **+ Add**.
 - b. The checkboxes give options of fees to charge.

This screenshot shows the 'Lien Information' form in detail. The progress bar at the top still has step 5 highlighted. The form fields include: 'Lien Status' (dropdown menu with 'Pending' and 'Filed' options), 'Date Filed' (text input), 'County Filed' (dropdown menu with 'BOONE' selected), 'Lienholder Name' (text input), 'Lien File Number' (text input), 'Address' (text input), 'City' (text input), 'State' (dropdown menu with 'Kentucky' selected), and 'Zip' (text input). There is a 'Comments' text area. Below the form, there are two checkboxes: 'Do not charge Lien Filing Fee' and 'Charge Late Lien Filing Fee (\$2.00)'. An arrow labeled 'c.' points to the 'Charge Late Lien Filing Fee' checkbox. The 'Lien Filing Fee' is shown as \$22.00. At the bottom right, there are 'Cancel' and '+ Add' buttons. An arrow labeled 'a.' points to the '+ Add' button. A red 'Cancel Title Application' button is at the bottom left. The 'Total Due' is \$23.00.

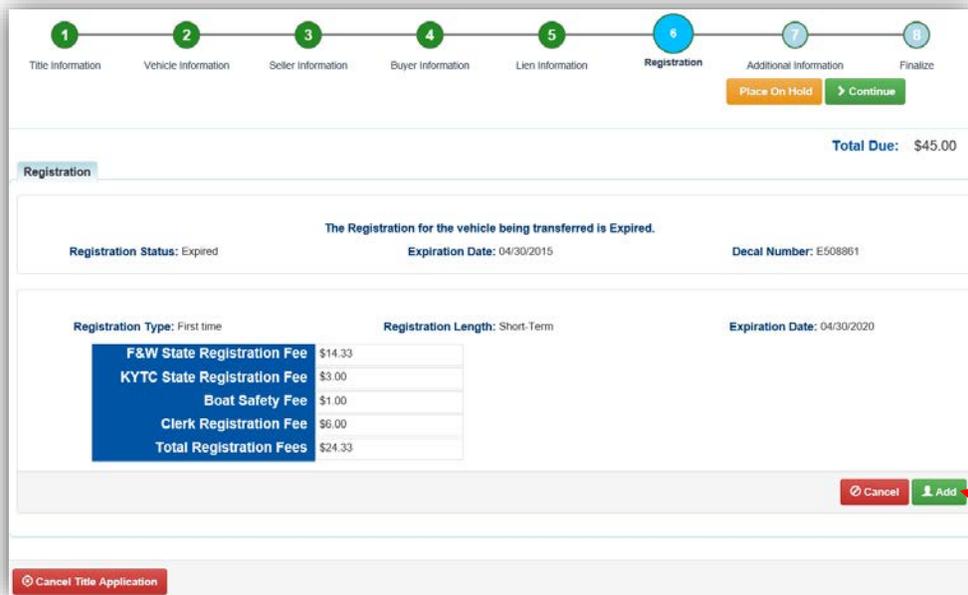
11. Click the  next to the bank name to view the information entered.
 - a. Return to this step at any time to edit or remove the lien.
 - b. There can be no more than 2 liens per title.
 - o The order of the liens is important. The lien with the earlier Filed Date is given priority.
 - c. Click [Continue](#) when all liens have been added to the title.



12. If the boat does not have a current registration and the Buyer(s) do not wish to register it or if the current active registration will be transferred to the new owners, click [Continue](#) and continue with step 18.
 - a. If registration is to be added, click [Add Registration](#).



13. Click  to add it to the 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: \$45.00

Registration

The Registration for the vehicle being transferred is Expired.

Registration Status: Expired Expiration Date: 04/30/2015 Decal Number: E508861

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

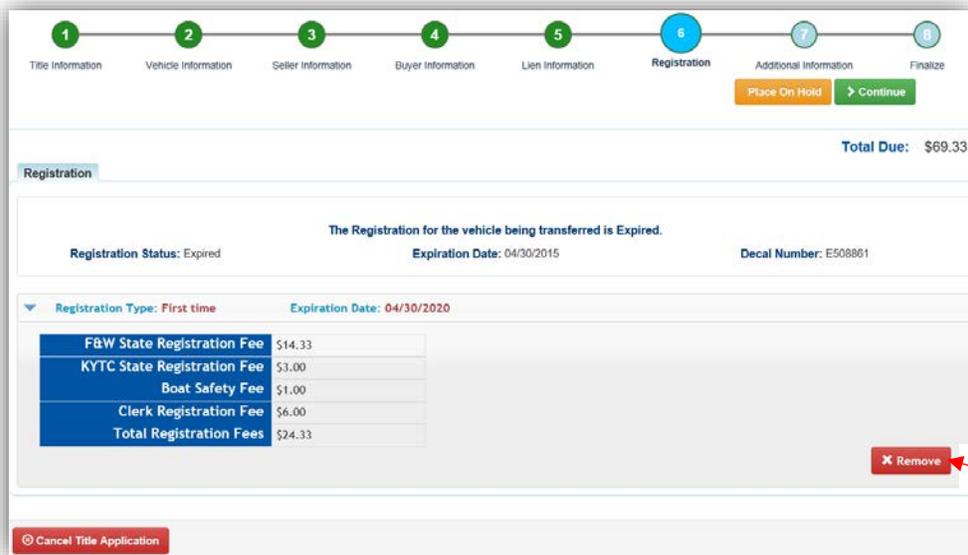
F&W State Registration Fee	\$14.33
KYTC State Registration Fee	\$3.00
Boat Safety Fee	\$1.00
Clerk Registration Fee	\$6.00
Total Registration Fees	\$24.33

Cancel Add

Cancel Title Application

16.

14. Return to this step to remove the registration if necessary.



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: \$69.33

Registration

The Registration for the vehicle being transferred is Expired.

Registration Status: Expired Expiration Date: 04/30/2015 Decal Number: E508861

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

F&W State Registration Fee	\$14.33
KYTC State Registration Fee	\$3.00
Boat Safety Fee	\$1.00
Clerk Registration Fee	\$6.00
Total Registration Fees	\$24.33

Remove

Cancel Title Application

17.

15. On the Additional Information Page, extra review by MVL can be requested. 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.
 - Clicking **+** [Add Trade-In](#) will open a box to add the value and Identification #.
 - The Trade-In Value will be subtracted from the 'Total Purchase Price'.

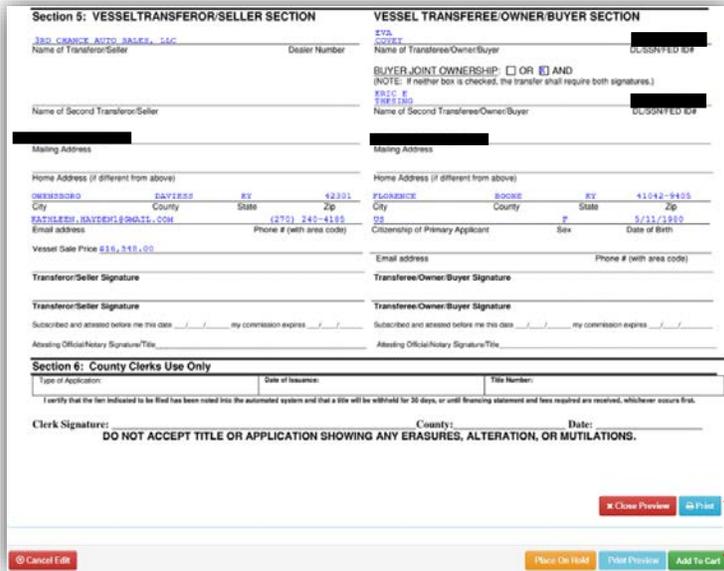
- The Use Tax Description has several options, the following require additional info:
 - The Resale Exemption required the Tax ID:

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

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

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

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

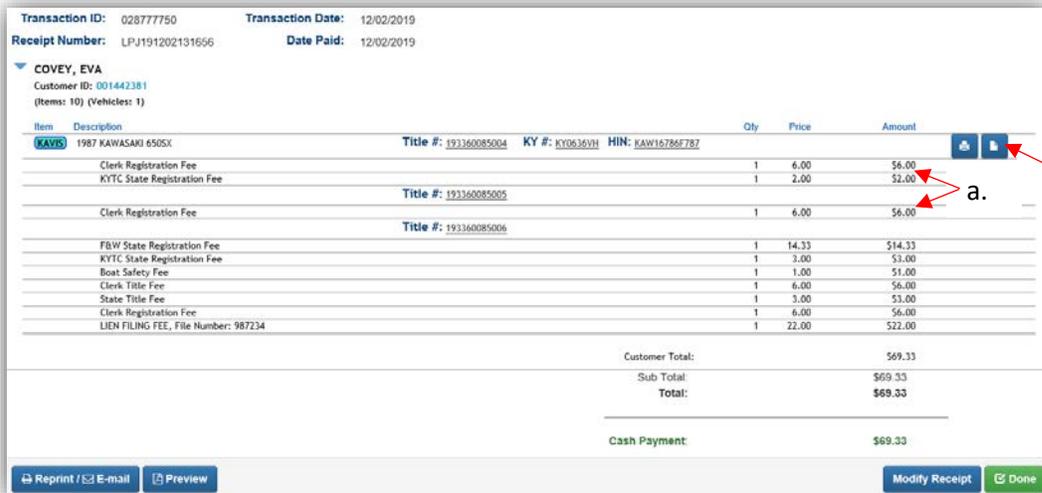


The screenshot shows a form with two main sections: 'VESSEL TRANSFEROR/SELLER SECTION' and 'VESSEL TRANSFEREE/OWNER/BUYER SECTION'. It includes fields for names, addresses, and signatures. At the bottom right, there are buttons for 'Print' and 'Add To Cart', which are highlighted with red arrows and labeled '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.

