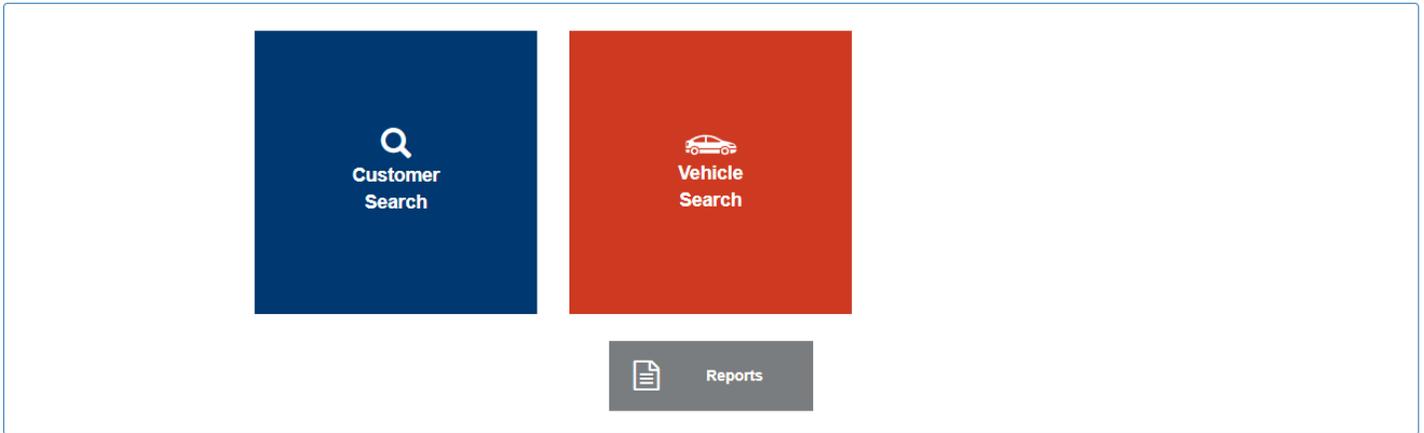


Customer Account Page

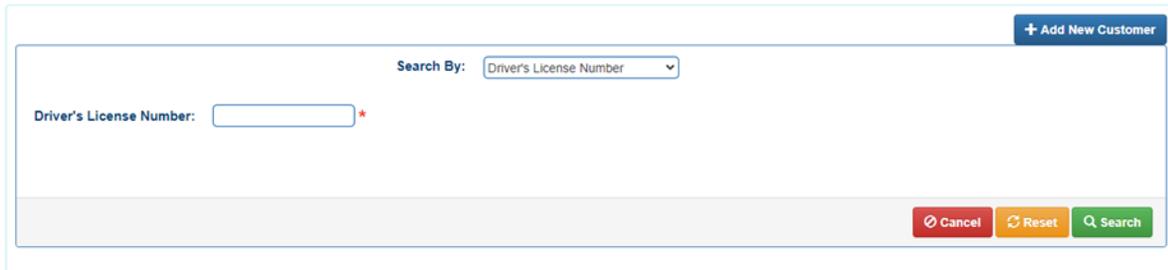
This guide will walk through how to search for customers, view their information such as address, held titles, registration statuses, and delinquencies.

Searching for a Customer

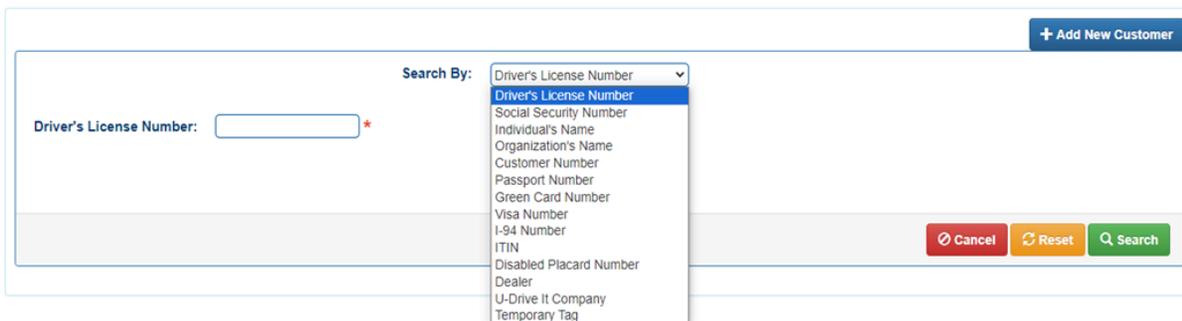
1. On the 'Home Page' select 'Customer Search'.



