

## **Issuing Apportion Certificates**

This guide demonstrates the process of issuing Apportion Certificates to vehicles.

1. On the Vehicle Summary or Customer Account click on the 'Manage' dropdown and select 'Other'

✓ Registration Info	ormation			
Status: Title Only				Manage 🗸
Type:	Title Only	County:	WOODFORD	Renew
Reg. Date: Exp. Date:	11/21/2023	Plate Type: Plate #:		\$ Ad Valorem Payment
Reg. Exemption:		Plate Action:		X Cancel
Remarks: Comments:	G	Bross Weight:		Sold Out of State
State Vel	hicle Registration Fee	\$0.00		Incomplete Transfer
KYTC Vel	hicle Registration Fee	\$0.00		
Clerk Vel	hicle Registration Fee	\$0.00		

2. On the Manage page click the 'Registration Action' dropdown and the 'Apportion Certificate' will display in the list of options.

<ul> <li>Registration</li> </ul>		
Registration Status:	Active	Last Registration Date: 12/15/2023
Registration Action:	Select One 🗸	*
Add Duplicate:	Select One Cancellation	$\Box$
	Plate Change Weight Change Reissue	
	Plate Replacement Plate Replacement Print Only	

The only Vehicle Types that will display the Apportion Certificate are Truck, Bus, and Wrecker.

- 3. Select 'Apportion Certificate' from the 'Registration Action' dropdown.
- 4. The Gross Weight dropdown will now display. Select the desired Gross Weight from the dropdown.

❤ Registration				
Registration Stat	is: Active		Last Registration Date: 12/15/	2023
Registration Action	on: Apportion Certif	icate 🗸 *	Prior Expiration Date: 11/30/	2024
Add Duplica	te: No	~	Expiration Date:	
Gross Weig	Gross Weight is ht: Select One Select One	required!		
Proof Ty Policy Ty	be: 10000 14000 18000 22000			
Company Co	26000 32000 38000	d *		
Attestmer	t is 44000 55000 62000			
prese that it	nte 73280 ha 80000	nd		

'Gross Weights' 10000 to 44000 will charge a \$4.00 Clerk Fee and \$4.00 State Fee. 'Gross Weights' 55000 to 80000 will charge a \$30.00 Clerk Fee and \$4.00 State Fee.



- Insurance is required in order to issue an 'Apportion Certificate'. If the Insurance has not been verified the Proof Type, Policy Type, and Company Code will need to be entered in order to add the 'Apportion Certificate' to the Shopping Cart.
- 6. Click 'Add To Cart'.
- 7. In the Shopping Cart the item can be removed by clicking the 'Delete' icon.

Item	Description			Qty	Price	Amount	
KAVIS	Truck, 1999 asdf asdf	Title #: 233490375005	KY/Plate #: AAA186				Ed. Delete
	Action: Manage (Registration) (Apportion Certificate)						
	Clerk Apportion Certificate Fee			1	30.00	\$30.00	
	State Apportion Certificate Fee			1	4.00	\$4.00	
						+	
						Add	

- 8. To complete the issuance of the Apportion Certificate click Checkout and Finalize the Transaction.
- 9. The Customer can now have an Apportion Plate issued to this vehicle by the Department of Motor Carriers.