19. The application can also be printed from the Transaction Summary.

- a. This example did not start with a dealer assignment, so the first intermediate buyer/dealer is \$8 and the second is \$6.



The screenshot shows a transaction summary for customer COVEY, EVA. It includes a table of items with columns for Item, Description, Title #, KY #, HIN, Qty, Price, and Amount. A 'Print' button is highlighted with a red arrow and labeled '22.'.

Item	Description	Title #	KY #	HIN	Qty	Price	Amount
KAWASAKI	1987 KAWASAKI 650SX	193360085004	KY #: KY06360VH	HIN: KAW16786F787			
	Clerk Registration Fee				1	6.00	\$6.00
	KYTC State Registration Fee				1	2.00	\$2.00
	Clerk Registration Fee	193360085005			1	6.00	\$6.00
	F&W State Registration Fee				1	14.33	\$14.33
	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: 987234				1	22.00	\$22.00
Customer Total:							\$69.33
Sub Total:							\$69.33
Total:							\$69.33
Cash Payment:							\$69.33

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

Vehicle Information Update

Year: 1987 **Make:** KAWASAKI **Model:** 650SX
KY Number: KY0636VH **HIN:** KAW16786F787

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

Viewing 4 of 4 Titles

Reversal ▾

Owner(s) **Chain of Ownership**

Seq.	Title Number	Primary Owner	Address	Title Status	Issue Date	Last Action Date
4	193360085006	COVEY, EVA	223 Surfwood Dr, FLORENCE, KY 41042	Application		12/02/2019
3	193360085005	3RD CHANCE AUTO SALES, LLC	1411 W 4TH ST, OWENSBORO, KY 42301 Attn: KATHLEEN HAYDEN McFADDEN	Surrendered - Transferred	12/02/2019	12/02/2019
2	193360085004	BARREN RIVER BOAT SHOP LLC	12766 SCOTTSVILLE RD, LUCAS, KY 42156 Attn: SCOTT TAYLOR	Surrendered - Transferred	12/02/2019	12/02/2019
1	112930080162	RANDALL, AARON L	4300 Ashby Fork Rd, PETERSBURG, KY 41080	Surrendered - Transferred	10/31/2011	12/02/2019

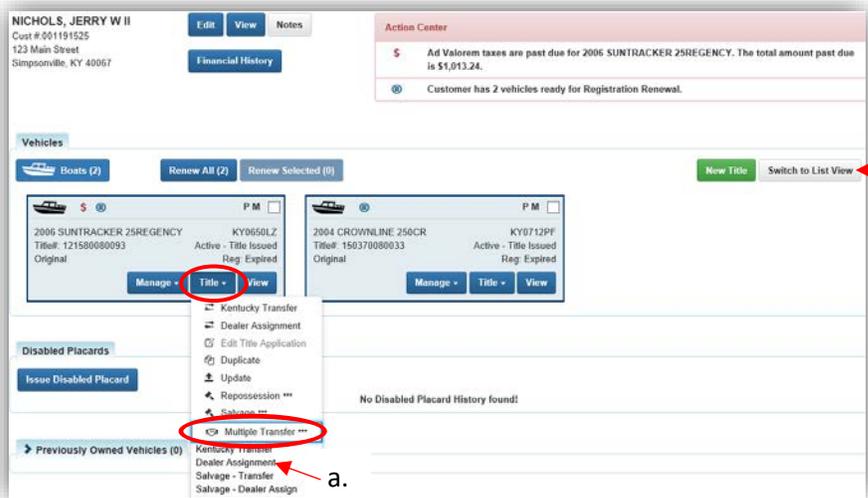
Multiple Transfer - Dealer Assignment

This is how to process a Kentucky title application that involves multiple Dealers.

- This will result in a Kentucky Dealer having ownership of the boat.
- Dealer Assignment applications will bypass the Title Application Queue and go directly to having an active title status.

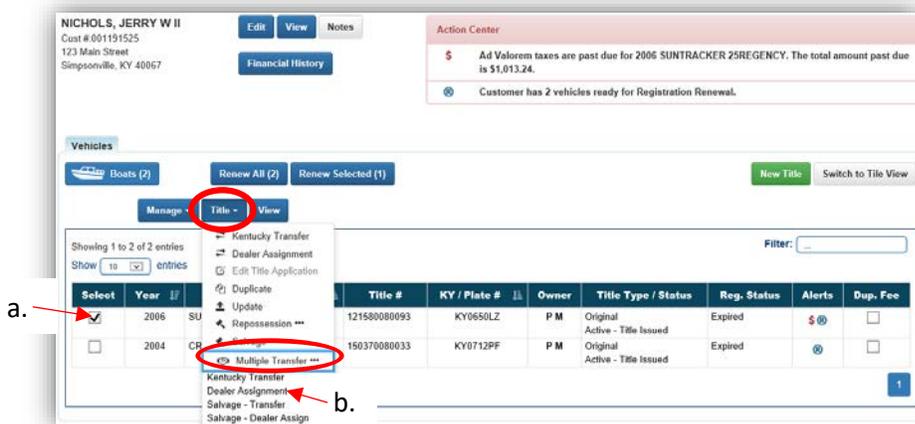
There are 3 ways to get started:

1. From the Owner's Customer Account Page, in the tile view, click the **Title** dropdown and select Multiple Transfer ***.
 - a. Then from the extended dropdown, choose 'Dealer Assignment'.



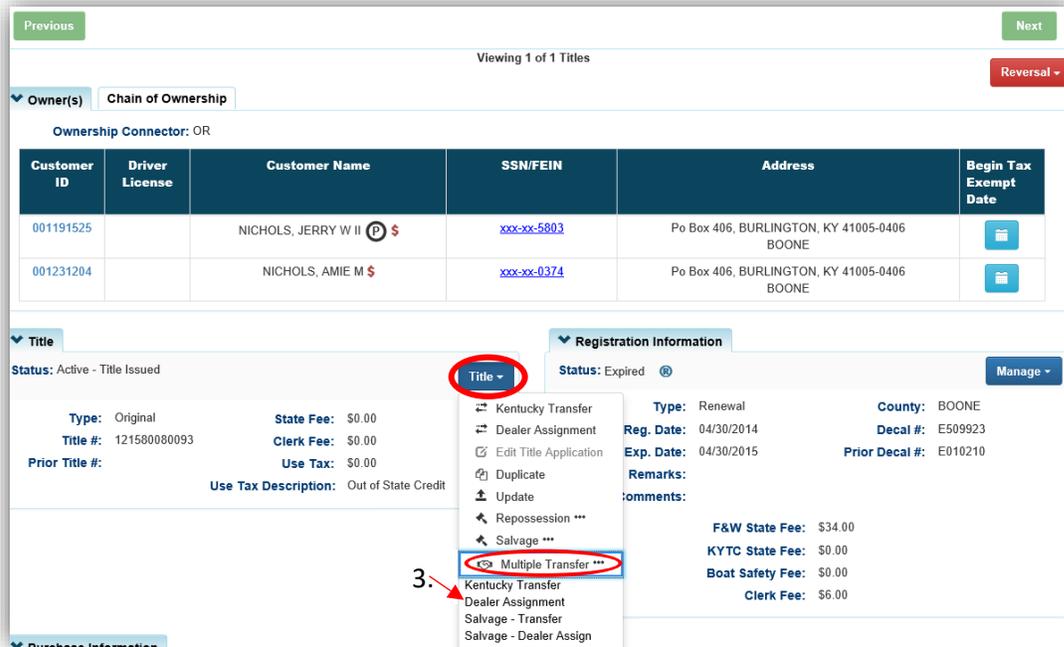
OR

2. From the Owner's Customer Account Page, in the list view.
 - a. Select the checkbox next to the correct vehicle.
 - b. From the **Title** dropdown menu, select Multiple Transfer *** , then from the extended dropdown, choose 'Dealer Assignment'.



OR

3. From the Vehicle Summary Page, in the **Title** dropdown menu choose  Multiple Transfer ***.
 - a. Then from the extended dropdown, choose 'Dealer Assignment'.



The screenshot displays a web interface for managing vehicle titles. At the top, there are navigation buttons for 'Previous' and 'Next', and a 'Reversal' button. The main content area is divided into several sections:

- Owner(s) Chain of Ownership:** A table showing ownership history for two customers: JERRY W II NICHOLS and AMIE M NICHOLS, both located in Boone, KY.
- Title:** A section with a dropdown menu currently set to 'Title'. The dropdown is open, showing options like 'Kentucky Transfer', 'Dealer Assignment', and 'Multiple Transfer ***'. The 'Multiple Transfer ***' option is highlighted with a red box and a red arrow labeled '3.'. Other options include 'Kentucky Transfer', 'Dealer Assignment', 'Salvage - Transfer', and 'Salvage - Dealer Assign'.
- Registration Information:** A section showing details for a 'Renewal' title, including registration and expiration dates, and various fees.

4. Review the Vehicle and Motor Information and click one of the **> Continue** 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 Dealer Assignment, the starting fee is the final state registration fee (\$6).
 - c. A County of Dockage must be selected, this is where the boat will be physically stored/docked.
 - d. **⊗ 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

a. **Place On Hold** **> Continue** 4.

Total Due: \$6.00 b.

Boat Details

County of Dockage: BOONE * c.