2. On the 'Customer Search' click on the 'Search By' drop down



3. This is how a user can select different search criteria:



4. Fill in the information and click 'Search'

- NOTE: The more specific the information is the more accurate the results will be. Click 'Select' to go to that customer's account page.

Search By: Individual's Name

Last Name: * First Name: Middle Name: Suffix:

Date of Birth: County: ALL

Cancel Reset Search

5. Choose the customer from the tablet from the search results.

Display Search Criteria

Customer ID	Driver's License	Last Name	First Name	Middle Name	Suffix	DOB	SSN	ITIN	Physical Address	County of Residence	Preferred Name	Select
009188435	S95757096	SMITH	GARY			11/20/1979	xxx-xx-4560		490 Bob Smith Rd. COLUMBIA, KY, 42728	ADAIR		Select
011755129		SMITH	GARY				xxx-xx-3858		Rt 3 Box 191, RUSSELL SPRINGS, KY, 42642	ADAIR		Select
001837081	S95400725	SMITH	GARY	L		03/31/1959	xxx-xx-5771		153 CHESTNUT CORNER RD. COLUMBIA, KY, 42728	ADAIR		Select

Indicates Customer

Alternatively, preview customer information by clicking a customer's ID to bring up 'Customer Data' without navigating away from the current search.

6. The Customer Account page will display:

SMITH, GARY View Notes

Cust #: 009188435
490 Bob Smith Rd
COLUMBIA, KY 42728

Action Center

PVA Please contact the PVA. There is a problem with one or more Ad Valorem year(s) for the 1994 FORD TAURUS.

\$ Ad Valorem taxes are past due for 2006 FORD FUSION. The total amount past due is \$15.68.

Vehicles (3)

Select By Type Go to List View

Filter By: Alerts 2 1

<p>\$ P <input type="checkbox"/></p> <p>2006 FORD FUSION Title #: 151180010036 Active - Title Issued</p> <p style="text-align: right;">4830AC Choose Life Reg. Expired</p> <p style="text-align: right;">View</p>	<p>PVA P <input type="checkbox"/></p> <p>2002 CHEV TAHOE Title #: 230370010061 Active - Title Issued</p> <p style="text-align: right;">E8R475 In God We Trust Reg. Expired</p> <p style="text-align: right;">View</p>	<p>PVA P M <input type="checkbox"/></p> <p>1994 FORD TAURUS Title #: 011131000091 Active - Title Issued</p> <p style="text-align: right;">544GPG Unbridled Spirit Reg. Cancelled</p> <p style="text-align: right;">View</p>
---	---	---

Disabled Placards

No Disabled Placard History found!

➤ **Previously Owned Vehicles (20)**

Preview Customer Data

The 'Customer Data' page is like the 'Customer Account' page displaying similar information. The 'Customer Data' page is just an overlay over customer search results. This allows a user to preview customer information without having to re-search if this is not the customer account.

1. Navigate to a customer's 'Customer Data' overlay by clicking on their Customer ID on the 'Customer Search' page.

Last Name: * First Name: Middle Name: Suffix:

Date of Birth: County:

Cancel Reset Search

ⓘ Your search resulted in more than 100 records. Please enter more specific search criteria to display fewer results.

Customer ID	Driver License	Last Name	First Name	Middle Name	Suffix	DOB	SSN	ITIN	Physical Address	County of Residence	Preferred Name	
001374034		SMITH	ADAM				xxx-xx-2811		205 Langley Ct, CLARKSON, KY, 42726	GRAYSON		Select
000619820	S93365984	SMITH	AMBROSE	E		08/29/1939	xxx-xx-4196		406 Huffman Rd, LEITCHFIELD, KY, 42754	GRAYSON		Select
000619825	S93355406	SMITH	AMILL			08/29/1924	xxx-xx-5506		214 Cave Creek Rd, FALLS OF ROUGH, KY, 40119	GRAYSON		Select
001275042		SMITH	AMY				xxx-xx-0109		34 Foxborough Dr, LEITCHFIELD, KY, 42754	GRAYSON		Select

