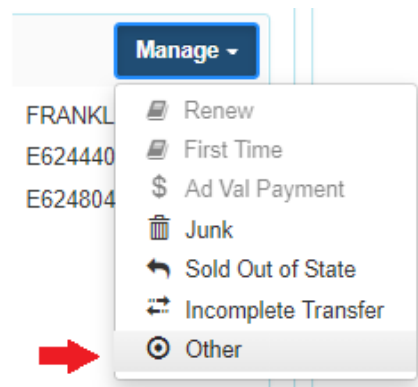


## Move Out of State

This guide aids in the KAVIS process for a County Clerk when a Customer with an active Kentucky Titled and Registered boat moves out of state and retains ownership of the boat. Outlined below are the steps for cancelling the active registration.

1. Navigate to either the Customer Account page or Vehicle Summary page.
2. Click the **Manage** button and select '**Other**' from the Manage dropdown.



3. KAVIS will navigate to the Manage page.
  4. Click the '**Registration Action:**' dropdown and choose '**Cancellation**', then
  5. Click the '**Reason:**' dropdown and choose '**Customer Request; Voluntary Return**'.
- \*note: do not select 'Sold Out of State'.
6. Enter '**Comments:**' related to this action such as 'Customer moved out of state'.

7. When done, click '**Add to Cart**'.
8. KAVIS will navigate to the Shopping Cart Summary page with a zero dollar transaction (\$0.00).
9. Click '**Checkout**' and complete the transaction.

This will 'Cancel' the Registration without Surrendering the Title. If there is an active Lien, it will remain in 'Filed' status.



The 'Cancelled' registration status and entered Comments will display on the Vehicle Summary page as shown below.

▼ **Registration Information**

**Status:** Cancelled

<b>Type:</b> Renewal	<b>County:</b>
<b>Reg. Date:</b> 08/27/2019	<b>Decal #:</b>
<b>Exp. Date:</b>	<b>Prior Decal #:</b>
<b>Remarks:</b> CCN	
<b>Comments:</b> Customer Moved Out of State	
<b>F&amp;W State Fee:</b> \$0.00	

MVL shall 'Surrender' the Title in KAVIS once they are notified, with adequate proof from another jurisdiction, that the KY Title has been surrendered in that jurisdiction.