Vehicle has a Situs Address

Year: 2006 * Make: SUNTRACKER *
 Model: 25REGENCY * HIN: BUJ068J506
 Request State-Issued HIN

Boat Type: Pontoon * Hull Material: Aluminum *
 Engine Drive: Stern Drive * Propulsion: Propeller *
 Length Ft: 25 * Length In: 1 *
 Beam Ft: 8 * Beam In: 1 *
 Occupant Capacity: 14 Weight Capacity: *
 Number of Toilets: 0 * Toilet Type: Select One...
 Primary Use: Pleasure * Brand: Hail Damaged

Motor(s)

+ Add Motor

▼ Motor #1

Year: 2006 * Make: MERC * Horsepower: 135.0 *
 Fuel: Gas * Serial #: 0W372190 Year of Purchase: *
 Purchase Amount: 0 *

> Continue 4.

e. **⊗ Cancel Title Application**

5. Add the Seller Notary Date, if applicable, and click **Continue**.

The screenshot shows a multi-step process with steps 1 through 8. Step 3, 'Seller Information', is the active step. The progress bar at the top shows steps 1, 2, 3, 4, 5, 6, 7, and 8. Below the progress bar, there are buttons for 'Place On Hold' and 'Continue'. The 'Continue' button is circled in red. The main content area is titled 'Seller Information' and includes a 'Connector' dropdown menu set to 'OR'. There are two sections for seller information: 'NICHOLS, JERRY W II' and 'NICHOLS, AMIE M'. Each section lists 'Seller Name', 'Customer ID', 'Email', 'Phone', and 'Address'. At the bottom of the seller information section, there is a 'Seller Notary Date' field with a red arrow pointing to it and the number '5.' next to it. A 'Cancel Title Application' button is located at the bottom left of the form.

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

The screenshot shows the same multi-step process, but now step 4, 'Buyer Information', is the active step. The progress bar at the top shows steps 1, 2, 3, 4, 5, 6, 7, and 8. Below the progress bar, there are buttons for 'Place On Hold' and 'Continue'. The main content area is titled 'Buyer Information' and includes a section for 'Intermediate Buyer Information' and a section for 'Buyer Information'. Both sections have an 'Add a Buyer' button. A red arrow points to the 'Add a Buyer' button in the 'Intermediate Buyer Information' section, with the number '6.' next to it. A 'Cancel Title Application' button is located at the bottom left of the form.

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

8. From the Search Results, click **Select** next to the correct Dealer's account.
 a. Click **Display Search Criteria** to search change the search criteria.

Customer ID	FEIN/SSN	Dealer Name	Dealer Number	Physical Address
001693640	472975897	BARREN RIVER BOAT SHOP LLC	KY2491D	12766 SCOTTSVILLE RD, LUCAS, KY, 42156
001693595	208274227	BARRY'S MARINE SERVICE, INC	KY1615D	5984 CANTON RD, CADIZ, KY, 42211

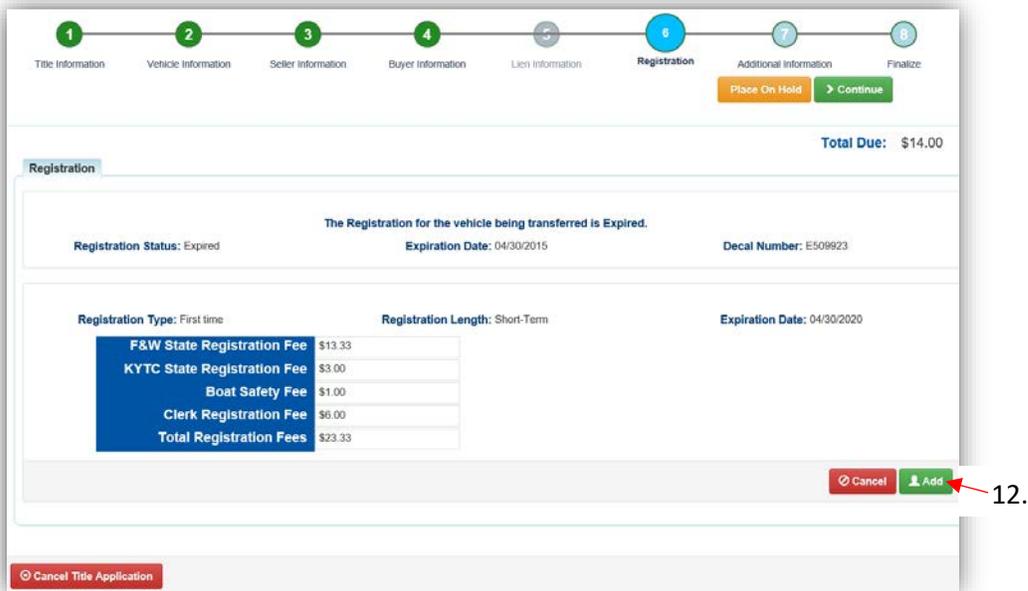
9. If the title being transferring is NOT Dealer Assigned, the first Dealer will be charged \$8. Each additional Dealer will be an additional \$6.
- If the title being transferred is a Dealer Assigned title, each Dealer will be charged \$6.
 - Click to remove the specific Buyer from the application.
 - Adjust the Date of Purchase if it needs to be altered.
 - Add any other Intermediate Buyers.
 - Add the final Buyer.
 - This is a Dealer Assignment, so it must be a Dealer.

Customer ID	Dealer Name	Dealer Number	Date of Purchase
Transfer 1 001593721	HOPKINSVILLE MARINE	KY1877D	12/02/2019
Transfer 2 001593640	BARREN RIVER BOAT SHOP LLC	KY2491D	12/02/2019

10. After adding the final Dealer to the application, enter the required Buyer Notary Date.
 - a. Placing the Title Application on hold at this point will save the application to both the Seller's and the final Buyer's Customer Account Pages for 60 days.
 - b. Remove a specific Buyer from the application by clicking .
 - c. Once all Buyers have been added to the application, click  to go to the next step.

11. If the boat does not have a current registration and the Buyer(s) do not wish to register it or if the current active registration will be transferred to the new owners, click  and continue with step 14.
 - a. If registration is to be added, click .

12. Click  Add to add it to the application.

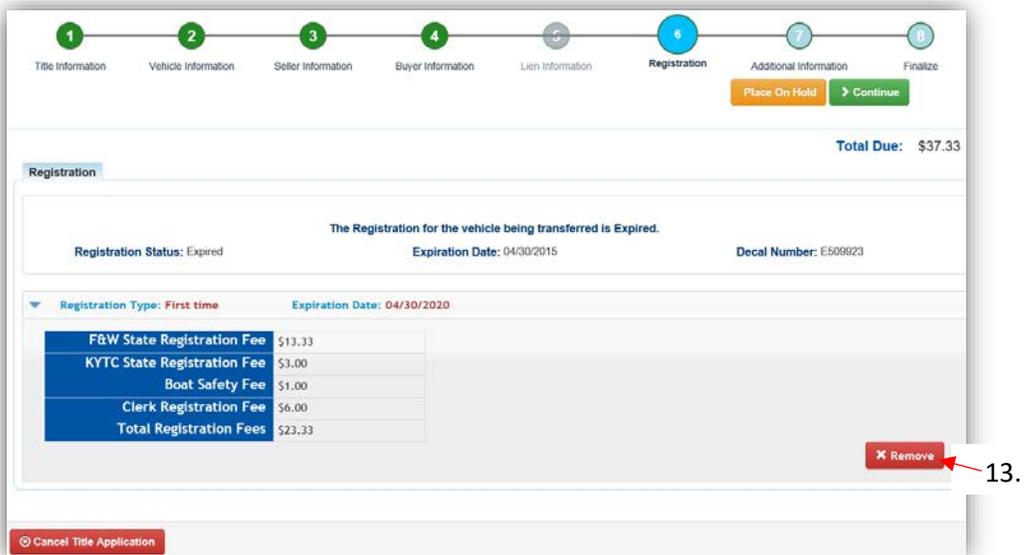


The screenshot shows a multi-step process for vehicle registration. The current step is 'Registration', which is highlighted in blue. The process flow includes: 1. Title Information, 2. Vehicle Information, 3. Seller Information, 4. Buyer Information, 5. Lien Information, 6. Registration (current), 7. Additional Information, and 8. Finalize. A 'Total Due' of \$14.00 is displayed. The registration status is 'Expired' with an expiration date of 04/30/2015 and a decal number of E509923. The registration type is 'First time' and the length is 'Short-Term' with an expiration date of 04/30/2020. A table lists the following fees:

F&W State Registration Fee	\$13.33
KYTC State Registration Fee	\$3.00
Boat Safety Fee	\$1.00
Clerk Registration Fee	\$6.00
Total Registration Fees	\$23.33

At the bottom right, there are 'Cancel' and 'Add' buttons. A red arrow points to the 'Add' button with the number 12.

13. Return to this step to remove the registration if necessary.



This screenshot is identical to the previous one, showing the 'Registration' step with a 'Total Due' of \$37.33. The fee table is the same. In this view, a red arrow points to the 'Remove' button at the bottom right with the number 13.

14. 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. 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** 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.

16. After checking out from the Shopping Cart, the Chain of Ownership tab at the top of the new Vehicle Summary Page will include all of the Dealers from the transfer.
- Dealer Assignment Applications will not go to the Application Queue. They will go directly to an Active Title after successfully passing the NCIC theft check.

16.

Viewing 4 of 4 Titles

Owner(s) Chain of Ownership

Seq.	Title Number	Primary Owner	Address	Title Status	Issue Date	Last Action Date
4	193540085012	BARRY'S MARINE SERVICE, INC	5984 CANTON RD, CADIZ, KY 42211 Attn: BARRY BLANE	Active - Dealer Assignment	12/20/2019	12/20/2019
3	193540085011	HOPKINSVILLE MARINE	442 NORTH DRIVE, HOPKINSVILLE, KY 42240 Attn: BILLY PALMER	Surrendered - Transferred	12/20/2019	12/20/2019
2	193540085010	BARREN RIVER BOAT SHOP LLC	12766 SCOTTSVILLE RD, LUCAS, KY 42156 Attn: SCOTT TAYLOR	Surrendered - Transferred	12/20/2019	12/20/2019
1	121580080093	NICHOLS, JERRY W II	123 Main Street, Simpsonville, KY 40067	Surrendered - Transferred	06/14/2012	12/20/2019

a.