2. The 'Customer Data' page will display over the 'Customer Search' page:

Personal Information

Last Name:

First Name:

Middle Name:

Suffix:

Birth:

Preferred Name:

Gender: M

Citizenship: United States

Deaf or Hard of Hearing: No

Deceased: No

Address

Phone

No phone data

xxx-xx-3041
12345678912

Clicking 'View' will navigate to the 'Vehicle Summary' page of this account

Clicking 'Select' will navigate to the 'Customer Account' page

Customer Account Page Overview

The Customer Account Page is where all information regarding active or previously owned vehicles, boats, or disabled placards will display.

Customer Information

SMITH, GARY L 

Cust #: 001837081
153 CHESTNUT CORNER RD
COLUMBIA, KY 42728

[View](#) [Notes](#)



Select 'View' to see even more 'Personal Information'

Personal Information

Personal Information

<p>Birth Date: 03/31/1959</p> <p>Preferred Name:</p> <p>Gender: M</p> <p>Citizenship: United States</p> <p>Deaf or Hard of Hearing: No</p> <p>Deceased: No</p>	<p>Phone</p> <p>No phone data.</p>	<p>Identification</p> <p>Driver's License: KY S95400725</p> <p>SSN: xxx-xx-5771</p>
--	---	--

Address

County of Residence: ADAIR

Physical 

153 CHESTNUT CORNER RD
COLUMBIA, KY 42728-9159

Alias

No Alias data.

Click 'Cancel' to close this view

Action Center- Calls attention to certain issues that need to be resolved

Action Center

- There are Ad Valorem problems for 2 vehicles. Please contact the PVA.
- Customer has 2 vehicle(s) with Cancelled Title Application.

Vehicles tab- displays vehicles the customer currently owns

Vehicles (2)

Select By Type ▾

Filter By: Alerts ▾ 2

Go to List View

P <input type="checkbox"/> 2000 FORD EXPLORER Title #: 221530375001 Application Cancelled Reg: Title Only View	P <input type="checkbox"/> 2000 FORD EXPLORER Title #: 221640375002 Application Cancelled AAA103 Unbridled Spirit Reg: Expired View
---	--

Vehicle Model: 2000 FORD EXPLORER

Title Number: Title #: 221640375002

Last Title Action Taken: "Registration Type"

Ownership Icon:

Plate Number: AAA103

Plate Type: Unbridled Spirit

Registration Status: Reg: Expired

[View](#)



will navigate to the 'Vehicle Summary' page for that vehicle.

- Action Icons and Ownership Icons are visual cues that show information about the vehicle or owner. Hovering over an icon will display the definition.

Disabled Placard tab- displays placard history for the customer

▼ Disabled Placards

Trans ID	Control Number	Placard Type	Placard Year	Placard #	Issue Date	Expiration Date	Status	Authorized Placard(s)	Comments
031091661	20-155-037-0-DP-00071		47	569643	06/03/2020	05/31/2026	Active	1 of 2	
031091243	20-155-037-0-DP-00067		47	569615	06/03/2020	05/31/2026	Inactive	1 of 2	
013408163	18-207-037-0-DP-00012		46	503756	07/26/2018	07/31/2020	Inactive		
002169690	16-172-037-0-DP-00002		45	897752	06/20/2016	06/30/2018	Expired	1 of 2	

Previously Owned Vehicles tab- displays all vehicles previously owned by the customer

▼ Previously Owned Vehicles (10)

Showing 1 to 10 of 10 entries Filter:

