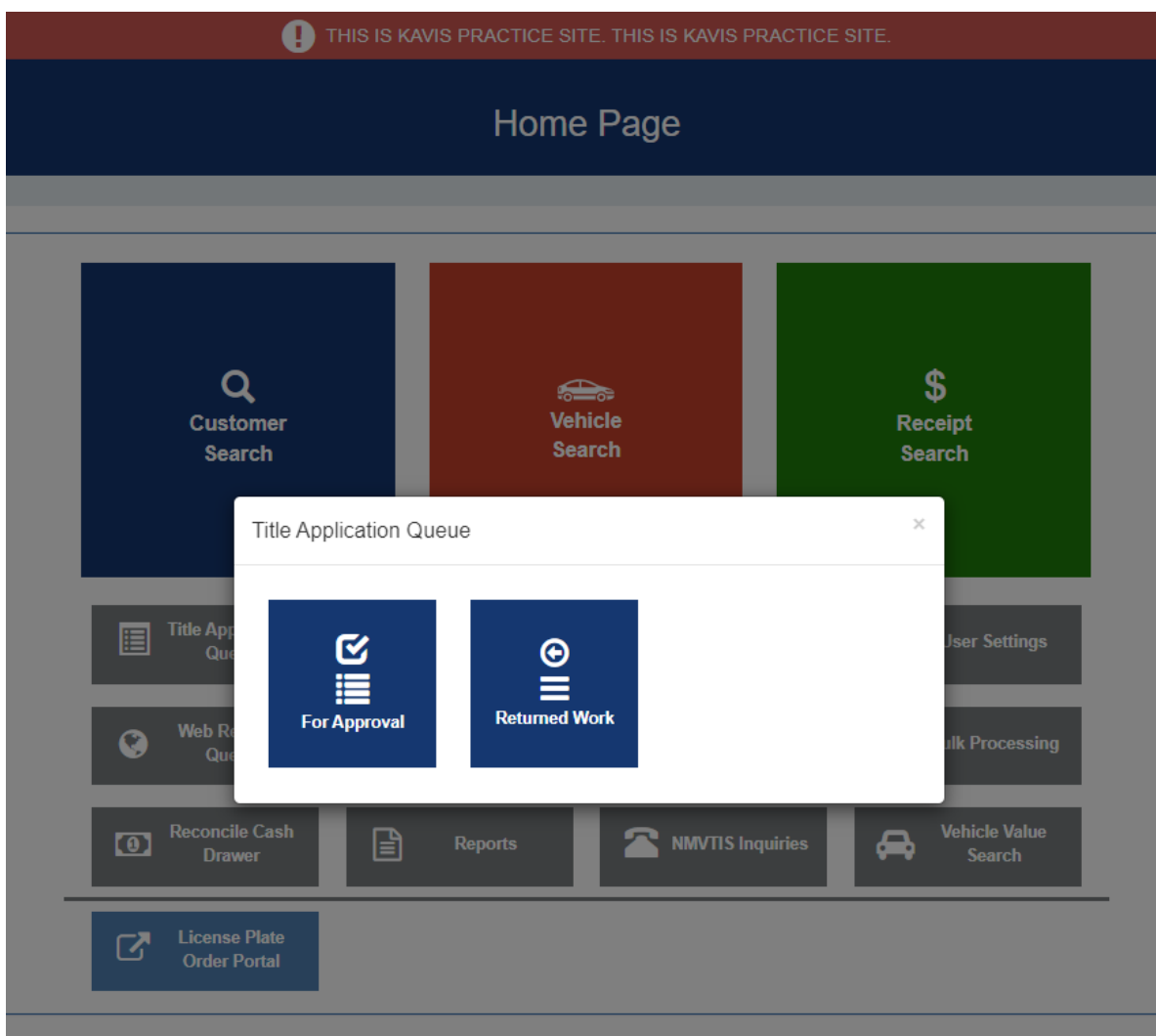


Title Application Queues

This guide demonstrates how title applications display in both the For Approval and Returned Work queues. Title applications in the For Approval queue have been checked out by Clerks, need to be reviewed for completeness, and can be submitted to MVL. Title applications in the Returned Work queue have been returned by MVL because they are incomplete in some way and need to be resubmitted to MVL once complete.

For Approval Queue



1. Clerks should review and submit title applications from their "For Approval" queue daily. Title applications that are successfully checked out display in the queue and can be submitted to MVL either individually or in bulk. Clerks can request Extra Review for the title applications that need special handling by MVL if it was not requested during the title application process.

Performing a Bulk Submit to MVL bypasses the option to request additional MVL Review or to provide comments.

← To Returned Work Queue

For Approval

Showing 1 to 35 of 35 entries

Submit Selected 7

*Warning: Any action prior to Submitting will clear selections.

Title Number	Title Action	Application Status	Primary Owner	Clerk Name	Clerk Hold	Branch	PODD Documents	Days from Application Creation
<input type="checkbox"/> 23256075002	Kentucky Transfer	Suspended	[Redacted]	KYFD01\steve.simpson			✓	83 🚫
<input type="checkbox"/> 232770370001		Suspended		AMM			✓	69 🚫
<input checked="" type="checkbox"/> 232900375001	Kentucky Transfer	Checkout Complete		KYFD01\latoyar.stewart			✓	49 ⚠️
<input checked="" type="checkbox"/> 232900375002	Kentucky Transfer	Checkout Complete		KYFD01\latoyar.stewart			✓	49 ⚠️
<input checked="" type="checkbox"/> 232920375001	Kentucky Transfer	Checkout Complete		KYFD01\sarah.mckaig			✓	47 ⚠️
<input checked="" type="checkbox"/> 232930375001	Kentucky Transfer	Checkout Complete		KYFD01\latoyar.stewart			✓	46 ⚠️
<input checked="" type="checkbox"/> 232970375001	Out-of-state Transfer	Checkout Complete		KYFD01\alysan.martin			✓	42 ⚠️
<input checked="" type="checkbox"/> 233070375001	Certificate of Origin	Checkout Complete		kytc\daly.sarath			✓	32 ⚠️
<input checked="" type="checkbox"/> 233140375006	Certificate of Origin	Checkout Complete		kytc\Petko.Lukov			✓	25
<input type="checkbox"/> 233180375003	Kentucky Transfer	Checkout Complete		kytc\daly.sarath			✓	21

a.

b.

