



kavis



MVL REVIEWER I KAVIS MANUAL



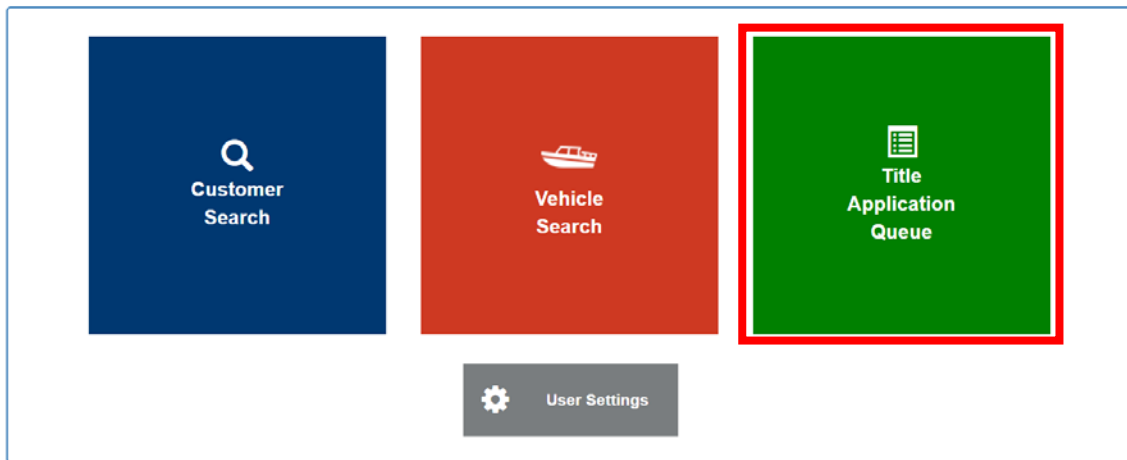
Table of Contents

- Title Application Queue.....3**
 - Application Status Explained 6**
- Customer Account Page8**
 - Searching for a Customer..... 8**
 - Preview Customer Data 10**
 - Edit Customer Information 11**
 - Add Customer Notes 12**
 - Customer Account Page Overview 14**
- Vehicle Summary Page.....17**
 - Searching for a Vehicle..... 17**
 - Vehicle Summary Page Overview 19**
 - Title Status Explained 23**
 - Title Types..... 24**
 - Registration Types Explained 24**
 - Registration Status Explained 24**
- History Dropdown.....25**
- Icons.....26**

Title Application Queue

The Title Application Queue is a backlog of Title Applications in which a County Clerk has submitted for Approval by MVL. From the Title Application Queue a user can take various actions; such as review, approve, cancel, or pend. Follow the steps for a walk through of this process.

1. On the Home Page click 'Title Application Queue'.



2. The user will select a County, an End Date and click 'Search'. This will include all applications in queue from the county selected up to the date.

Filter

County Selector: *

End Date:

Continue

3. Click on  to begin reviewing the applications in queue.

Filter

Review/Edit the search criteria entered. [Q Display Search Criteria](#)

County Selected	Date	Count	
BOONE	11/20/2019 - 11-25-2019	3	



4. KAVIS will navigate to the 'Title Application' page. There will be the following fields:

Owner(s)

Title

Registration Information

Purchase Information

Ad Valorem

Lien Information

Vehicle Information

Vehicle Attributes

Motor(s)

Situs Address

Vehicle History

Review

*Click [here](#) to go to the Vehicle Summary Page Overview where a detailed description of these fields can be found.

5. To complete the review of this application there are three options.

Review


Application Status: NCIC Completed Last Action By: NCIC PODD Documents:

Pend Reasons(s): NCIC Manual Review Comments:


Extra Review Reason:

Pend Approve

Back To Application Queue

 – Clicking this will not change the status of the application. This button will navigate back to the search results of the 'Title Application Queue' page.

NOTE: This must be selected to avoid locking out other KAVIS users from viewing this application.

 – Clicking this approves the application to be printed and be sent to the owner.





– Clicking this sets the status to 'Pending'.

Review Information

Select one or more Pend Reasons from the list below and enter Comments:

Pend Reason: *

- Need Reassignment
- Home Made Boats
- Chain of Ownership
- Need Duplicate Title White Out Used or otherwise altered
- Affidavit of Ownership
- Need Repossession Form/Incomplete Repossession Form
- Incorrect Use of And/Or Signature Connector
- Required For Boat Transfer section needs completing
- Trust/Court Order(seized vehicle,divorce,wills,certs of qualification)
- Unrebuildable
- Need Supporting Documents of Ownership
- Other 400
- No NCIC
- Ghost Title
- Missing Boat Application

Comments: *

Select at least one Pend Reason.

Selecting 'Missing Boat Application' will send the application back to the County Clerk.

Add any useful information to the comments for the next user to see.

Select 'Save & Continue' to commit to the Pending of this application.



Application Status Explained

KAVIS will keep track of every title application along its way to be approved and printed. It will also keep track of changes made after being issued.

KEY: (*) means there are actions MVL can take while the title is in this application status

Checkout Complete – A new title application has been checked out by a County Clerk and it is now waiting in a clerk's 'Title Application Queue'.