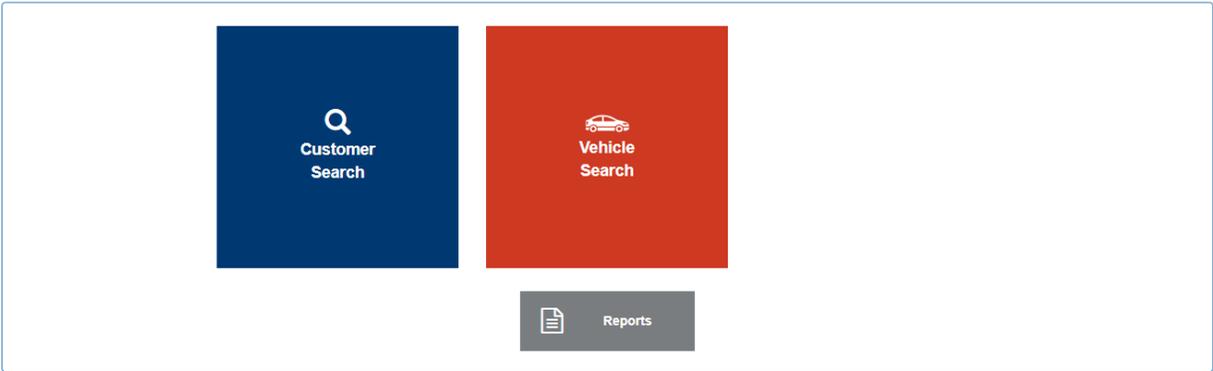
Status Date	Type	Year	Make	Model	Title #	KY / Plate #	Owner	Title Status	Reg. Status	Alerts	
03/11/2023		1981	LOWE STINGER	NA	220980015002	KY2293HH	M	Surrendered - Transferred	Cancelled		View
07/22/2021		2010	LOWE	1436	211190015002	KY0624ZM	M	Surrendered - Transferred	Cancelled		View
08/30/2007		1988	FLEE	BROADMO	040701040039		M	Surrendered - Transferred	Cancelled		View
04/28/2006		2003	KAWA	VN800	030450010033		M	Surrendered - Transferred	Cancelled		View
08/25/2004		1992	TOYO	CAMRY	992000010003		M	Surrendered -	Cancelled		View

Vehicle Summary Page

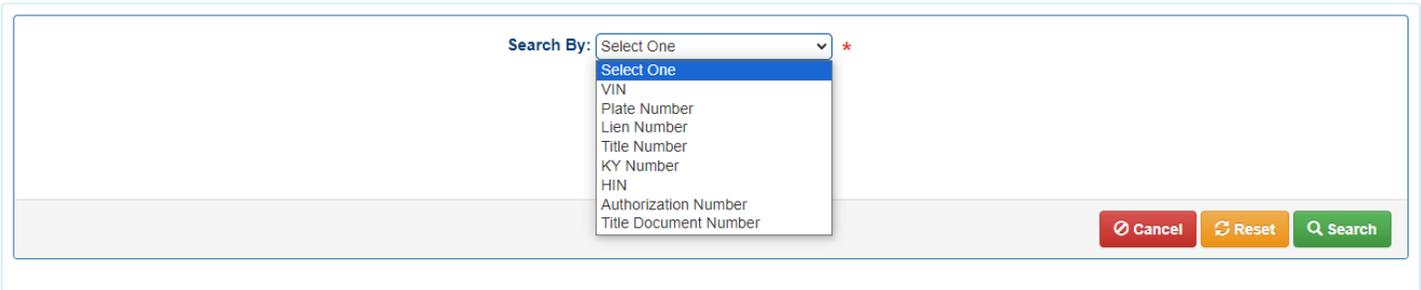
Searching for a Vehicle

The 'Vehicle Search' is used for locating and viewing all information pertaining to a vehicle

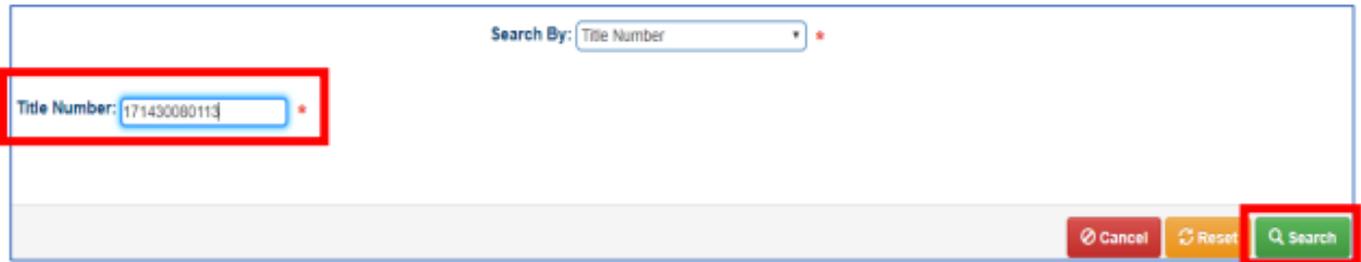
1. From the 'Home Page' select 'Vehicle Search'