Title

Status: Active - Dealer Assignment

Type: Dealer Assignment
Title #: 193540085012
Prior Title #: 193540085011
State Fee: \$0.00
Clerk Fee: \$0.00
Use Tax: \$0.00
Use Tax Description: Resale Exemption

Registration Information

Status: Active

Type: First time
Reg. Date: 12/20/2019
Exp. Date: 04/30/2020
Remarks:
Comments:

County: BOONE
Decal #: KY0650LZ
Prior Decal #:

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

Vehicle Information

Update

Year: 2006
KY Number: KY0650LZ

Make: SUNTRACKER
HIN: KYZ04442C919

Model: 25REGENCY

17.

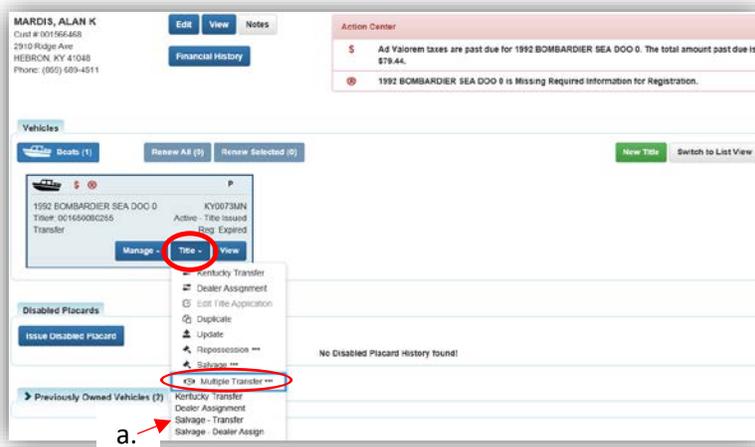
Multiple Transfer - Salvage Transfer

This is how to process a Kentucky salvage title application that involves multiple Dealers.

- This will result in an Individual or Organization having ownership of the salvage title.
- Salvage titles cannot be registered.
- Salvage titles that are transferred from an existing KY title will bypass the Title Application Queue and go directly to having an active title status after the title has been printed.

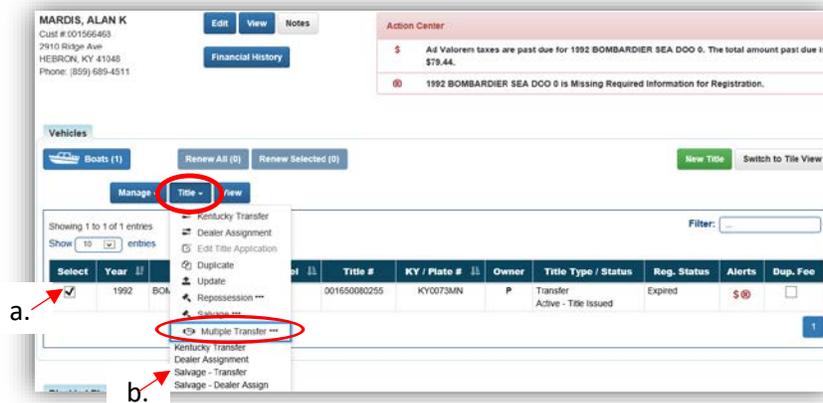
There are 3 ways to get started.

1. From the Owner's Customer Account Page, in the tile view, click the **Title** dropdown and select Multiple Transfer ***.
 - a. From the extended dropdown, choose 'Salvage - Transfer'.



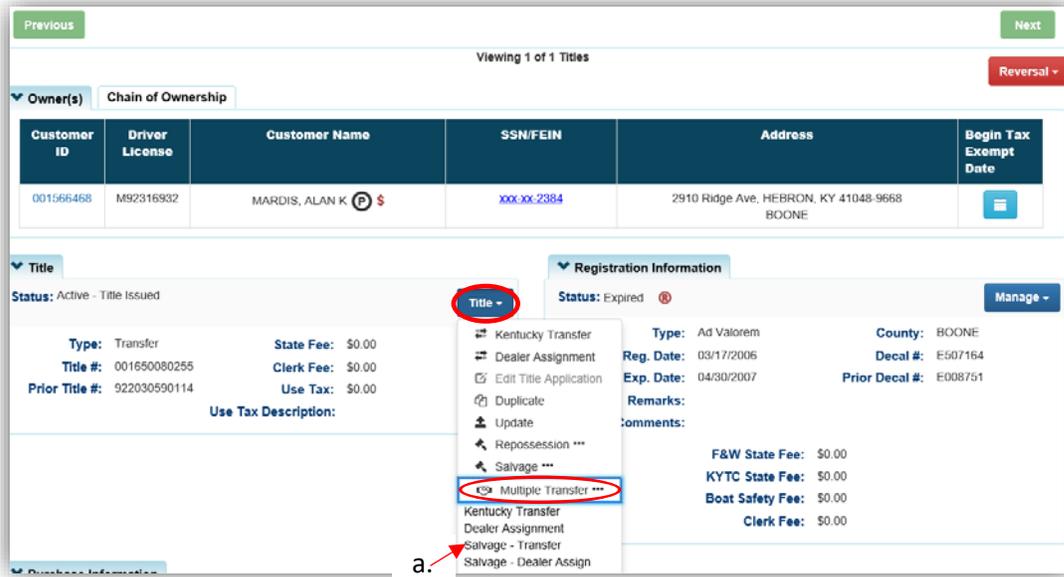
OR

2. From the Owner's Customer Account Page, in the list view.
 - a. Select the checkbox next to the correct vehicle.
 - b. From the **Title** dropdown menu, select Multiple Transfer *** , then from the extended dropdown, choose 'Salvage - Transfer'.



OR

3. From the Vehicle Summary Page, in the **Title** dropdown menu choose  Multiple Transfer ***
 - a. Then from the extended dropdown, choose 'Salvage -Transfer'.



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
001566468	M92316932	MARDIS, ALAN K  \$	xxx-xx-2384	2910 Ridge Ave, HEBRON, KY 41048-9668 BOONE	

Title Registration Information Manage -

Status: Active - Title Issued Status: Expired 

Type: Transfer State Fee: \$0.00
Title #: 001650080255 Clerk Fee: \$0.00
Prior Title #: 922030590114 Use Tax: \$0.00

Use Tax Description:

Title - Type: Ad Valorem County: BOONE
Kentucky Transfer Reg. Date: 03/17/2006 Decal #: E507164
Dealer Assignment Exp. Date: 04/30/2007 Prior Decal #: E008751
Edit Title Application
Duplicate
Update
Repossession ***
Salvage ***
Multiple Transfer ***
Kentucky Transfer
Dealer Assignment
Salvage - Transfer
Salvage - Dealer Assign

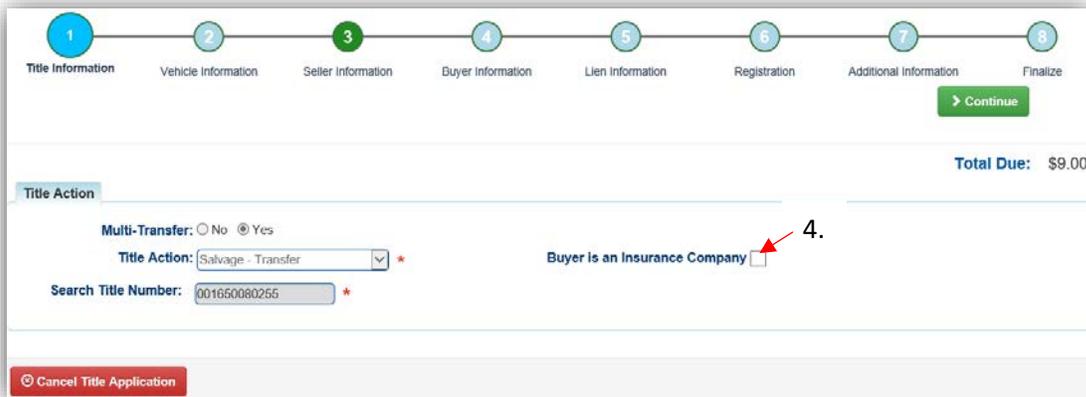
Type: Ad Valorem County: BOONE
Reg. Date: 03/17/2006 Decal #: E507164
Exp. Date: 04/30/2007 Prior Decal #: E008751

Remarks:
Comments:

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

a.

4. If the final Buyer is an Insurance Company, click the checkbox before clicking  Continue.
 - a. Lienholders are not able to add a lien to the 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: \$9.00

Title Action

Multi-Transfer: No Yes

Title Action: *

Search Title Number: *

Buyer is an Insurance Company 4.

Cancel Title Application

5. Review the Vehicle and Motor Information and click wither of the **Continue** 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 not a Dealer Assignment, the starting fees include the final transfer fees (\$9), and any Registration fees if it is active.
 - c. A County of Dockage must be selected, this is where the boat will be physically stored/docked.
 - d. If the boat does not have a HIN, or has an invalid HIN, a State-Issued HIN can be requested and KAVIS will create it after checking out/finalizing the application.
 - ii. Include all required HIN application documents with the other documents scanned into PODD.
 - e. **Cancel Title Application** at any point of this process will delete all progress on this application.

The screenshot displays a multi-step application process for boat titling. At the top, a progress bar shows steps 1 through 8: Title Information, Vehicle Information, Seller Information, Buyer Information, Lien Information, Registration, Additional Information, and Finalize. Step 2, 'Vehicle Information', is currently active.

At the top right, there are two buttons: 'Place On Hold' (orange) and 'Continue' (green). A red arrow labeled 'a.' points to 'Place On Hold', and another red arrow labeled '5.' points to 'Continue'. Below these buttons, the 'Total Due' is listed as '\$9.00', with a red arrow labeled 'b.' pointing to it.

