Registration Cancelation

This guide aids in the KAVIS process for a County Clerk to cancel a registration.

There are 3 ways to get started:

- 1. From the **Customer Account Page**, tile view, click the **Manage** dropdown menu and select either **Junk**, **Sold out of State**, **Incomplete Transfer**, or **Other**.
 - **A.** '**Other**' should be chosen if you are documenting the boat, there is a court order to cancel the registration, or if the owner is requesting that is be cancelled



- OR 2. From the Customer Account Page, in the list view.
 - A. Select the checkbox for the specific boat the owner wished the registration cancelled.
 - B. Click the Manage dropdown menu and select Junk, Sold out of State, Incomplete Transfer, or Other.
 - **C.** Checking the 'Dup Fee' will add a \$3 Duplicate Registration Fee-it will not print the previous registration receipt.

Cust #:001261920 3187 Millakin PI BURLINGTON, KY 41005 Phone: (859) 586-0747			\$ Ad	\$ Ad Valorem taxes are past due for 2 vehicles. The total amount past due is \$274.94.							
			🕲 Cu	Customer has 2 vehicles ready for Registration Renewal.							
Vehicles											
Boats (2)	w All (2) Rend	ew Selected (1)					New T	Title Swi	tch to Tile View		
Manage -) Title -	View										
Showing 1 to 2							Filte	r: 🛄			
Show 10 Show 10 Ad Val Payment		_									
Select Junk	Model J≟	Title #	KY / Plate #	1£	Owner	Title Type / Status	Reg. Status	Alerts	Dup. Fee		
Incomplete Transf	ARINE	150850080182	KY0714FX		Р	Original Active - Title Issued	Expired	\$®			
Other	NOOTAC	111170080188	KY0413AL		Р	Update Active - Title Issued	Expired	\$®			



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OR 3. From the **Vehicle Summary Page**, click the **Manage** dropdown menu and select **Junk**, **Sold out of State**, **Incomplete Transfer**, **or Other**.

Title				✤ Registration Inform	ation			
atus: Active - T	itle Issued		Title -	Status: Expired (8)				Manag
Type:	Update	State Fee: \$0.00		Туре:	Renewal	County:	BOONE	E Ke
	111170080188	Clerk Fee: \$0.00		Reg. Date:	03/26/2018		KY0413A	
	031840080118	Use Tax: \$0.00		Exp. Date:	04/30/2019	Prior Decal #:	E007959	
	Use Tax Description:			Remarks:				🛍 Jun
			Comments:		3		Sol	
					F&W State Fee:	-	•	inco inco
					KYTC State Fee:	\$0.00		0
					Boat Safety Fee:	\$0.00		
					Clerk Fee:	\$6.00		

4. In the **Registration** section, you can make the changes to any of the dropdowns and enter a helpful comment.

A. If the registration reason requires a change to the title, those changes will be automatically updated in the title section.

B. For Incomplete Transfers, the Date of Sale is required.

- Sell date selected before January 1 of the current year will require the buyer to pay the current year Ad Valorem at the time of transfer.
- Sell date selected on or after January 1 of the current year the seller is required to pay the current year Ad Valorem when performing and Incomplete Transfer.

C. You may choose from the Add Duplicate dropdown options to charge a \$3 Duplicate Registration Fee and/or reprint the registration receipt.

D. If the reason is a Court Order, the customer does not have to pay Ad Val on any of their vehicles, including the one being cancelled. You can deselect the checkboxes in the Ad Val section.

For all the other reasons, the Customer **does** have to pay Ad Val on the vehicle being cancelled.

5. Select Add to Cart	WOODWARD, ROBERTJ Cust #: 1261200 3187 Milliakin PI BURLINGTON, KY41005- 9781 Vowner(s)
	 ✓ Title Title Status: Active - Title Issued Title Number: 11117000188 Title Type: Update Title Action: Surrendered - Incomplete Transfer C. C.
	Moved Out of Statie Moved Out of Statie Select All Items (2 of 2) Image: Select All Items (2 of 2) 2002 PELICAN Title #: 11170080188 KY #: KY04124L Days Past Due: 191 Delinquent Date: Amount \$4,83 2015 TRACKER Title #: 150850080182 KY #: KY0714FX Days Past Due: 191 Delinquent Date: Amount \$220.01
	Selected Total: \$274.94 Incomplete Transfer: \$0.00 Total Ad Valorem Due: \$274.94
K	Total Due: \$274.94 ⊘Caw d ± Add To Carr