2. From the 'Vehicle Search' page select the criteria to search by from the drop-down menu



3. Enter the information for the vehicle and select 'Search'



- The results will appear below. Click the 'Vehicle' button to go to the 'Vehicle Summary' page or the 'Customer' button to go to the 'Customer Account' page

Search By: *

Title Number: *

Type	Vehicle	Title #	KY / Plate #	Lien #	Title Status	Owner	Go To
	2014 RAM RAM VIN: 3C6JR7AT4EG132314 - 999	142271100017	0582FN		Active - Title Issued	7816056 GANT, BARRY 5220 Highland Lick Rd, SHARON GROVE, KY 42280 TODD	<input type="button" value="Vehicle"/> <input type="button" value="Customer"/>

Vehicle Summary Page Overview

Owner(s)

Customer ID	Driver License	Customer Name	SSN/FEIN	Address	Begin Tax Exempt Date
000645179	D94693149	DUE, DAVID CHARLES	xxx-xx-9286	10236 Hwy 16, VERONA, KY 41092 BOONE	

Clicking here will bring up the 'Customer Data' pop out.

This will show a list of all vehicles this customer has owned.

Chain of Ownership – Shows all known titles/owners with the most recent at the top.

Seq.	Title Number	Primary Owner	Address	Title Status	Issue Date	Last Action Date
4	192950085010	DUE, DAVID CHARLES	10236 Hwy 16, VERONA, KY 41092	Application		10/22/2019
3	151190080302	DUE, DAVID CHARLES	10236 Hwy 16, VERONA, KY 41092	Surrendered - Transferred	05/22/2015	10/22/2019
2	151120080255	DUE, DAVID C	552 Village Dr, EDGEWOOD, KY 41017	Surrendered - Transferred	04/23/2015	04/29/2015
1	95117059196	DUE, DAVID C	552 Village Dr, EDGEWOOD, KY 41017	Surrendered - Transferred	05/31/1995	04/22/2015

Selecting a 'Title Number' here will navigate to the 'Vehicle Summary' of that vehicle when it was last associated with that 'Title Number'.

Title- displays current status, type of title, title number and prior title number

▼ Title

Status: Active - Title Issued

Type: Transfer	State Fee: \$0.00
Title #: 151190080302	Clerk Fee: \$0.00
Prior Title #: 151120080255	Use Tax: \$0.00

Use Tax Description:

Reel #: 2015	Blip #: 0522	Doc #:
---------------------	---------------------	---------------

Registration Information- displays current status, type, issue/exp date, plate type, plate number and fees

▼ Registration Information

Status: Active

Type: Renewal	County: ADAIR
Reg. Date: 06/07/2023	Plate Type: In God We Trust
Exp. Date: 03/31/2024	Plate #: 413VAA
Reg. Exemption:	Plate Action: Issue
Remarks:	Gross Weight: PC

Comments:

State Vehicle Registration Fee: \$15.00
KYTC Vehicle Registration Fee: \$0.00
Clerk Vehicle Registration Fee: \$6.00

Purchase Information

▼ Purchase Information

Date of Purchase:	Purchase Price: \$12,258.96
Trade-in Amount: \$0.00	Usage Tax Credit: \$0.00

Ad Valorem Information- displays tax information for the vehicle

Ad Valorem Information

Total Tax Due: \$20.15

	Tax Year	Situs	District	Tax Status	Value (Boat + Motor)	Action Date	County Collected	Due Date	Payment Date	Total Amount Paid
▶	2020	BOONE	13	Taxable	\$186.00	03/06/2020		10/06/2020		\$0.00
▶	2019	BOONE	13	Taxable	\$196.00	01/01/2019		04/30/2019		\$0.00
▶	2018	BOONE	13	Taxable	\$196.00	01/01/2018		04/30/2018		\$0.00
▶	2017	BOONE	13	Taxable	\$196.00	06/02/2017	BOONE	04/30/2017	06/02/2017	\$4.95
▶	2016	BOONE	13	Taxable	\$196.00	04/29/2016	BOONE	04/30/2016	04/29/2016	\$2.65

