

## TITLE APPLICATION STATUSES QRG

These are the Statuses that a title application can be assigned before the title is printed.

- **Checkout Complete** - The application was successfully checked out by the County Clerk and is awaiting submission to MVL.
  - The application will be in the County Clerk's 'For Approval' Queue.
- **Checkout Complete (Hold)** – A County Clerk has held the application in their queue to alert other clerks in their office not to submit it to MVL until they have resolved the issue.
  - The application will be in the County Clerk's 'For Approval' Queue.
- **County Clerk Submitted** – A County Clerk has submitted the application to MVL.
  - These will go to the NCIC check before going to MVL.
- **Sent to NCIC** – The application is being checked by the NCIC review.
- **NCIC Completed** – The NCIC review was successful.
  - This will be in either a Title Reviewer 1's queue or a Title Reviewer 2's queue if the clerk requested extra review.
- **Returned to County Clerk** – A Title Reviewer has returned it to the County Clerk's office for editing.
  - This will be in the County Clerk's 'Returned Work' Queue.
- **Returned to County Clerk (Hold)** – A County Clerk has held the application in their 'Returned Work' Queue to alert other clerks in their office that it is not yet ready to resubmit it to MVL.
  - This will be in the County Clerk's 'Returned Work' Queue.
- **Returned to County Clerk-Worked** – A County Clerk has edited the appropriate area of the returned application but they have not yet submitted it to MVL.
  - This will be in the County Clerk's 'Returned Work' Queue.
- **Returned to MVL** – a County Clerk has resubmitted the returned application to MVL for another review
- **MVL Pending** – A Title Reviewer 2 will review the application.
  - The County Clerk has requested extra review when they submitted the application or a Title Reviewer 1 has pended the application.



- **Suspended** – Two possible reasons:
  - 30 days after the MVL Reviewer has placed the application in the County Clerks 'Returned Work Queue'.
  - 60 days after the status has remained as 'Checkout Complete' in the County Clerk's 'For Approval Queue'.
  - To approve a suspended application, the County Clerk must communicate with MVL to find out what else is needed for the application to be approved. When the application meets the requirements to be approved, the MVL Reviewer can do so.
- **MVL Approved** – An MVL Reviewer 1 or 2 has approved the application.
  - This will be sent to the printing company in the evening with all applications approved that day.
    - Anything approved on a Saturday will be sent on Monday evening
- **MVL Approved-Lien Pending** – MVL has approved the application, however there is a pending lien on the title.
  - After the lien has been filed, it will be sent to the printing company that evening.
    - If the lien is filed on a Saturday, the application will be sent to the printing company on Monday evening.
- **Application Cancelled** – possible reasons:
  - A County Clerk or an MVL Reviewer 2 or Supervisor has cancelled the application.
  - 30 days after the application has been suspended and there has been no activity on the application.
  - 90 days after the application has remained as 'Checkout Complete' in the County Clerk's 'For Approval' Queue.
  - 180 days after the application has remained in the County Clerk's 'Returned Work Queue'.
  - **Canceling an application does not revert ownership back to the previous owners.** If that is the goal, the County Clerk must do a Reversal of the application.
- **Title Sent to Be Printed** – The application has been sent to the printing company to be printed. The printing usually occurs the within 2 business days.
- **Printed** – KAVIS has received confirmation that the physical title has been printed.
  - This will change the Title Status in KAVIS from 'Application' to 'Active'.
- **Surrendered-MVL** – An MVL Supervisor has surrendered the title.

