

Identification Requirements for Titling, Designated Owner and Situs Changes

This guide demonstrates how Clerks will process New Title Applications with changes to titling Identification requirements, Designated Owners and Situs Address.

Identification Requirements

- On Step 4 – Buyer Information of the New Title Application, KAVIS checks if Buyers who are Kentucky Residents have one of the following forms of Identification on their Customer Account:
 - Kentucky Driver's License
 - Kentucky State ID or
 - SSN
- Buyers who are non-Kentucky Residents must provide both Driver's License/State ID and SSN.
- KAVIS will check for the new Identification requirements for all Buyers on a title application.
 - This will not be applicable for existing titles, including Duplicate and Update types.
- When the Identification requirement is not met for a Buyer, KAVIS displays a flag on Step 4.

Total Due: \$9.00 Place On Hold Continue >

Buyer Information

Invalid Data: One or more Buyers contain errors.

Primary	Secondary	Designated Owner	Customer ID	Customer Name	Birth Date	Delinquency	Address	Alerts
✓		<input checked="" type="checkbox"/>	013995767	TAYLOR	02/01/1978	None	FRANKFORT, KY 40601-8980 ✓	Remove

Buyer Notary Date: 06/03/2025 *

Add a Buyer Add Lessee

Key
✓ = The first two Buyers listed on the Title Application will be printed on the title.
 = The Customer Account contains errors. Select flag to navigate to Customer Account.

- When the Clerk selects the flag, KAVIS displays a new message on the Customer Account page. In this example, the Buyer is a Kentucky resident and only has a Passport number on file, so Clerks must enter a Driver's License/State ID number or SSN. (*the Passport data below is completely made up)

Identification

KY Residents: Driver's license/ID or SSN required.
Out-of-state residents: Out-of-state driver's license and SSN required.

Driver's License:

SSN:

Passport:

Visa:

Green Card:

I-94:

ITIN:

* At least one form of Identification is required

6. Based upon the Physical Address of the Buyer, KAVIS will ensure that the correct Identification type was entered by the Clerk, and once entered, the Clerk is navigated back to the Buyer step and the error is cleared.

1 Title Information 2 Vehicle Information 3 Seller Information 4 Buyer Information 5 Lien Information 6 Registration 7 Additional Information 8 Finalize

Total Due: \$9.00 Place On Hold Continue >

Buyer Information

Primary	Secondary	Designated Owner	Customer ID	Customer Name	Birth Date	Delinquency	Address	Alerts	
✓		✓	013995767	TAYLOR	02/01/1978	None	FRANKFORT, KY 40601-8980	✓	✗ Remove

Buyer Notary Date: 06/03/2025 *

Add a Buyer Add Lessee

Key
 ✓ = The first two Buyers listed on the Title Application will be printed on the title.

Incorrect SSN

1. Clerks will have the ability to mark a Social Security Number as “Incorrect SSN” on the Customer Account page.
 - a. This is to be used when the Clerk views the Merge Summary and confirms that the flagged Customer is not the same person as the Driver’s License verified Customer on the Merge Summary.
2. The Clerk views the matching SSN, selects “Merge Summary” and confirms that the flagged record is not the same person as the Driver’s License verified Customer.
 - a. The intent is to allow erroneous information to be marked for correction and to allow the Clerk to save the Account page without having to enter information for a Customer who is not in present in the office.

Identification

The Customer record contains fields that match a Driver's License verified Customer. Please edit SSN, Driver's License Number or ITIN, as indicated below. To view the matched account select **Merge Summary**

Driver's License: Select State... ▼

SSN: [Redacted] ⚠

☐ Incorrect SSN

Passport: [Redacted]

Visa: [Redacted]

Green Card: [Redacted]

I-94: [Redacted]

ITIN: [Redacted]

* At least one form of Identification is required!

- When Clerks select the "Incorrect SSN" checkbox, KAVIS asks the Clerk to confirm that to the best of their knowledge the SSN of this Customer is incorrect and that the people are not the same.
- Once confirmed, KAVIS displays the name of the Clerk who verified that the two Customers are not the same person, and an alert displays in the Action Center.

Identification

SSN: xxx-xx-4036

☒ **Incorrect SSN**

KYTC\allisonb

Action Center

Customer has Incorrect SSN.

- At the next title action, KAVIS requires that a valid I.D. is collected (see above Identification Requirements).

Designated Owner & Situs Requirements

- On Step 4 – Buyer Information in the New Title Application process, when there are two or more Buyers, and one of the Buyers lives out-of-state, a Buyer who is a Kentucky resident must be the Designated Owner.
- By default, KAVIS will check the Designated Owner checkbox next to the first Kentucky resident listed on the title application. Clerks can modify this to designate another KY resident, if needed.
 - When all Buyers live out-of-state, or there is only one Buyer that person lives out-of-state, the Designated Owner can be any Buyer.

Primary	Secondary	Designated Owner	Customer ID	Customer Name	Birth Date	Delinquency	Address	Alerts	
✓		<input type="checkbox"/>	012066676	BARBARA COOK	01/02/1999	None	111 Route 4, Galena, IL 61036		
+	✓	<input checked="" type="checkbox"/>	003487156	BEVERLY JEAN	03/07/1982	Yes	151 PINEHURST DR, FRANKFORT, KY 40601-		

The Designated Owner's Birth or Incorporated Date is the basis for the Expiration Date of Registration.
When a vehicle is jointly owned, one of the Owners who is a resident of KY must be identified as the Designated Owner.

- Clerks will see additional text when hovering over the Designated Owner checkbox, "When a vehicle is jointly owned, one of the Owners who is a resident of KY must be identified as the Designated Owner."
- Similarly, when the 1st Owner listed on the title has a Physical address that is out-of-state, KAVIS requires a Situs address to be completed on Step 2 – Vehicle Information.
- Clerks will see a new message on Step 2 – Vehicle Information, "Alternate Situs Address is required for an out-of-state Owner".

• Alternate Situs Address is required for an out-of-state Owner.

Passenger Auto Details

Situs County: FRANKLIN *

VIN: WMEEJ3BA2DK632438 *

Vehicle Type: Passenger Auto

Style: CP - Coupe *

Year: 2013 *

Make: SMART *

Model: FORTWO *

Model #: PURE

Color: PLE - Purple x *

2nd Color: Select One...

☐ Vehicle has an Alternate Situs Address

Motor Type: IC - Standard Combustion *

Cylinders: 3 *

Odometer: 126222 *

☐ Not Actual ☐ Exceeds Limit

Special Tag:

Brand: ☐ Hail Damaged ☐ Water Damaged

6. Clerks should check the checkbox for, “Vehicle has an Alternate Situs Address” so that the address where the vehicle is garaged in Kentucky can be completed.
7. The Alternate Situs address can be a Location Name or a complete Physical Address.

Passenger Auto Details

Situs County: FRANKLIN *

☒ Vehicle has an Alternate Situs Address

Alternate Situs Address

Location:

Address 1: 200 Mero Street

Address 2:

City: Frankfort *

State: Kentucky * Zip: 40601 *

8. The Alternate Situs Address entered will assist PVAs in determining the taxation District for the vehicle.