Clicking on the arrow to the left of Tax Year will display more detailed information

	Tax Year	Situs	District	Tax Status	Value (Boat + Motor)	Action Date	County Collected	Due Date	Payment Date	Total Amount Paid
▼	2023	KENTON	04	Taxable	\$177.00	04/07/2023	KENTON	04/30/2023	04/07/2023	\$2.83
	TAX CODE		JURISDICTION		RATE	TAX DUE	INTEREST	PENALTY	TOTAL AMOUNT DUE	
	State Tax		State Tax		0.45	\$0.80	\$0.00	\$0.00	\$0.80	
	001		GENERAL		0.158	\$0.28	\$0.00	\$0.00	\$0.28	
	002		LIBRARY		0.06	\$0.11	\$0.00	\$0.00	\$0.11	
	003		HEALTH		0.025	\$0.04	\$0.00	\$0.00	\$0.04	
	004		EXT SERVICE		0.012332	\$0.02	\$0.00	\$0.00	\$0.02	
	011		NO KY AREA PLAN		0.021	\$0.04	\$0.00	\$0.00	\$0.04	
	IE		ERLANGER/ELSMERE		0.671	\$1.19	\$0.00	\$0.00	\$1.19	
	FE		IND							
			FD-ELSMERE		0.2	\$0.35	\$0.00	\$0.00	\$0.35	

Lien Information tab- lists all information regarding any liens against the vehicle

Lien Information

Lien Number	Status	Filed Date	Lien Holder	Address	County Filed	Released Date	
2341234213	Filed	12/12/2012	Josie Banking CO	244 Agnus Ave, Mobile, AL 333030333	BOONE		View
	Pending		Lipson	KY			View

Clicking 'View' will display more detailed information about the lien(s)

Title Number: 970420510067

Primary Owner County of Residence: HENDERSON

Lien Information

FARMERS BANK & TRUST

Lien File Number: 0159033

Date Filed: 02/13/1997

Filing Fee: \$0.00

Lien Status: Filed

Lien File #: 0159033

Date Filed: 02/13/1997

County Filed: HENDERSON

Lien Expires: 02/13/2004

Address: PO BOX 23

City: HENDERSON

State: KY

Zip: 42420000

Comments:

Total Lien Filing Fee Due: \$0.00

[Back To Vehicle Summary](#)

Vehicle Information- displays all demographics pertaining to the vehicle

Vehicle Information

KY Number: KY2998UU	County of Dockage: BOONE
HIN: INVALIDKYHIN	Primary Use: Pleasure
Vehicle Type: Boat	Length: 14' 1"
Year: 1986	Beam: 5' 1"
Make: LOWELINE	Occupant Capacity: 3
Model: O	Weight Capacity:
Boat Type: Other	Number of Toilets: 0
Hull Material: Aluminum	Toilet Type:
Engine Drive: Outboard	Number of Motors: 1
Propulsion: Propeller	Brand:

Motors

Brand:

Motor(s)

Year	Make	Horsepower	Serial Number	Fuel Type
	NONE	0	KY2998UU	Gas

Situs Address- displays address of boat dockage if the county of residence of the owner is different