County Clerk Submitted – The County Clerk reviews the application to ensure there is no missing information or documents and has sent it to be reviewed by the National Crime Information Center – NCIC.

***NCIC Completed** – NCIC has finished reviewing the application and approves the application for MVL to review.

Returned to County Clerk – MVL has pended an application and sent it back to County Clerk for corrections.

Returned to MVL – A clerk has resubmitted this application for another review.

***MVL Pending** – An MVL Reviewer has marked this application as 'pend' to be further reviewed by either MVL Reviewer 2 or Supervisor.

***Suspended – Two Possible Reasons**

1. 30 days after an MVL Reviewer has returned the application to the County Clerks returned work queue.
2. 60 days after the status has remained 'Checkout Complete' in the County Clerks 'For Approval Queue'

***MVL Approved** – An MVL Reviewer has approved the application and the application has been sent to be printed.

***MVL Approved – Lien Pending** – An MVL reviewer has approved the application and there is a pending lien on the title.

Cancelled –

1. A clerk or an MVL reviewer has cancelled the application.
2. 30 days after the application has been suspended by MVL and has not been returned to MVL for review.
3. 90 days after the status has remained as 'Checkout Complete' in the 'For Approval Queue'.
4. 180 days after an MVL Reviewer has returned the application to the 'Returned Work Queue'.

Reactivated – An MVL reviewer has selected to reactivate the application from a 'Suspended' or 'Cancelled' status.



Title Sent to Be Printed – The title has been approved and has been sent to be printed.

NOTE: This is the last Application Status an MVL reviewer will be able to find in their Title Application Queue.

Printed –KAVIS has received confirmation that the physical title has been printed.

Reversed - An application submission is being reversed, or “backed out”.

Sent NCIC - The application has been sent for review to NCIC.

Title Sent to be printed – The title has been approved by MVL and has been submitted to print and be given to the owner of the vehicle.

Contact MVL – If NCIC has marked a boat as ‘Stolen’ the Title Application will arrive at MVL’s queue as ‘MVL Pending’ with the pend reason as ‘Stolen’. Clerks will see ‘Contact MVL’ as the application status on the Vehicle Summary page. **They will contact MVL to verify the reason and for instructions on what steps to take next**

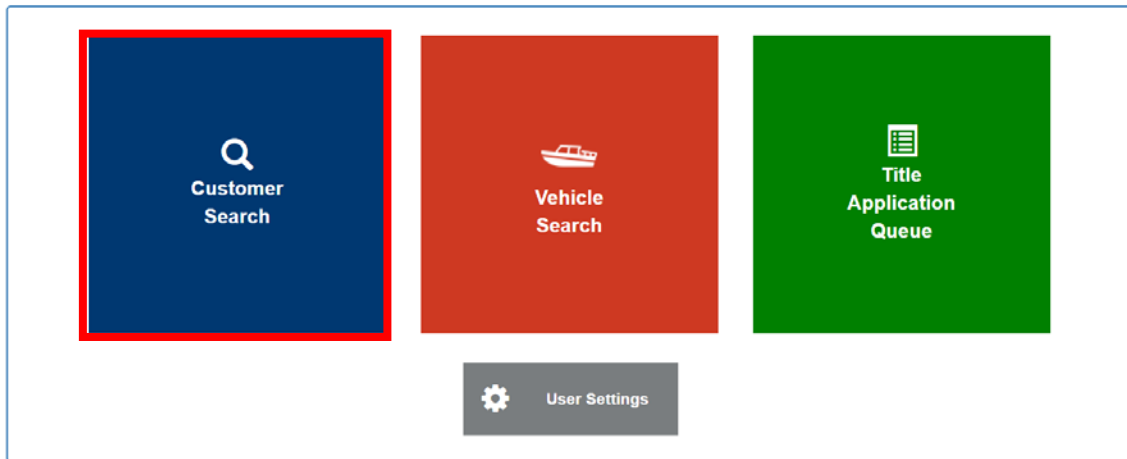


Customer Account Page

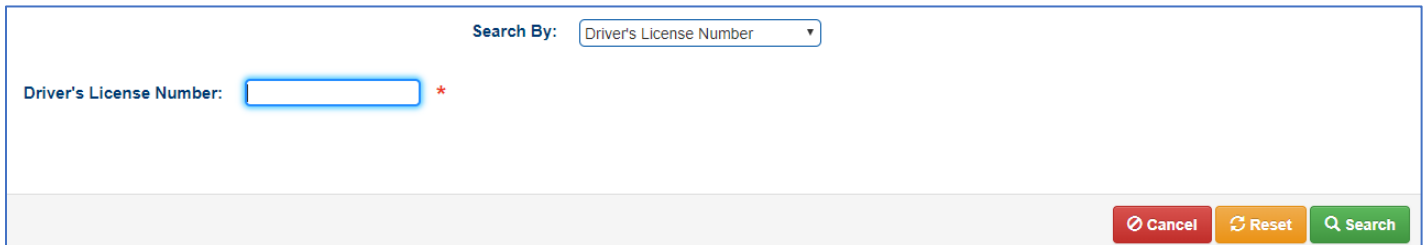
This guide will walk through how to search for customers, view their information such as address, held titles, registration statuses, and delinquencies. The guide will also walk through how to edit customer data.