The 'Boat Details' section contains several input fields:

- County of Dockage:** A dropdown menu with 'Select One...' and a red arrow labeled 'c.' pointing to it.
- Year:** Text input with '1992' and an asterisk.
- Model:** Text input with '0' and an asterisk.
- Boat Type:** Dropdown menu with 'Other' and an asterisk.
- Engine Drive:** Dropdown menu with 'Select One...' and an asterisk.
- Length Ft:** Text input with '8' and an asterisk.
- Beam Ft:** Text input with '4' and an asterisk.
- Occupant Capacity:** Text input with '2'.
- Number of Toilets:** Text input with '0' and an asterisk.
- Primary Use:** Dropdown menu with 'Pleasure' and an asterisk.
- Vehicle has a Situs Address:** A checkbox that is currently unchecked.
- Make:** Text input with 'BOMBARDIER SEA DO' and an asterisk.
- HIN:** Text input with 'ZZ23C292' and an asterisk.
- Request State-Issued HIN:** A checked checkbox with a red arrow labeled 'd.' pointing to it.
- Hull Material:** Dropdown menu with 'Fiberglass' and an asterisk.
- Propulsion:** Dropdown menu with 'Water Jet' and an asterisk.
- Length In:** Text input with '1' and an asterisk.
- Beam In:** Text input with '1' and an asterisk.
- Weight Capacity:** Text input.
- Toilet Type:** Dropdown menu with 'Select One...'.
- Brand:** Two checkboxes: 'Hull Damaged' and 'Water Damaged'.

The 'Motor(s)' section shows a table for 'Motor #1':

- Year:** Text input with '1992' and an asterisk.
- Make:** Text input with 'BOMB' and an asterisk.
- Horsepower:** Text input with '17.0' and an asterisk.
- Fuel:** Dropdown menu with 'Gas' and an asterisk.
- Serial #:** Text input with '4053101'.
- Year of Purchase:** Text input.
- Purchase Amount:** Text input with '0'.
- Buttons for 'Delete Motor' (with an 'x' icon) and 'Copy Motor' (with a 'copy' icon) are located to the right of the horsepower field.

At the bottom left, there is a red button labeled 'Cancel Title Application' with a red arrow labeled 'e.' pointing to it. At the bottom right, there is a green 'Continue' button with a red arrow labeled '5.' pointing to it.

6. Add the Seller Notary Date if you have it.
 - a. Select the checkbox if the Seller is to remain on the title.
 - b. Click **Continue**.

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". A red arrow labeled "b." points to the "Continue" button. The main content area is titled "Seller Information" and shows details for "MARDIS, ALAN K", including Seller Name, Customer ID, Email, Phone, and Address. A checkbox labeled "Seller is Buyer" is present, with a red arrow labeled "a." pointing to it. Below this is a "Seller Notary Date" input field with a red arrow labeled "6." pointing to it. At the bottom left is a "Cancel Title Application" button.

7. 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.

The screenshot shows the progress bar with step 4, "Buyer Information", highlighted. Below the progress bar are buttons for "Place On Hold" and "Continue". A red arrow labeled "7." points to the "Add a Buyer" button in the "Intermediate Buyer Information" section. Below this is a "Buyer Information" section with another "Add a Buyer" button. At the bottom left is a "Cancel Title Application" button.

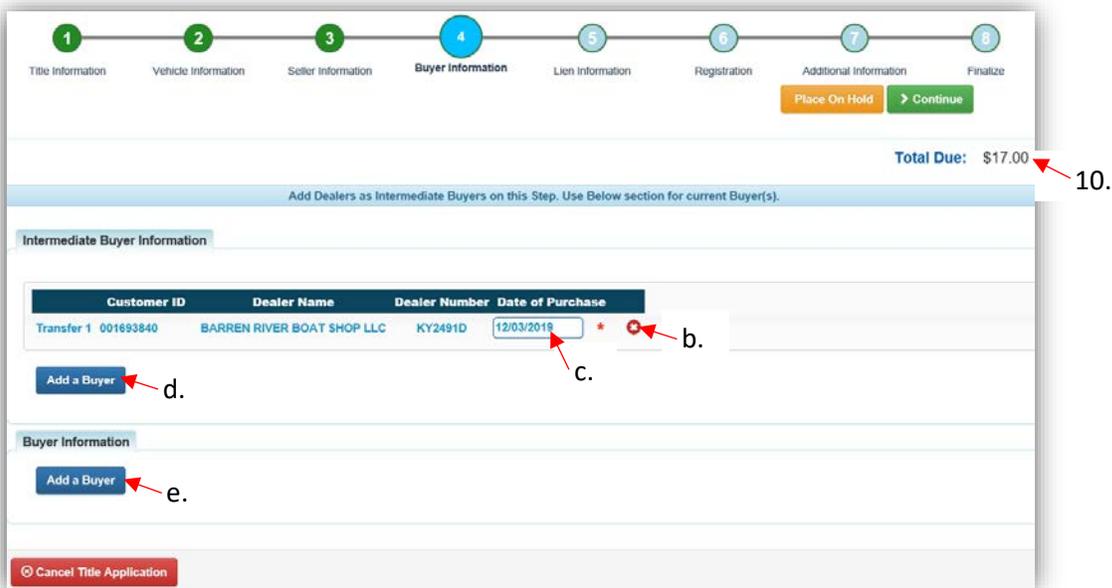
8. Enter the Dealer's info and click **Search**.

The screenshot shows the progress bar with step 4, "Buyer Information", highlighted. Below the progress bar is a "Search By:" dropdown menu set to "Dealer". Below this are input fields for "Dealer:", "Dealer Number:", and "FEIN:". A red arrow labeled "8." points to the "Dealer Number" field. At the bottom right are buttons for "Cancel", "Reset", and "Search". A red arrow labeled "8." points to the "Search" button.

9. 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.



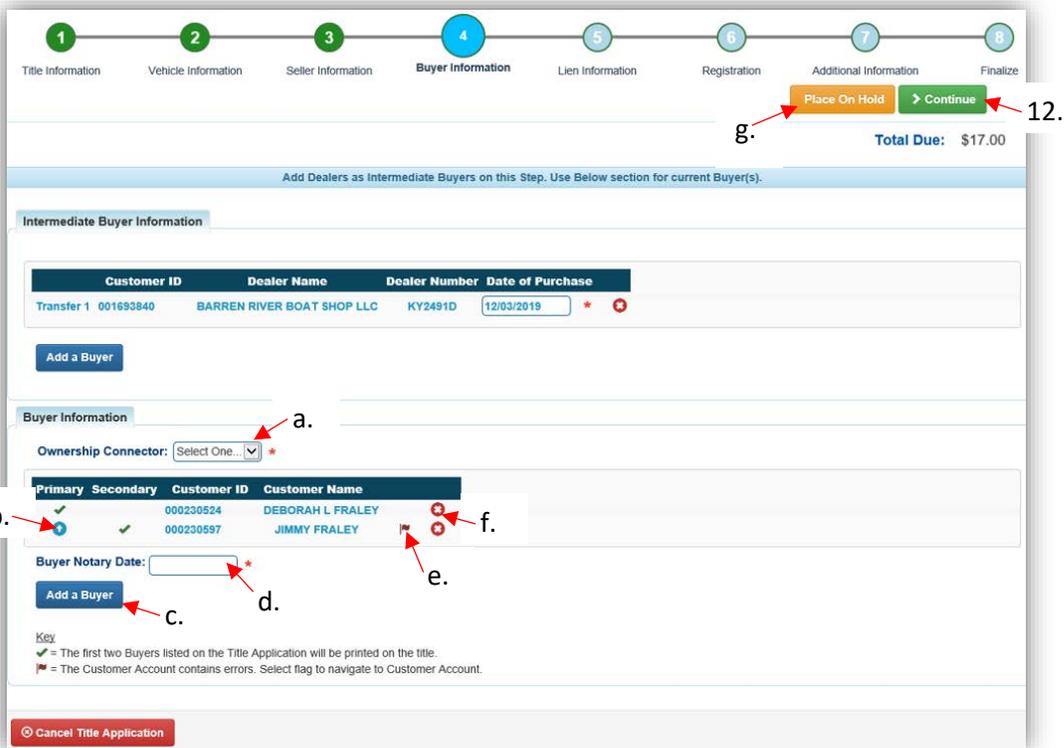
10. If the title being transferred is NOT a Dealer Assignment, the first Dealer will be charged \$8. Each additional Dealer will be an additional \$6. The Total Due already included the final \$9 transfer fees.
 - a. If the title being transferred is a Dealer Assigned title, each Dealer will be charged \$6.
 - b. Click  to remove the specific Buyer from the application.
 - c. Adjust the Date of Purchase if it needs to be altered.
 - d. Add all other Intermediate Buyers.
 - e. Add the final Buyer.
 - o This is not a Dealer Assignment, so it must be either an Individual or Organization.



11. If the final Buyer is an Individual, scan their Driver's License or enter their information and click **Search**.
- a. If you chose the 'Buyer is an Insurance Company' checkbox on the first Title Information Step, 'Organization's Name' will be your only option in the 'Search By' dropdown menu.
 - b. If they are not currently a KAVIS customer, add them by clicking **Add New Customer**.

The screenshot displays a multi-step registration process. The steps are: 1. Title Information, 2. Vehicle Information, 3. Seller Information, 4. Buyer Information (current step), 5. Lien Information, 6. Registration, 7. Additional Information, and 8. Finalize. In the Buyer Information step, there is a 'Search By' 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. Below the dropdown is a text input field labeled 'Driver's License Number:' with a red asterisk and the number '11.' pointing to it. To the right of the dropdown is a link labeled 'Add New Customer' with a red arrow and the letter 'b.' pointing to it. At the bottom right, there are three buttons: 'Cancel', 'Reset', and 'Search'. The 'Search' button is highlighted with a red arrow and the number '11.'.