Situs Address

Address: 123 Guava Lane, Lakeville, KY 44334

Vehicle History- displays all history pertaining to a vehicle

Vehicle History

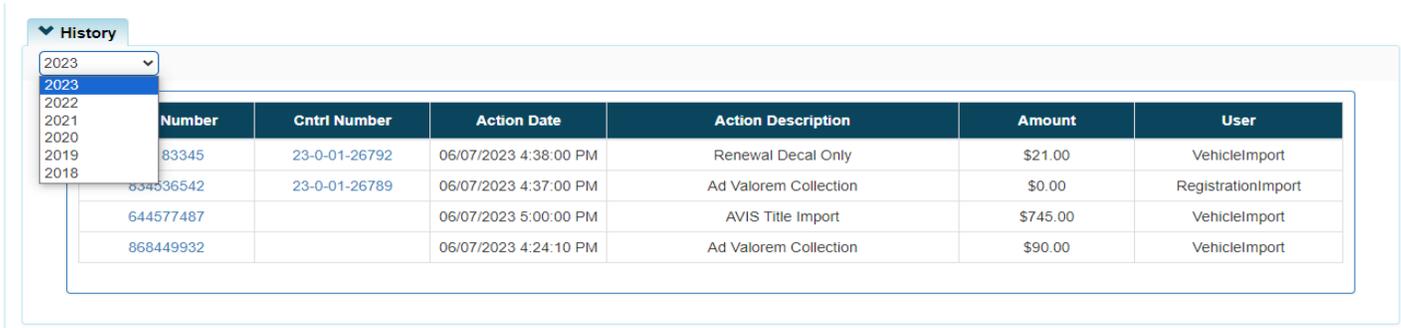
2019

Trans Number	Cntrl Number	Action Date	Action Description	Amount	User
33431226		11/06/2019 1:14:27 PM	Lien Add		kytc\jarod.wylie
33431225		11/06/2019 1:14:13 PM	Lien Add		KYTC\jarod.wylie
33431214	19-310-008-0-TA-00002	11/06/2019 11:07:18 AM	Title Correction - Application Status		kytc\jarod.wylie
33429356	19-294-008-1-TA-00008	10/21/2019 11:26:17 AM	Title Correction - Application Status		kytc\jarod.wylie
33429354	19-294-008-1-TA-00007	10/21/2019 11:26:17 AM	Title Correction - Application Status		kytc\jarod.wylie

Clicking on a 'Cntrl Number' will bring up a view of all PODD documents scanned in on that transaction.

Clicking on a 'Trans Number' will navigate to the vehicle's 'Vehicle Summary' at the time of the action date.

Choose the drop-down function within the history tab to select the year you wish to view



The screenshot shows a 'History' tab with a dropdown menu for selecting a year. The dropdown is currently set to 2023, with options for 2023, 2022, 2021, 2020, 2019, and 2018. Below the dropdown is a table with the following columns: Number, Cntrl Number, Action Date, Action Description, Amount, and User. The table contains five rows of data.

Number	Cntrl Number	Action Date	Action Description	Amount	User
83345	23-0-01-26792	06/07/2023 4:38:00 PM	Renewal Decal Only	\$21.00	VehicleImport
834536542	23-0-01-26789	06/07/2023 4:37:00 PM	Ad Valorem Collection	\$0.00	RegistrationImport
644577487		06/07/2023 5:00:00 PM	AVIS Title Import	\$745.00	VehicleImport
868449932		06/07/2023 4:24:10 PM	Ad Valorem Collection	\$90.00	VehicleImport

Title Status Explained

Application – The Buyer owns the vehicle but is awaiting approval for paper title to be printed and sent

Application Cancelled – Buyers are unable to register vehicle until application has been reprocessed

This does not negate ownership of vehicle

Active-Title Issued – Application has been approved by MVL and printed

Active-No Title Issued – Application has been approved but no title has been printed

Surrendered:

Transferred – The ownership of this vehicle has been successfully transferred to another individual

Dealer Assigned – The ownership of this vehicle has been successfully transferred to a certified Dealer

Junked – Owner of the vehicle provide proof that vehicle has been ‘Junked’ and no longer owns the vehicle

Sold OOS – Previous owner of vehicle has provided proof that the vehicle has been sold outside the State of Kentucky

Incomplete Transfer – Current owner has sold the vehicle but new owner has not started a new title application

Documented – Ownership of this boat has been given to the Coast Guard, the owner will not need to register the boat or sell it from this title

Repossession – Ownership of this vehicle has passed to the new owner through an act of repossessing

Registration Types Explained

Registration type is the latest action that has been taken on a vehicle

Transfer – Registration status was transferred from former title to the current title being viewed.

Renewal – Registration is in its renewal period

Out of State – Indicates vehicle is out of state

First Time – First time registration on the vehicle

Duplicate – A duplicate title has been purchased for this vehicle

Corrected – A title correction has been performed on this vehicle

Ad Valorem – Ad valorem tax was paid for this vehicle

Title Only – This vehicle has only been approved for its title. No registration has been applied or Ad Valorem tax paid