Searching for a Customer

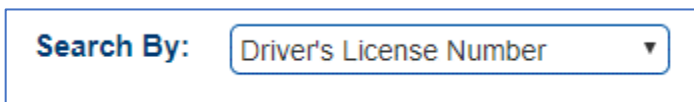
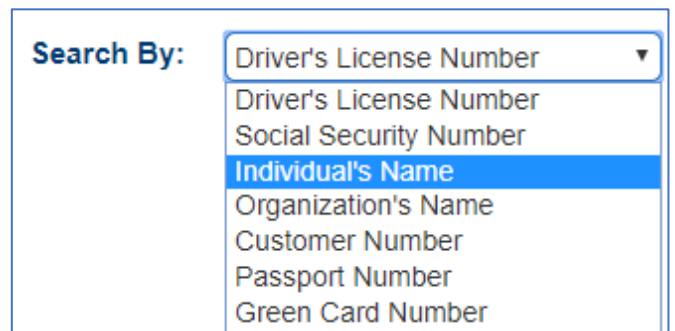
1. On the 'Home Page' select 'Customer Search'.



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

A screenshot of the Customer Search form. At the top right, there is a 'Search By:' dropdown menu currently set to 'Driver's License Number'. Below this, on the left, is a text input field labeled 'Driver's License Number:' with a red asterisk to its right. At the bottom right of the form are three buttons: 'Cancel' (red), 'Reset' (orange), and 'Search' (green).

3. This is how a user can select different ways to search for other users.

A screenshot of the 'Search By:' dropdown menu. The dropdown is open, showing a list of search criteria: 'Driver's License Number', 'Driver's License Number', 'Social Security Number', 'Individual's Name' (highlighted in blue), 'Organization's Name', 'Customer Number', 'Passport Number', and 'Green Card Number'.A screenshot of the 'Search By:' dropdown menu. The dropdown is open, showing a list of search criteria: 'Driver's License Number', 'Driver's License Number', 'Social Security Number', 'Individual's Name' (highlighted in blue), 'Organization's Name', 'Customer Number', 'Passport Number', and 'Green Card Number'.

4. Fill in the information and click 'Search'.

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 table of search results. The more specific the information is the more accurate the results will be. Click 'Select' to go to that customer's account page.

Customer ID	Driver License	Last Name	First Name	Middle Name	Suffix	DOB	SSN	ITIN	Physical Address	County of Residence	Preferred Name	
001411348		SMITH	ADAM			05/11/1980	xxx-xx-3221		2200 Treetop Ln, HEBRON, KY, 41048	BOONE		Select
001271922		SMITH	ALBERT			05/11/1980	xxx-xx-5862		1016 Orchid Rd, FLORENCE, KY, 41042	BOONE		Select
001122990	S91091261	SMITH	ALBERT	E		03/18/1938	xxx-xx-6852		1016 Orchid Rd, FLORENCE, KY, 41042	BOONE		Select

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 look something like this.

Preferred: **Jimmy Test**
SMITHY, JIMSON
 Cust #: 001494204
 580 Panzeretta Dr
 WALTON, KY 41094
 Phone: (829) 919-0460

Edit View Notes
Financial History

Action Center

- You have one or more title applications that currently have a pended lien: 1960 LONESTAR MALIBU;
- 1654 gjhk jhb is Missing Required Information for Registration.

Vehicles

Boats (2) Switch to List View

M

1960 LONESTAR MALIBU
 Title#: 192940085004
 Transfer

KY0311JD
 Application
 Reg: Active

Manage Title View

P

1654 gjhk jhb
 Title#: 191920085001
 Original

KY0900WN
 Application
 Reg: Title Only

Manage Title View

Disabled Placards

Trans ID	Control Number	Placard Type	Placard Year	Placard #	Issue Date	Expiration Date	Status	Authorized Placard(s)	Comments
033430684	19-305-008-0-DP-00002		47	088636	11/01/2019	05/31/2025	Active	1 of 2	
033430684	19-305-008-0-DP-00003		47	088637	11/01/2019	05/31/2025	Active	2 of 2	

Previously Owned Vehicles (1)

Showing 1 to 1 of 1 entries Filter: ...

Year	Make	Model	Title #	KY / Plate #	Owner	Title Status	Reg. Status	Alerts
1992	CROWNLINE	182BL	121010080080	KY0642JD	P	Surrendered - Transferred	Cancelled	

Manage View



Preview Customer Data

The 'Customer Data' page is similar to the 'Customer Account' page displaying similar information but with no actions to edit anything. The 'Customer Data' page is actually 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 being searched for.

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:

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		<input type="button" value="Select"/>
000619820	S93365984	SMITH	AMBROSE	E		08/29/1939	xxx-xx-4196		406 Huffman Rd, LEITCHFIELD, KY, 42754	GRAYSON		<input type="button" value="Select"/>
000619825	S93355406	SMITH	AMILL			08/29/1924	xxx-xx-5506		214 Cave Creek Rd, FALLS OF ROUGH, KY, 40119	GRAYSON		<input type="button" value="Select"/>
001275042		SMITH	AMY				xxx-xx-0109		34 Foxborough Dr, LEITCHFIELD, KY, 42754	GRAYSON		<input type="button" value="Select"/>

2. The 'Customer Data' page will show over top the 'Customer Search' page.

Personal Information

Last Name: SMITH
First Name: ALBERT
Middle Name: E
Suffix:
Birth Date: 03/18/1938
County of Residence: BOONE
Preferred Name:
Gender: M
Citizenship: United States

Phone
Mobile: (859) 555-5555

Identification
Driver's License: KY S91091261
SSN: xxx-xx-6852

Address
Physical
1016 Orchid Rd
FLORENCE, KY 41042-1224
BOONE

Alias

Clicking 'View' will navigate to the ['Vehicle Summary'](#) page for this account.