12. On the Buyer Information Page, click **Continue** when all Buyers have been added.
 - a. An ownership connector (and/or) is required when there are 2 or more Buyers.
 - b. The positions of the owners can be switched by clicking .
 - c. Add additional Buyers if necessary (only the first 2 will be printed on the title).
 - d. Enter the required Buyer Notary Date.
 - e.  appears next to a customer if their Customer Account page is missing required information.
 - o Click the icon and add the missing information.
 - f. Remove a Buyer from the application by clicking .
 - g. Placing the Title Application on hold at this point will save the information to both the Sellers and the final Buyer's Customer Account Pages for 60 days.



12. **Continue**

Total Due: \$17.00

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	12/03/2019

Add a Buyer

Buyer Information

Ownership Connector: Select One... *

Primary	Secondary	Customer ID	Customer Name
✓	✓	000230524	DEBORAH L. FRALEY
✓	✓	000230597	JIMMY FRALEY

Buyer Notary Date: *

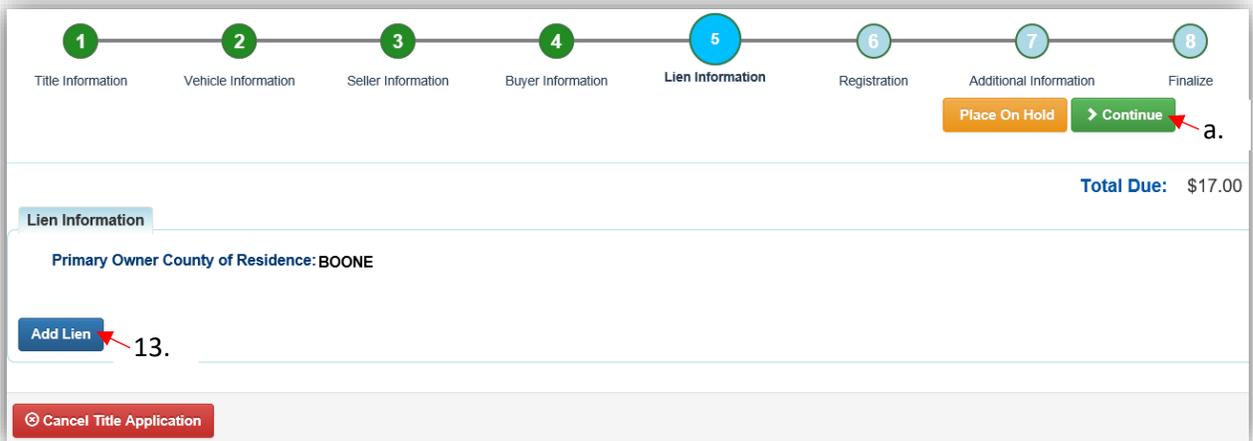
Add a Buyer

Key

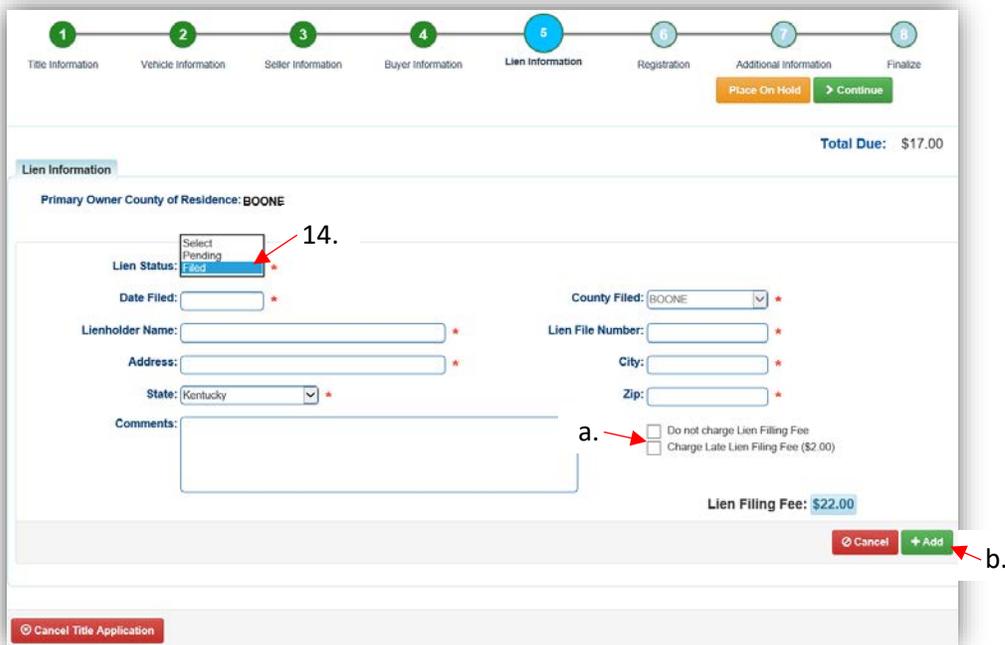
- ✓ = The first two Buyers listed on the Title Application will be printed on the title.
- 🚩 = The Customer Account contains errors. Select flag to navigate to Customer Account.

Cancel Title Application

13. If the Buyer is not a Lienholder, click **Add Lien** if there is one to enter.
 - a. If there is not a lien to enter, click **> Continue** and skip to step 15.



14. If there is a lien to enter, you can select Pending or Filed from the dropdown menu, depending upon if you have permission to File a lien, and if the Primary Owner's County of Residence matches your county.
 - a. The checkboxes give options of fees to charge.
 - b. Enter the necessary information, and click **+ Add**.



15. 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. There can be no more than 2 liens per title.
 - o The order of the liens is important. The lien with the earlier Date Filed is printed in first position on the title.
 - c. Click [Continue](#) when you have added all liens to the title.

16. You are not able to add Registration to a Salvage Title. Click [Continue](#) to move to the next step.

17. On the Additional Information Page, extra review by MVL may be requested. 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.
 - Clicking **+** [Add Trade-In](#), a box will appear below it and the Trade-In Value will be subtracted from the 'Total Purchase Price'.

The screenshot displays the 'Additional Information' page of a vehicle registration process. At the top, a progress bar indicates steps 1 through 8, with step 7, 'Additional Information', highlighted. Below the progress bar, there are buttons for 'Place On Hold' and 'Continue'. The main content area includes a 'Total Due: \$39.00' label. The 'Additional Information' section contains several fields: 'Date of Purchase' (12/03/2019), 'Purchase Price' (100), and 'Motor(s) Price' (\$0.00). The 'Total Purchase Price' is calculated as \$100.00. A dropdown menu for 'Use Tax Description' is open, showing options like 'Use Tax Previously Paid to DOR', 'Transfer from Individual to Individual', 'Resale Exemption', 'Non-Profit/Gov Agency Exemption', 'In-State Transaction from Kentucky Dealer', and 'No Sale'. A text area for 'Comments for MVL' is also visible. A 'Cancel Title Application' button is at the bottom left.

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

The screenshot shows the 'Use Tax Description' dropdown menu set to 'Resale Exemption'. Below the dropdown, there is a 'Tax ID' field with a value of 0.

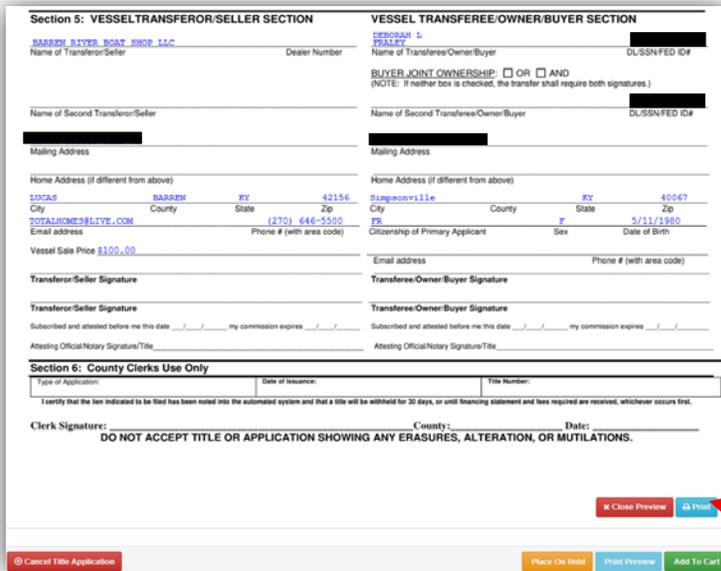
- The Non-Profit/Government Agency Exemption option requires a Purchase Number:

The screenshot shows the 'Use Tax Description' dropdown menu set to 'Non-Profit/Gov Agency Exemption'. Below the dropdown, there is a 'Purchase Number' field.

18. 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** and check out as normal.