Registration Status Explained

Active – Registration on this vehicle is active

Expired – Registration is expired

Cancelled – Registration is cancelled

Title Only – This vehicle only has a title and has never been registered

Title Types

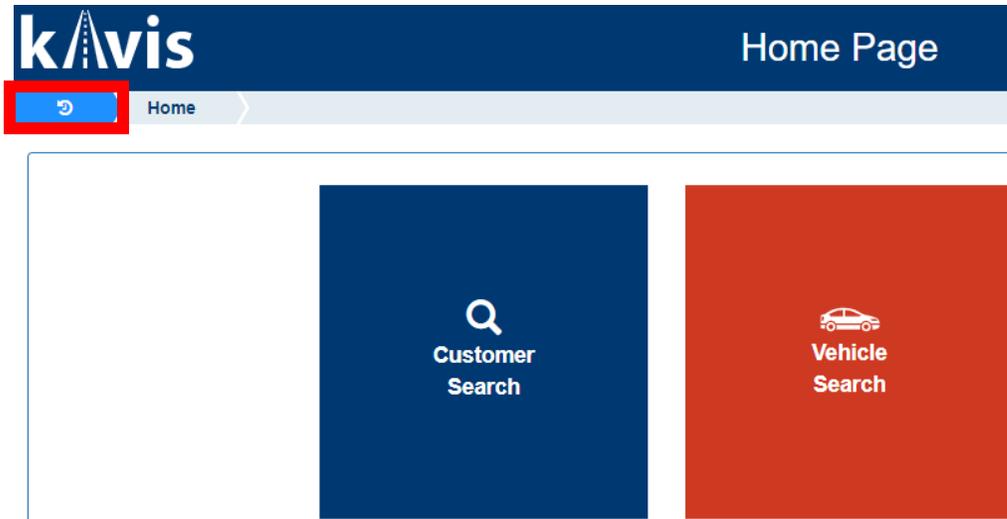
- Original
- Out-of-State
- Transfer
- Update
- Duplicate
- Dealer Assignment
- Documented
- Forced
- Salvage
 - Update
 - Duplicate
 - Dealer Assigned

- **Out of State Original**

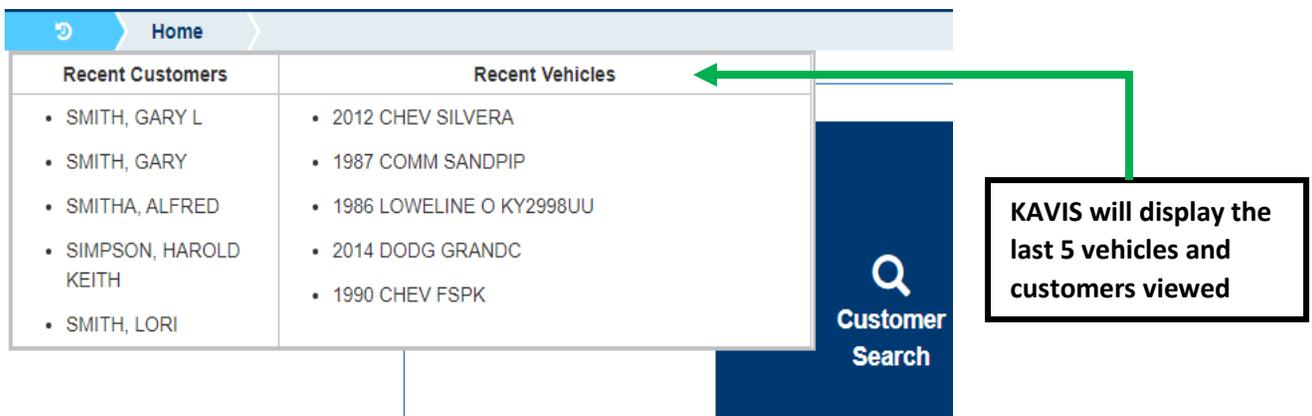
History Dropdown

The history dropdown is a useful tool to quickly navigate back to recently viewed vehicles and customers.

1. On any page of the KAVIS application click on the 'History' icon in the top left corner.



2. This will prompt the dropdown to appear.



3. Click on a Recent Customer to go to their 'Customer Account' page or Recent Vehicle to go to its 'Vehicle Summary' page.

Recent Customers	Recent Vehicles
<ul style="list-style-type: none">• SMITH, GARY L• SMITH, GARY• SMITHA, ALFRED• SIMPSON, HAROLD	<ul style="list-style-type: none">• 2012 CHEV SILVERA• 1987 COMM SANDPIP• 1986 LOWELINE O KY2998UU• 2014 DODG GRANDC