Clicking 'Select' will navigate to the ['Customer Account'](#) page for this account.

Vehicles

2004 BAJA BOATS INC 200UT Title#: 191900085002 Transfer	P KY0418JS Application Reg: Title Only <input type="button" value="View"/>
1988 LOWE LITTLE JON Title#: 192820085004 Transfer	P KY0140HT Application Reg: Title Only <input type="button" value="View"/>
1987 Viking Boat Title#: 192680085001 Out-of-state	P KY0901AZ Application Reg: Active <input type="button" value="View"/>



Edit Customer Information

1. From the 'Customer Account' page click 'Edit'.

✓ Driver's License Verified on 02/23/2017

COLEMAN, JAMES A JR

Cust #:000000618
122 HIGHWAY AVE
LUDLOW, KY 41016

Edit **View** **Notes**

2. Make the appropriate changes and click 'Save' at the bottom of the page to commit changes.

✓ Driver's License Verified on 02/23/2017

COLEMAN, JAMES A JR
Cust #:000000618

Name Change

Personal Information

Birth Date: 11/26/1957 *

County of Residence: **KENTON** *

Preferred Name:

Gender: M

Citizenship: **United States**

E-Mail:

Phone

Home:

Mobile:

Work:

Identification

Passport:

Visa:

Driver's License: KY C92533674

SSN: xxx-xx-4504

Green Card:

ITIN:

* At least one form of Identification is required

Address

Is Mailing address different? No Yes

Physical

Address 1: 122 HIGHWAY AVE *

Address 2:

City: LUDLOW *

State: **Kentucky** * Zip: 41016 *

County: **KENTON**

Attn:

Alias

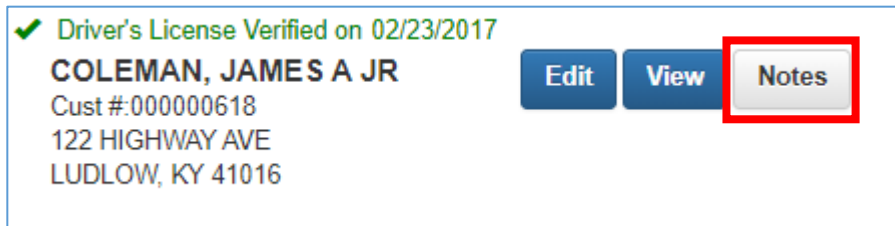
No Alias data.

Add Alias



Add Customer Notes

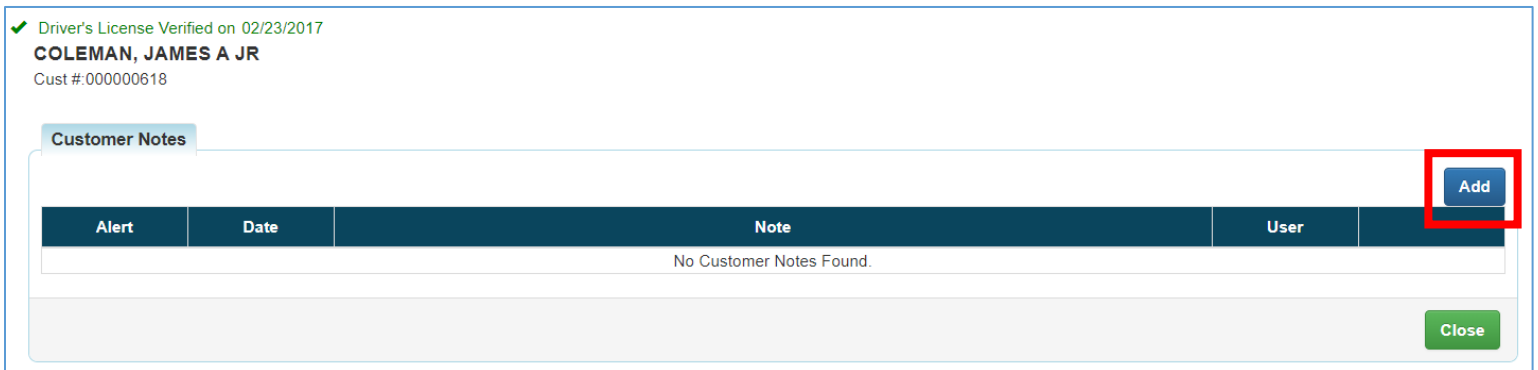
1. From the 'Customer Account' page click 'Notes'.