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

20. At the bottom of the print preview page, you can  and add the application to the Shopping Cart.

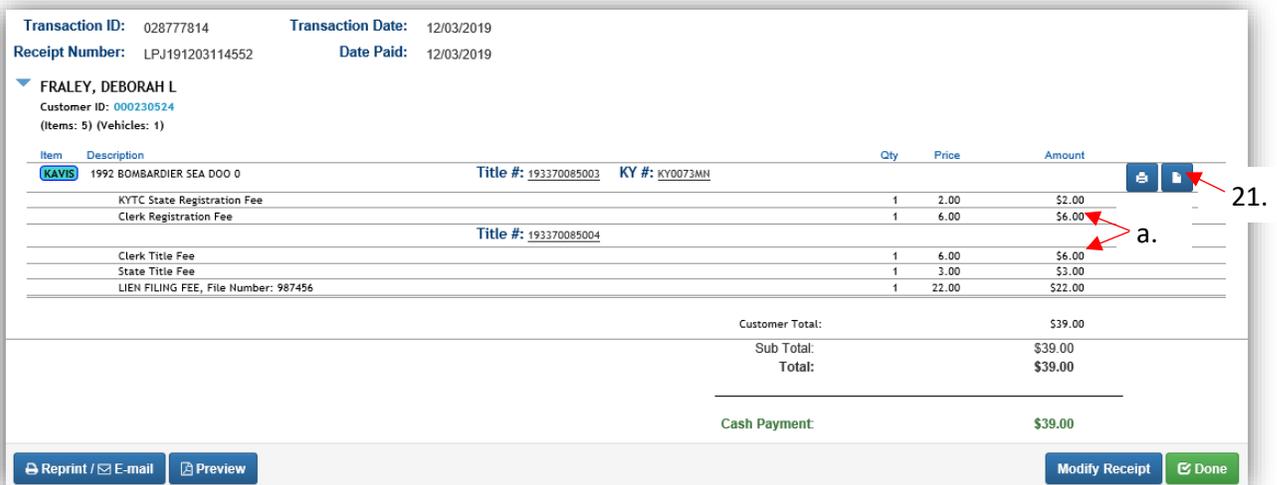


The screenshot shows a two-column form titled 'Section 5: VESSEL TRANSFEROR/SELLER SECTION' and 'VESSEL TRANSFEREE/OWNER/BUYER SECTION'. The form contains fields for names, addresses, phone numbers, and signatures. At the bottom right, a red 'Print' button and a green 'Add To Cart' button are highlighted with red arrows. A red '20.' is placed next to the 'Print' button.

*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.

21. The application can also be printed from the Transaction Summary.

- a. This example did not start with a dealer assignment, so the first intermediate buyer/dealer is \$8 and the second is \$6.



The screenshot shows a transaction summary for a customer named FRALEY, DEBORAH L. It includes a table of items with columns for Item, Description, Qty, Price, and Amount. The total amount is \$39.00. A red '21.' is placed next to the 'Print' icon in the top right corner of the table area. A red 'a.' is placed next to the 'Clerk Registration Fee' row.

Item	Description	Qty	Price	Amount
	1992 BOMBARDIER SEA DOO 0			
	KYTC State Registration Fee	1	2.00	\$2.00
	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: 987456	1	22.00	\$22.00
Customer Total:				\$39.00
Sub Total:				\$39.00
Total:				\$39.00
Cash Payment:				\$39.00

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

Vehicle Information
Update

Year: 1992

KY Number: KY0073MN

Make: BOMBARDIER SE

HIN: KYZ04345C919

Model: 0

23. The Chain of Ownership tab at the top of the Vehicle Summary Page will include all the 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	193370085004	FRALEY, DEBORAH L	1 Main Street, Simpsonville, KY 40067	Application		12/03/2019
2	193370085003	BARREN RIVER BOAT SHOP LLC	12766 SCOTTSVILLE RD, LUCAS, KY 42156 Attn: SCOTT TAYLOR	Surrendered - Transferred	12/03/2019	12/03/2019
1	001650080255	MARDIS, ALAN K	2910 Ridge Ave, HEBRON, KY 41048	Surrendered - Transferred	07/13/2000	12/03/2019

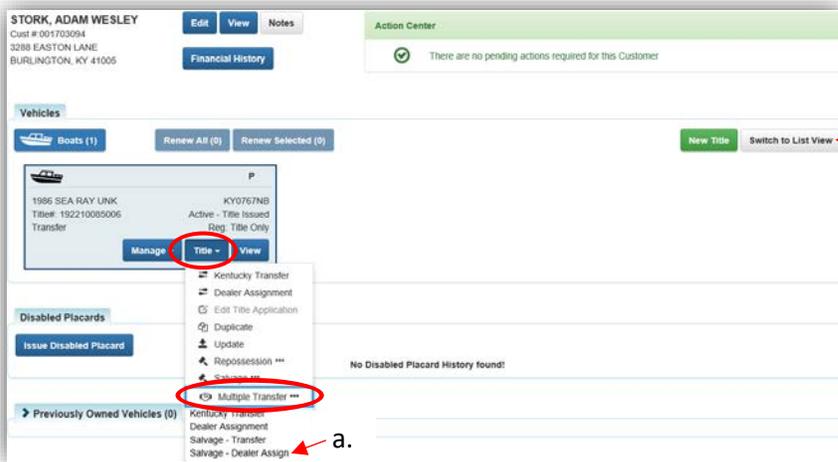
Multiple Transfer - Salvage Dealer Assignment

This is how to process a Kentucky salvage title application that involves multiple Dealers.

- This will result in a Kentucky Dealer having ownership of the boat.
- Dealer Assignment applications will bypass the Title Application Queue and go directly to having an active title status.
- Salvage titles cannot be registered.

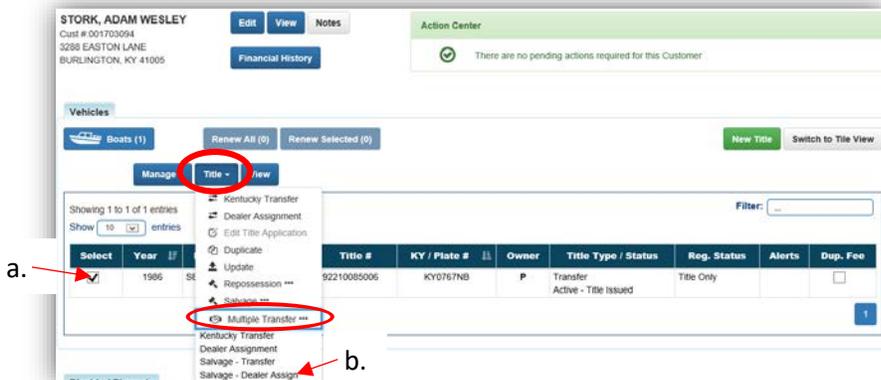
There are 3 ways to get started:

1. From the Owner's **Customer Account Page**, in the tile view, click the **Title** dropdown and select **Multiple Transfer**.
 - a. From the extended dropdown, choose 'Salvage-Dealer Assign'.



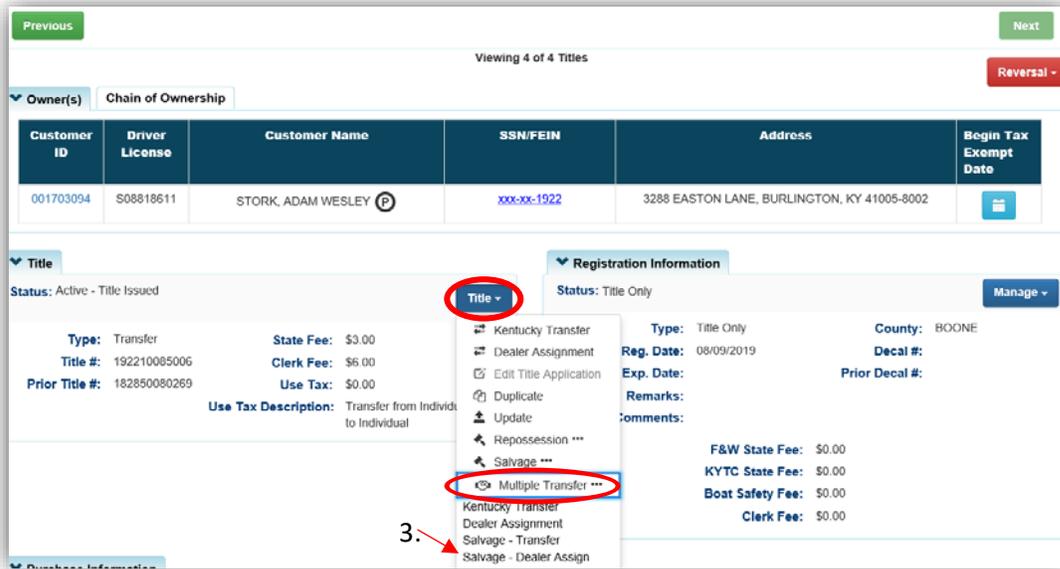
OR

2. From the Owner's Customer Account Page, in the list view.
 - a. Select the checkbox next to the correct vehicle.
 - b. From the **Title** dropdown menu, select **Multiple Transfer**, then from the extended dropdown, choose 'Salvage - Dealer Assign'.



OR

3. From the Vehicle Summary Page, in the **Title** dropdown menu choose  Multiple Transfer ***.
 - a. From the extended dropdown, choose 'Salvage-Dealer Assign'.



The screenshot displays a web interface for managing vehicle titles. At the top, there are 'Previous' and 'Next' buttons, and a 'Reversal' button. Below this is a table for 'Owner(s)' with columns for Customer ID, Driver License, Customer Name, SSN/FEIN, Address, and Begin Tax Exempt Date. The table contains one entry for STORK, ADAM WESLEY. Below the table are sections for 'Title' and 'Registration Information'. The 'Title' section shows details like Type (Transfer), Title #, and State/Clerk/Use Fees. A dropdown menu is open for the 'Title' field, listing options such as Kentucky Transfer, Dealer Assignment, Edit Title Application, Duplicate, Update, Repossession, Salvage, and Multiple Transfer. The 'Multiple Transfer ***' option is circled in red, and a red arrow labeled '3.' points to it. The 'Registration Information' section shows details like Type (Title Only), Reg. Date, Exp. Date, and various fees.

4. Review the Vehicle and Motor Information and click either of the **Continue** buttons.
 - a. Placing the Title Application on hold will save the information 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 Dealer Assignment, the starting fee is the final state registration fee of \$6.
 - c. A County of Dockage must be selected, this is where the boat will be physically stored/docked.
 - d. If the boat does not have a HIN, or has an invalid HIN, a State-Issued HIN can be requested and KAVIS will create it after checking out/finalizing the application.
 - o Include all required HIN application documents with the other documents scanned into PODD.
 - e. **Cancel Title Application** at any point of this process will delete all progress on this application.