- Example of bulk submission of applications. Clerks can check the checkboxes next to the applications they would like to submit and select "Submit Selected" button.
- Applications in the For Approval queue are set to Suspended at 60 days and are systematically cancelled at 90 days. The icons shown inform Clerks when these thresholds are approaching.

History

Click the chevron (➤) above to expand this section.

Review

Application Status: Checkout Complete

Pend Reason(s):

Comments:

Last Action By: kytcdaly.sarath

Add'l Text to Clerk:

PODD Documents:

Cancel Title Application

Hold in Clerk's Office

Submit to MVL

Back To Application Queue

c.

- Clerks can "Hold in Clerk's Office" or "Submit to MVL" after reviewing the title application and supporting documents. PODD documents will be linked and can be viewed. (Note: Hold in Clerk's Office is currently not working and may not be fixed in time for the January release.)

Returned Work Queue

- Clerks should review items in the "Returned Work" queue daily. Title applications that are incomplete or are missing documentation are returned by MVL to the Clerk's queue. Clerks can view comments added by the MVL Reviewer and the Pend Reasons associated with the title applications so that they have information about what need to be corrected.

FRANKLIN County has 13 applications that are overdue to MVL.

Returned Work

Showing 1 to 13 of 13 entries

Previous 1 Next

Title Number	Title Action	Application Status	Pend Reasons	Primary Owner	Clerk Name	Clerk Hold	Reviewer Name	Branch	Returned Days	Days from Application Creation
230090375001	Certificate of Origin	Suspended	Application not in PODD		kyld01charles.pearl		kytcMelissa.Crews		166	331
950820370058	Out-of-state Transfer	Returned to County Clerk	Supporting Documents of Ownership - Title/Registration		KLB		kytcBobbie.Marshall		161	170
231950375002	Certificate of Origin	Returned to County Clerk	Other 300		KYFD01steve.simpson		kytcBobbie.Marshall		99	145
232120375005	Out-of-state Transfer	Returned to County Clerk	BTR (TC 96-184) is required		KYFD01steve.simpson		kytcMelissa.Crews		118	128
232190375001	Kentucky Transfer	Returned to County Clerk	Application not in PODD		kyld01charles.pearl		kytcBobbie.Marshall		109	121
232220375003	Kentucky Transfer	Returned to County Clerk	Application not in PODD		kyld01charles.pearl		kytcBobbie.Marshall		109	118
232400375002	Kentucky Transfer	Returned to County Clerk	Required for Boat Transfer/Citizenship Box		KYFD01alyson.martin		kytcBobbie.Marshall		90	100
232490375001	Kentucky Transfer	Returned to County Clerk	Supporting Documents of Ownership - Title/Registration		KYFD01latoyar.stewart		kytcBobbie.Marshall		76	91
232490375002	Kentucky Transfer	Returned to County Clerk	Other 300		KYFD01steve.simpson		kytcBobbie.Marshall		76	91
232630375001	Out-of-state Transfer	Returned to County Clerk	Other 300		KYFD01sabara.wooten		kytcBobbie.Marshall		63	77

- Applications are due back to MVL within 30 days. There is a notification that lists a count of applications that are overdue for the County. The "Returned Days" column represents the number of days that the title application has been returned to the Clerk's queue.
- Comments made by MVL can be viewed by hovering over the comments icon.

c.

30375001	Out-of-state Transfer	Returned to County Clerk	Other 300		KYFD01sabara.wooten		kytcBobbie.Marshall		58	72
50375001	Kentucky Transfer	Returned to County Clerk	Application not in PODD		KYFD01latoyar.stewart		kytcBobbie.Marshall		54	60
60375002	Kentucky Transfer	Returned to County Clerk	Application not in PODD		KYFD01latoyar.stewart		kytcBobbie.Marshall		54	59
60375001	Kentucky Transfer	Returned to County Clerk	Required for Boat Transfer/Citizenship Box		KYFD01alyson.martin		kytcBobbie.Marshall		51	59

- KAVIS displays a count of days from when the application was returned, and icons in the "Returned Days" column so that the Clerks are notified when applications are approaching or exceed their due date.

- Applications that are returned by MVL will be updated to an Application Status of Suspended and Cancelled, once they reach a count of days of 300 and 500 days, respectively, as indicated in the "Days from Application Creation" column.

a.

Returned Work				
Showing 1 to 13 of 13 entries				
Title Number	Title Action	Application Status	Pend Reasons	
2300	Reprocessed	Suspended	Application not in PODD	F
950820370058	Out-of-state Transfer	Returned to County Clerk	Supporting Documents of Ownership - Title/Registration	L

- a. Applications that are Cancelled can be Reprocessed by going back through the New Title Application flow. Once checked out by the Clerk, they display in the queue with an icon that so that Clerks and MVL can easily identify them.