✓ Driver's License Verified on 02/23/2017
COLEMAN, JAMES A JR
Cust #:000000618
122 HIGHWAY AVE
LUDLOW, KY 41016

Edit View **Notes**

2. To add a new note click 'Add'.



✓ Driver's License Verified on 02/23/2017
COLEMAN, JAMES A JR
Cust #:000000618

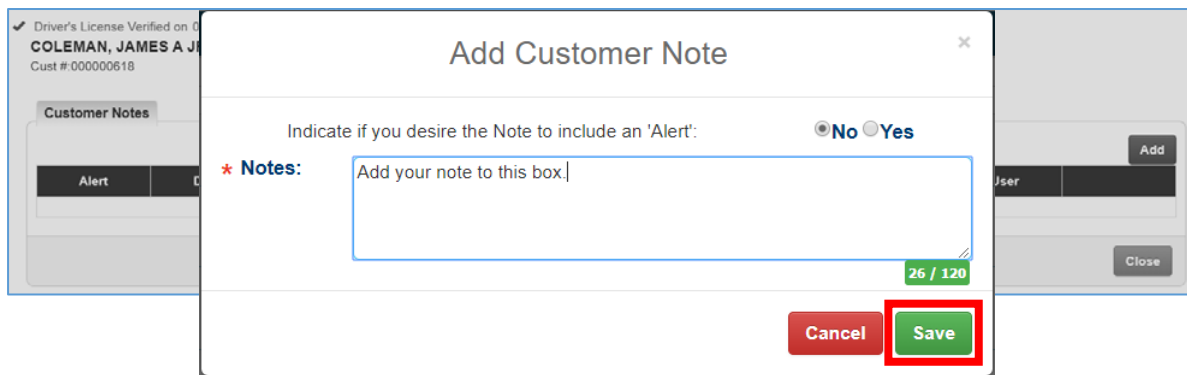
Customer Notes

Alert	Date	Note	User
No Customer Notes Found.			

Add

Close

3. Put the note in the text field and click save to add the note.



Add Customer Note

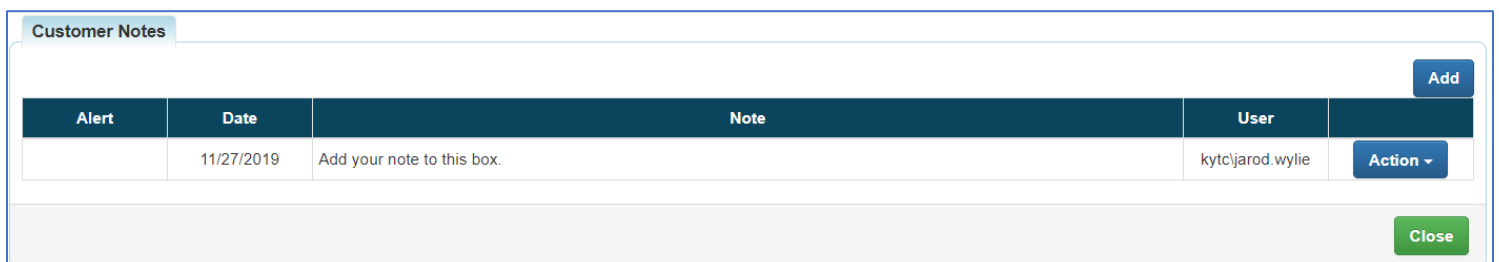
Indicate if you desire the Note to include an 'Alert': No Yes

* Notes: Add your note to this box.

26 / 120

Cancel Save

4. The note can be seen in the table for all KAVIS users to view.



Customer Notes

Alert	Date	Note	User
	11/27/2019	Add your note to this box.	kytcjarod.wylie

Action

Close



- An 'Alert' can be flagged on the 'Note' to cause it to show up in the 'Action Center' for all KAVIS users to see. Click the 'Action' drop down box and select 'Alert On/Off'.

Customer Notes

Alert	Date	Note	User	
	11/27/2019	Add your note to this box.	kytcjarod.wylie	Add Action ▾ ✕ Delete 🔔 Alert On/Off

- In the 'Alert' column a red 'ON' will appear.

Customer Notes

Alert	Date	Note	User	
ON	11/27/2019	Add your note to this box.	kytcjarod.wylie	Add Action ▾ Close

And a 'Notes Alert' will appear in the 'Action Center'.

✓ Driver's License Verified on 02/23/2017
COLEMAN, JAMES A JR
 Cust #.000000618
 122 HIGHWAY AVE
 LUDLOW, KY 41016

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

Action Center

🔔 Notes Alert - click Notes button to view.

- To delete a note click the 'Action' drop down and click the 'Delete' option.

Customer Notes

Alert	Date	Note	User	
	11/27/2019	Add your note to this box.	kytcjarod.wylie	Add Action ▾ ✕ Delete 🔔 Alert On/Off

- And then the note will be removed from the table.

Customer Notes

Alert	Date	Note	User	
No Customer Notes Found.				

Close



Customer Account Page Overview

The Customer Account Page is where all the information about the Customer can be accessed or edited. A user will be able to view all of their active and previously owned vehicles, along with their history of Disabled Placards.

Customer Information

✓ Driver's License Verified on 04/02/2019

SMITH, ALBERT E
Cust #:001122990
1016 Orchid Rd
FLORENCE, KY 41042
Phone: (859) 555-5555

[Edit](#) [View](#) [Unmerge](#)

[Notes](#)

[Financial History](#)

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

Personal Information

Personal Information

Birth Date: 03/18/1938
County of Residence: BOONE
Preferred Name:
Gender: M
Citizenship: United States

[Edit](#)

Click 'Edit' to 'Edit Customer Information'.