The screenshot displays the KAVIS application interface. At the top, a progress bar shows steps 1 through 8: Title Information, Vehicle Information, Seller Information, Buyer Information, Lien Information, Registration, Additional Information, and Finalize. Step 2, Vehicle Information, is currently active. Below the progress bar, there are two main sections: 'Boat Details' and 'Motor(s)'. In the 'Boat Details' section, the 'County of Dockage' is set to 'BOONE'. The 'Year' is 1986, 'Model' is UNK, 'Boat Type' is Cabin Motorboat, 'Engine Drive' is Inboard, 'Length Ft' is 16, 'Beam Ft' is 8, 'Occupant Capacity' is 6, 'Number of Toilets' is 0, and 'Primary Use' is Pleasure. The 'Make' is SEA RAY, 'HIN' is SE186, 'Hull Material' is Fiberglass, 'Propulsion' is Propeller, 'Length In' is 1, 'Beam In' is 1, and 'Weight Capacity' is empty. The 'Request State-Issued HIN' checkbox is checked. In the 'Motor(s)' section, 'Motor #1' is listed with 'Year' 1986, 'Make' MERC, 'Horsepower' 140.0, 'Fuel' Gas, 'Serial #' KY0767NB, and 'Year of Purchase' 0. At the bottom right, there is a green 'Continue' button. At the bottom left, there is a red 'Cancel Title Application' button. A 'Total Due: \$6.00' is displayed in the top right. Red arrows and boxes highlight these elements: 'Place On Hold' and 'Continue' buttons, 'Total Due: \$6.00', 'County of Dockage: BOONE', 'Request State-Issued HIN' checkbox, and 'Cancel Title Application' button.

5. Add the Seller Notary Date if you have it and click **Continue** .

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. The main content area is titled 'Seller Information' and shows details for 'STORK, ADAM WESLEY'. The details include Seller Name, Customer ID, Email, Phone, and Address. At the bottom of this section, there is a 'Seller Notary Date' field with a red arrow pointing to it and the number '5.' next to it. A 'Cancel Title Application' button is at the bottom left.

6. 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.

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 two buttons: 'Place On Hold' and 'Continue'. The 'Continue' button is circled in green. The main content area is titled 'Buyer Information' and has a sub-section 'Intermediate Buyer Information'. Below this sub-section, there is a blue button labeled 'Add a Buyer' with a red arrow pointing to it and the number '6.' next to it. Below the 'Intermediate Buyer Information' section, there is another 'Buyer Information' section with a blue button labeled 'Add a Buyer'. A 'Cancel Title Application' button is at the bottom left.

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

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

Search By: Dealer

Dealer:

Dealer Number: 7.

FEIN:

Cancel Reset Search

8. From the Search Results, click **Select** next to the correct Dealer's account.

a. Click **Display Search Criteria** to change the search requirements.

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

Display Search Criteria

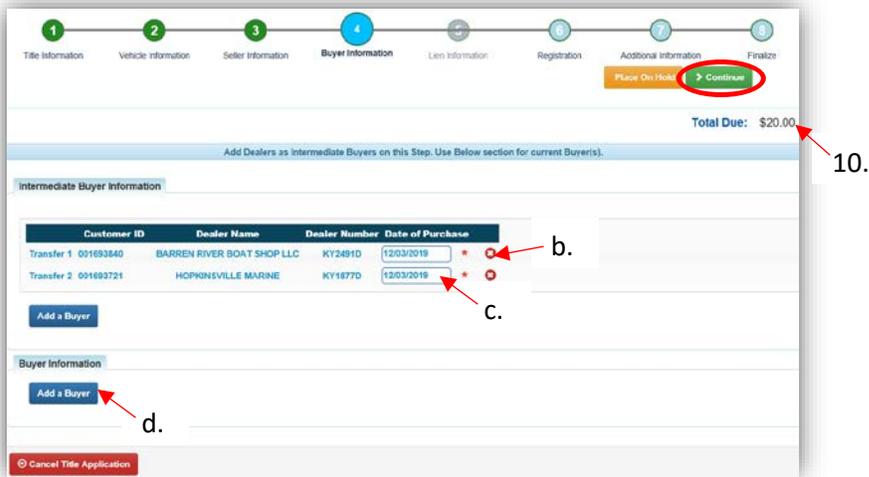
Customer ID	FEIN/SSN	Dealer Name	Dealer Number	Physical Address	
001693840	472975897	BARREN RIVER BOAT SHOP LLC	KY2491D	12766 SCOTTSVILLE RD, LUCAS, KY, 42156	Select
001693595	208274227	BARRY'S MARINE SERVICE, INC	KY1615D	5984 CANTON RD, CADIZ, KY, 42211	Select

a.

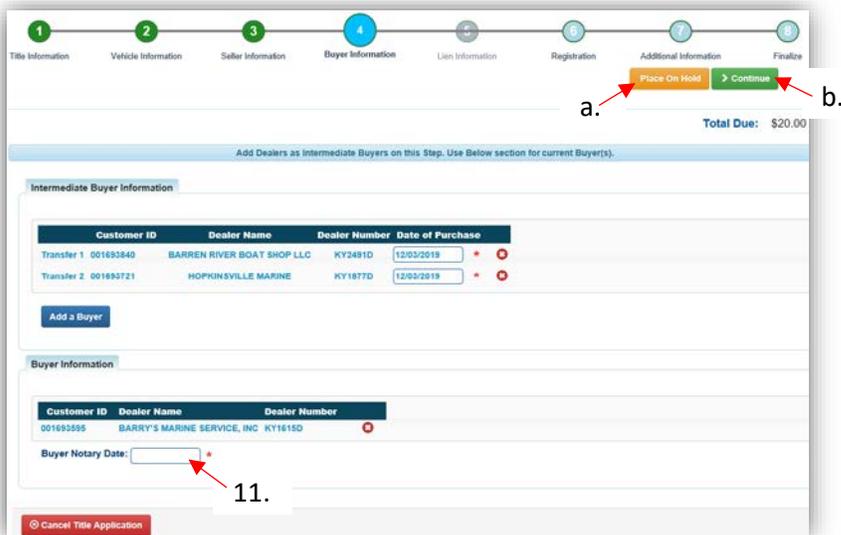
8.

9. Repeat steps 6, 7, and 8 until all Intermediate Buyers/Dealers have been added to the application.

10. If the title being transferred is NOT Dealer Assigned, the first Dealer will be charged \$8. Each additional Dealer will be an additional \$6.
 - a. If the title being transferred is a Dealer Assigned title, each Dealer will be charged \$6.
 - b. Click  to remove the specific Buyer from the application.
 - c. Adjust the Date of Purchase if it needs to be altered.
 - d. Add the final Buyer.
 - o This is a Dealer Assignment, so it must be a Dealer.



11. After adding the final Dealer to the application, enter the required Buyer Notary Date.
 - a. Placing the Title Application on hold at this point will save the information to both the Seller's and the final Buyer's Customer Account Pages for 60 days.
 - b. Once all Buyers have been added to the application, click  to go to the next step.



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

13. 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. 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.

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

The screenshot shows the 'Chain of Ownership' tab selected, displaying a table of title transfers. A red arrow labeled '14.' points to the 'Chain of Ownership' tab. Below the table, the 'Title' details are shown, with a red arrow labeled 'a.' pointing to the 'Status: Active - Dealer Assignment'.

Seq.	Title Number	Primary Owner	Address	Title Status	Issue Date	Last Action Date
7	193370085011	BARRY'S MARINE SERVICE, INC	5984 CANTON RD, CADIZ, KY 42211 Attn: BARRY BLANE	Active - Dealer Assignment	12/03/2019	12/03/2019
6	193370085010	HOPKINSVILLE MARINE	442 NORTH DRIVE, HOPKINSVILLE, KY 42240 Attn: BILLY PALMER	Surrendered - Transferred	12/03/2019	12/03/2019
5	193370085009	BARREN RIVER BOAT SHOP LLC	12766 SCOTTSVILLE RD, LUCAS, KY 42156 Attn: SCOTT TAYLOR	Surrendered - Transferred	12/03/2019	12/03/2019
4	192210085006	STORK, ADAM WESLEY	3288 EASTON LANE, BURLINGTON, KY 41005	Surrendered - Transferred	08/19/2019	12/03/2019
3	182850080269	PORTER, TROY	2346 Longbranch Rd, UNION, KY 41091	Surrendered - Transferred	10/15/2018	08/09/2019
2	173030080207	PORTER, TROY	2346 Longbranch Rd, UNION, KY 41091	Surrendered - Transferred	11/07/2017	10/12/2018
1	171360940013	EDMONDSON, MIRANDA	1530 Highway 227 N, NEW LIBERTY, KY 40355	Surrendered - Transferred	05/31/2017	10/30/2017

Title Details:
 Status: Active - Dealer Assignment
 Type: Salvage - Dealer Assigned
 Title #: 193370085011
 Prior Title #: 193370085010
 State Fee: \$0.00
 Clerk Fee: \$0.00
 Use Tax: \$0.00
 Use Tax Description: Resale Exemption

Registration Information:
 Status: Title Only
 Type: Title Only
 Reg. Date: 12/03/2019
 Exp. Date:
 Remarks:
 Comments:
 County: BOONE
 Decal #:
 Prior Decal #:

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

The screenshot shows the 'Vehicle Information' section with the following details:

- Year: 1998
- Make: BASS TRACKER
- Model: PANFISH 16
- KY Number: KY0276SH
- HIN: KYZ04341C919

A red arrow labeled '15.' points to the HIN field.

