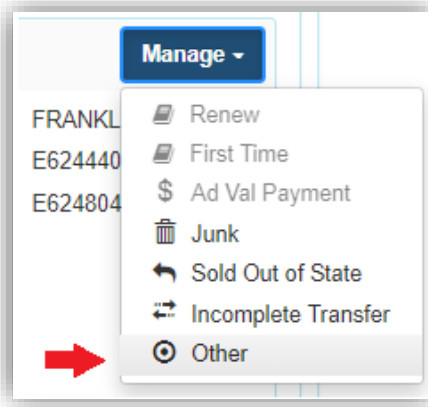


Registration Cancellation

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

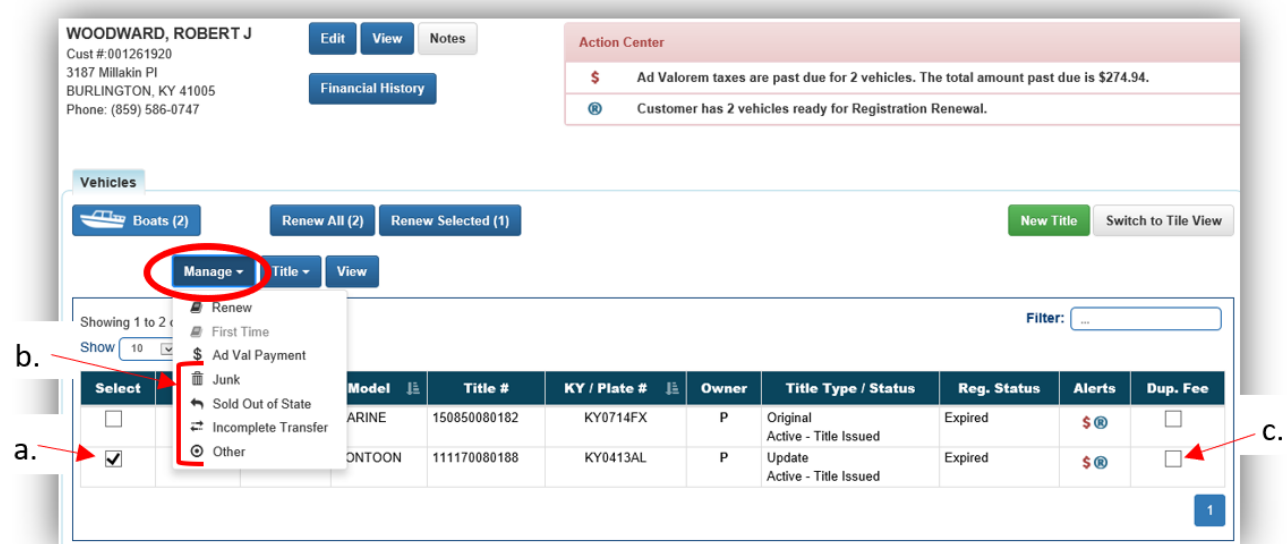
There are 3 ways to get started:

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.



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



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**