Phone
Mobile: (859) 555-5555

Identification
Driver's License: KY S91091261
SSN: xxx-xx-6852

Address
Physical
1016 Orchid Rd
FLORENCE, KY 41042-1224
BOONE


Alias
No Alias data.

POS Customer

Click 'Cancel' to close this view. [Cancel](#)

Action Center – Calls to attention certain details about vehicles that will need to be resolved.

Action Center

 You have one or more title applications that currently have a pended lien: 1988 LOWE LITTLE JON; 1987 Viking Boat;



Vehicles – Boats the customer currently owns

The screenshot shows a 'Vehicles' section with a 'Boats (4)' filter. There are four vehicle cards, each with a boat icon, a title number, a last title action taken, a KY number, a title status, and a registration status. A 'View' button is located at the bottom right of each card. A 'Switch to List View' button is in the top right corner.

Boat Model Name	Title Number	Last Title Action Taken "Registration Type"	KY Number	Title Status	Registration Status
2004 BAJA BOATS INC 200UT	191900085002	Transfer	KY0418JS	Application	Reg: Title Only
1988 LOWE LITTLE JON	192820085004	Transfer	KY0140HT	Application	Reg: Title Only
1987 Viking Boat	192680085001	Out-of-state	KY0901AZ	Application	Reg: Active
1763 honda boat	192540085001	Original	KY0900ZW	Application	Reg: Title Only

The diagram shows a single vehicle card with callouts for various fields and icons. The callouts are:

- Boat Model Name:** 1988 LOWE LITTLE JON
- Title Number:** Title#: 192820085004
- Last Title Action Taken "Registration Type":** Transfer
- Ownership Icon:** P
- KY Number:** KY0140HT
- Title Status:** Application
- Registration Status:** Reg: Title Only
- Action Icon:** A red icon representing a building or institution.
- View Button:** A blue button labeled 'View'.








Action Icons and Ownership Icons are visual cues that show information about the vehicle or owner.

*Click [here](#) for an extensive list of icons.

View Button will navigate to the '[Vehicle Summary](#)' page of that vehicle.



Disabled Placards – Shows Placard history of customer.

Trans ID	Control Number	Placard Type	Placard Year	Placard #	Issue Date	Expiration Date	Status	Authorized Placard(s)	Comments
033419633	19-219-008-0-DP-00002		47	088239	08/07/2019	03/31/2025	Active	1 of 2	
033419633	19-219-008-0-DP-00001		47	088238	08/07/2019	03/31/2025	Inactive		
001746168	12-1-06-08478		44	836738	06/14/2012	06/30/2014	Expired		
001746168	12-1-06-08479		44	836755	06/14/2012	06/30/2014	Expired		

Previously Owned Vehicles – vehicles the customer no longer has an active title for.

▼ Previously Owned Vehicles (20)

Showing 1 to 20 of 20 entries Filter:

Year	Make	Model	Title #	KY / Plate #	Owner	Title Status	Reg. Status	Manage	View
1956	CRESTLINER	NA	120750080041	KY0582FN	P	Active - Title Issued	Cancelled - Sold Out of State	Manage	View
1960	CHRY	269	052140080345	KY0474UL	P	Surrendered - Transferred	Expired	Manage	View
1964	SEARS	581611040	062540080100	KY0507MV	P	Active - Title Issued	Cancelled - Sold Out of State	Manage	View
1964	LOWE LINE	0	122290080111	KY5366R	P	Surrendered - Transferred	Expired	Manage	View
1964	SEANYMPH	0000	043380080028	KY0451LZ	P	Surrendered - Transferred	Expired	Manage	View
1975	SEA NYMPH	COHO	072120080019	KY0534FE	P	Surrendered - Transferred	Expired	Manage	View
1975	SEA NYMPH	COHO	091900080092	KY0534FE	P	Surrendered - Transferred	Expired	Manage	View
1976	POLARKRAFT	JON	142260080014	KY0706YC	P	Surrendered - Transferred	Expired	Manage	View

Click 'View' to go to the 'Vehicle Summary' page of the previously owned vehicle.



