

Duplicate Title Application

This guide demonstrates how processing a duplicate title should be completed in KAVIS. The duplicate title functionality is used when no changes have been made and the customer needs a copy of the existing title, as is.

Duplicate Title

- From the Vehicle Summary Page, click the **Title** drop-down and choose **Duplicate**

2009 INFI G37

Viewing 1 of 1 Titles

Owner(s) Chain of Ownership

Customer ID	Driver License	Customer Name	SSN/FEIN	Address	County of Residence	Begin Tax Exempt Date
003737328	F95457846	FOX, SHANE ERIC	xxx-xx-8496	505 Turnstile Trce, LOUISVILLE, KY 40223-3465	JEFFERSON	

Title Status: Active - Title Issued

Registration Information Status: Expired - Web Renewal

Type: Out-of-state State Fee: \$6.00
 Title #: 210480560103 Clerk Fee: \$3.00
 Prior Title #: BU203380 Usage Tax: \$1,109.88
 Prior State: MA Usage Tax Description: Affidavit of Total Consideration

Purchase Information
 Date of Purchase: Purchase Price: \$18,498
 Trade-in Amount: \$500.00 Usage Tax Credit: \$0.00

Ad Valorem Information

- KAVIS will automatically navigate to bubble 2 (no fields are editable due to the duplicate title flow)

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

Total Due: \$6.00 Place On Hold Continue

Delinquent taxes are owed on this vehicle in the amount of \$93.94. Click here to view and optionally pay your delinquent taxes for this vehicle.

Passenger Auto Details

VIN: JNKC668EXM724772 *

Vehicle Type: Passenger Auto

Style: CV - Convertible *

Year: 2009 *

Make: INFI *

Model: G37 *

Model #: *

Color: BLU - Blue *

2nd Color: Select One...

Motor Type: Select One... *

Cylinders: 06 *

Odometer: 48560 *

Not Actual Exceeds Limit

Special Tag:

Brand: Hail Damaged Water Damaged

Cancel Title Application Continue

NOTE: THE BLUE BANNER THAT APPEARS AT THE TOP REGARDING DELINQUENT TAXES OWED IS AN INFORMATIONAL MESSAGE. THE CUSTOMER CAN CHOOSE TO PAY THE DELINQUENT TAXES AT THIS TIME, BUT **IT IS NOT REQUIRED TO PROCESS THE DUPLICATE TITLE**



Total Due: \$6.00 [Place On Hold](#) [Continue >](#)

Delinquent taxes are owed on this vehicle in the amount of \$93.94. Click here to view and optionally pay your delinquent taxes for this vehicle.

Passenger Auto Details

<p>VIN: <input type="text" value="JNKCV66EX9M724772"/> *</p> <p>Vehicle Type: Passenger Auto</p> <p>Style: <input type="text" value="CV - Convertible"/> *</p> <p>Year: <input type="text" value="2009"/> *</p> <p>Make: <input type="text" value="INFI"/> *</p> <p>Model: <input type="text" value="G37"/> *</p> <p>Model #: <input type="text"/></p> <p>Color: <input type="text" value="BLU - Blue"/> *</p> <p>2nd Color: <input type="text" value="Select One..."/></p>	<p>Motor Type: <input type="text" value="Select One..."/> * Motor Type is required</p> <p>Cylinders: <input type="text" value="06"/> *</p> <p>Odometer: <input type="text" value="48560"/> *</p> <p><input type="checkbox"/> Not Actual <input type="checkbox"/> Exceeds Limit</p> <p>Special Tag:</p> <p>Brand: <input type="checkbox"/> Hail Damaged <input type="checkbox"/> Water Damaged</p>
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[Cancel Title Application](#) [Continue >](#)

3. Click [Continue >](#)

4. KAVIS will automatically navigate to bubble 4 because bubble 3 is not applicable in this title flow
- a. If a appears next to the owner this means their customer account page is missing required information. You cannot continue without clicking the icon and editing the necessary fields
 - b. You cannot add or delete an owner during a duplicate title application.



Total Due: \$6.00 [Place On Hold](#) [Continue >](#)

Buyer Information

Primary	Secondary	Designated Owner	Customer ID	Customer Name	Birth Date	Physical Address	Alerts
✓		☑	003737328	SHANE ERIC FOX	01/18/1974	505 Turnstile Trce, LOUISVILLE, KY 40223-3465	

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

[Cancel Title Application](#) [Continue >](#)

5. Clicking **Continue >** KAVIS will navigate to bubble 5 (Lien Information)



Total Due: \$6.00 **Place On Hold** **Continue >**

Lien Information

Primary Owner County of Residence: JEFFERSON

▼ SANTANDER CONSUMER U	Lien File Number: B214262	Date Filed: 02/24/2021	Filing Fee: \$0.00
Lien Status: Filed	Lien File #: B214262	Date Filed: 02/24/2021	County Filed: JEFFERSON
Address: PO BOX 961288	City: FORT WORTH	State: TX	Zip: 761610000
Lien Expires: 02/24/2031			
Comments:			

Total Lien Filing Fee Due: \$0.00

Add Lien

Cancel Title Application **Continue >**

6. Click **Add Lien** if applicable to your transaction

a. If you don't have a lien to add, click **Continue >**

NOTE: Pending or filed is available from the drop-down menu, depending on if your user account has permissions to file a lien, and if the primary owner's county of residence matches your county

7. KAVIS will navigate to bubble 6 (Registration)

NOTE: IF YOU TAKE ANY TYPE OF REGISTRATION ACTION **OTHER THAN 'NO ACTION'** DELINQUENT TAXES MUST BE PAID WITH THIS TRANSACTION. ANY PLATE OR REGISTRATION ACTION DURING AN UPDATE TITLE APPLICATION WILL REQUIRE TAXES TO BE PAID IN ORDER TO PROCESS THIS APPLICATION. **'NO ACTION' DURING BUBBLE 6 WILL NOT REQUIRE TAXES TO BE PAID**



Total Due: \$6.00 **Place On Hold** **Continue >**

Registration

Registration Status: Expired Expiration Date: 01/31/2024

RegistrationType: Receipt Only

Registration Action: **No Action** ▼

Plate Type: **No Action** (highlighted with a yellow star)

Plate #: _____ Year: 19

Cancel Title Application **Continue >**

8. KAVIS will navigate to bubble 7 (Additional Information)
 - a. You may choose to waive title fees
 - b. You may choose to add an alternate mailing address if applicable

9. KAVIS will navigate to bubble 8 (Finalize)
 - a. Review the page. If anything is highlighted in red, click on either the bubble at the top or the warning itself to be taken to the page that needs attention
 - b. When all necessary data is entered, click Add To Cart

A red rectangular button with a white border and a white icon of a crossed-out circle followed by the text "Cancel Title Application".

At any point during this process will delete all information on this application

An orange rectangular button with a white border and the text "Place On Hold".

Will save the title application to the customer account page for 60 days.