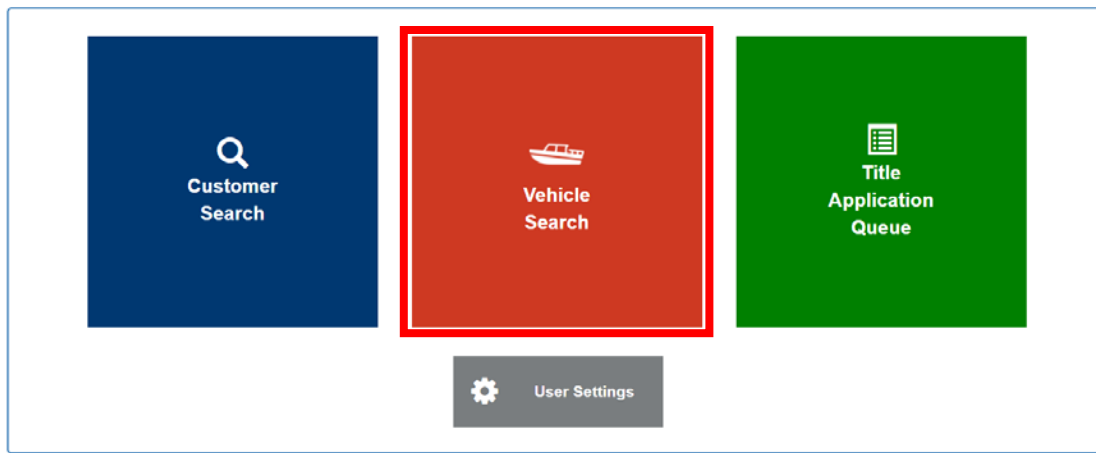
Vehicle Summary Page

This guide will walk through how to search for vehicles, understanding each field of the 'Vehicle Summary' page and cover an overview of the actions an MVL Reviewer I can take.

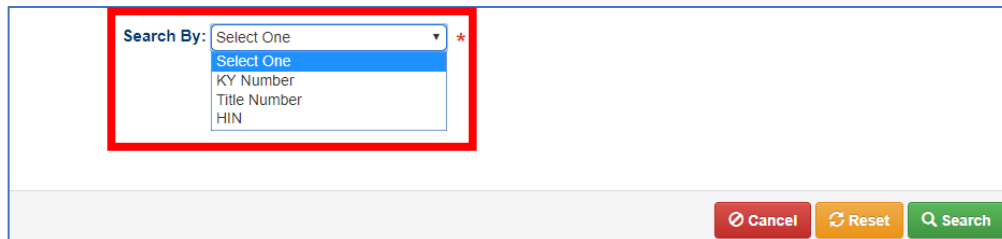
Searching for a Vehicle

The 'Vehicle Search' is used for finding and viewing all vehicles that have active titles and vehicles that have an application in queue.

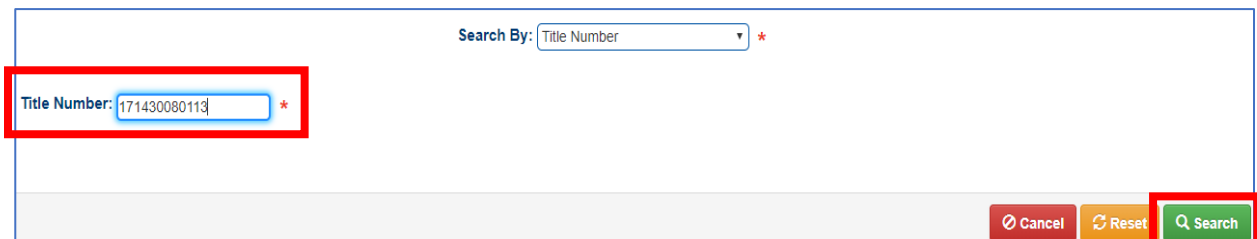
1. From the 'Home Page' select 'Vehicle Search'.



2. From the 'Vehicle Search' page select a 'Search By' option from the drop-down.

A screenshot of the Vehicle Search page. The 'Search By' dropdown menu is open, showing options: 'Select One', 'KY Number', 'Title Number', and 'HIN'. The 'Search By' dropdown is highlighted with a red border. At the bottom right, there are three buttons: 'Cancel', 'Reset', and 'Search'.

3. Enter the information for vehicle. Then select 'Search' to look for that vehicle.

A screenshot of the Vehicle Search page. The 'Search By' dropdown is set to 'Title Number'. The 'Title Number' input field contains the value '171430080113' and is highlighted with a red border. At the bottom right, the 'Search' button is highlighted with a red border.

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

Search By: *

Title Number: *

KY Number	Title Number	Title Status	Customer ID	Name	Address	Vehicle Type	Year	Make	Model	Go To
KY0752BC	171430080113	Active - Title Issued	001202209	GRIFFITH, ADAM	6160 Fox Run Ln, FLORENCE, KY 41042	Boat	1993	YAMAHA	UNKN	<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
000845179	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	951170597886	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 – Shows current status, Type of Title, Title Number; Prior Title Number

Click here to go to 'Title Status Explained'

Title	
Status: Application	
Type: Update	State Fee: \$0.00
Title #: 192950085010	Clerk Fee: \$0.00
Prior Title #: 151190080302	Use Tax: \$0.00
Use Tax Description:	
Reel #:	Blip #: Doc #:



Vehicle Information

▼ Vehicle Information
Edit

Year: 1972	Make: CARVER	Model: MARINER
KY Number: KY0147FU	HIN: 2289134	

This button is not available to MVL. For Clerks it is active for them to change this information.

Vehicle Attributes

▼ Vehicle Attributes

County of Dockage: BOONE	Hull Material: Aluminum
Boat Type: Other	Propulsion: Propeller
Engine Drive: Outboard	Beam: 5' 1"
Length: 14' 1"	Weight Capacity:
Occupant Capacity: 3	Toilet Type:
Number of Toilets: 0	Number of Motors: 0
Primary Use: Pleasure	Brand:

Motors

▼ Motor(s)

Year	Make	Horsepower	Serial Number	Fuel Type
1999	MINA	2	N/A	Electric
2010	Deere	20	w12121312w	Gas

Situs Address – 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

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			kytc\jarod.wylie

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

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



Title Status Explained

Application – The Buyer owns the boat 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

Reversed – Title has had a ‘Reversed’ action taken on it and has been reversed to the previous ownership.

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 boat.

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.

MVL – MVL Supervisors and MVL Reviewer II have the ability to surrender Titles at any time.



Title Types

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

Registration Types Explained

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

* For example: A customer comes into a clerk's office to pay taxes on their boat. Paying Ad Valorem would be the latest action taken on the boat and **Reg: Ad Valorem** will display.

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 boat.

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.

Reversed – A reversed action has been performed on this vehicle and resulted in a change in registration.



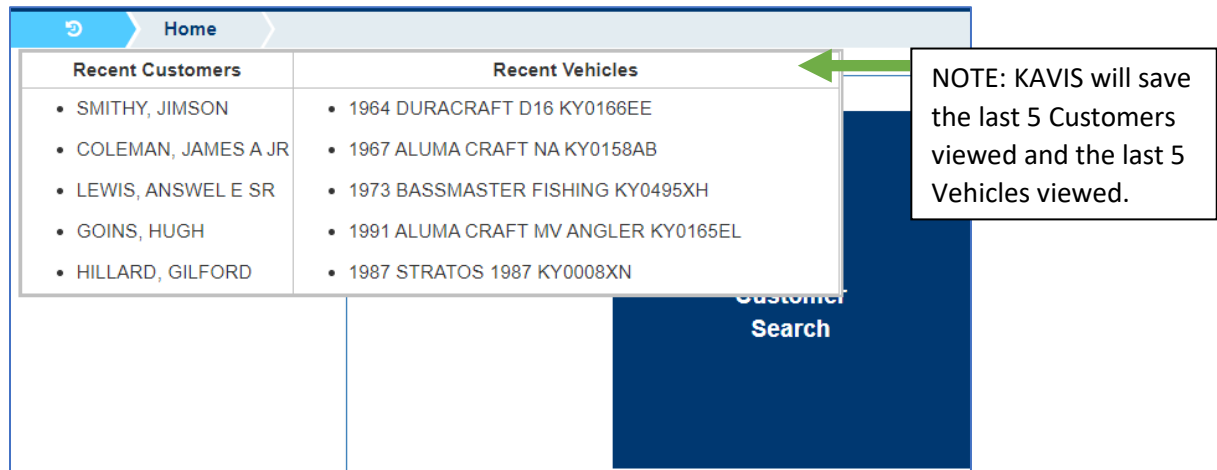
History Dropdown

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 a Recent Vehicle to go to its '[Vehicle Summary](#)' page.


Recent Customers	Recent Vehicles
• SMITHY, JIMSON	• 1964 DURACRAFT D16 KY0166EE
• COLEMAN, JAMES A JR	• 1967 ALUMA CRAFT NA KY0158AB
• LEWIS, ANSWEL E SR	• 1973 BASSMASTER FISHING KY0495XH
• GOINS, HUGH	• 1991 ALUMA CRAFT MV ANGLER KY0165EL
• HILLARD, GILFORD	• 1987 STRATOS 1987 KY0008XN





Icons


Icons are quick visual cues about vehicles and owners. Here are a full list of current icons, what they mean, and where to look for them.


Blue PVA  This icon indicates that there has been a change in the amount of taxes an owner owes for a year that they have already paid. Found on “Vehicle Summary page” under the Ad Valorem Information in the “Total Amount Paid row”.


Blue R  - This vehicle is able to be renewed. Found on the ‘Vehicle Summary’ page under ‘Registration Information’ beside ‘Status’.


Red PVA  - Indicates there is a problem with a tax segment for the vehicle that will need to be resolved by the PVA.


Red Paper  - Indicates the Title Application has been canceled. Found in the top left of the vehicle card.

Red R  - Indicates that there is some amount of incomplete information conflicting with successful and accurate registration of the vehicle. Hover on the icon to see why and click on it to go directly to the missing information. Found on the ‘Vehicle Summary page’ ‘Registration Information’ beside ‘Status’.

Red Dollar Sign  - Indicates that the owner has past due taxes on one or more of his boats. Found on the ‘Vehicle Summary’ page under the ‘Owner(s)’ table beside the customer’s name. Can also be found on specific vehicle cards indicating that vehicle has the delinquency.

Red Lien  - Indicates there is a pending lien on the vehicle.

Black P or  - Indicates that customer being viewed is the ‘Primary Owner’ on the title of this vehicle. Found on ‘Vehicle Summary’ page under the ‘Owner(s)’ table beside the customer’s name. Also found on the vehicle card in the top right.

Black S or  - Indicates that customer being viewed is the ‘Secondary Owner’ on the title of this vehicle. Found on ‘Vehicle Summary’ page under the ‘Owner(s)’ table beside the customer’s name. Also found on the vehicle card in the top right.

Black M – Indicate that this vehicle has multiple owners on the title. Found on the vehicle card in the top right.

Red M – Indicates that one or more of the multiple owners on the title has either Ad Valorem delinquency, a problem with a tax segment, or both. Found on the vehicle card in the top right.

