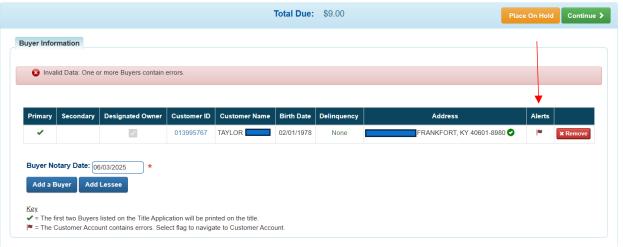


## Identification Requirements for Titling, Designated Owner and Situs Changes

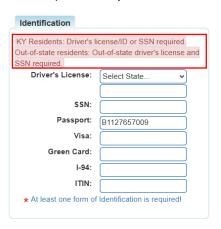
This guide demonstrates how Clerks will process New Title Applications with changes to titling Identification requirements, Designated Owners and Situs Address.

## **Identification Requirements**

- 1. 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
- 2. Buyers who are non-Kentucky Residents must provide both Driver's License/State ID and SSN.
- 3. 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.
- 4. When the Identification requirement is not met for a Buyer, KAVIS displays a flag on Step 4.

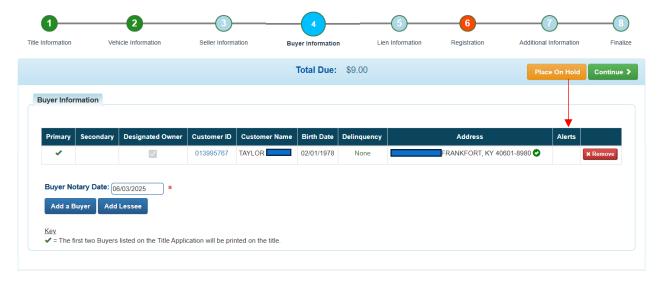


5. When the Clerk selects the flag, KAVIS displays a new message on the Customer Account page. In this example, the Buyer is a Kentucky resident and only has a Passport number on file, so Clerks must enter a Driver's License/State ID number or SSN. (\*the Passport data below is completely made up)



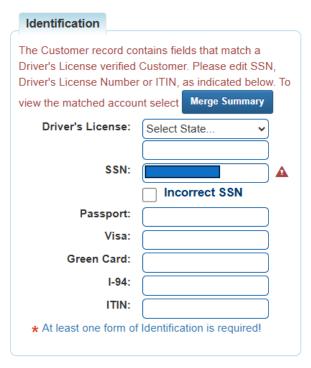


6. Based upon the Physical Address of the Buyer, KAVIS will ensure that the correct Identification type was entered by the Clerk, and once entered, the Clerk is navigated back to the Buyer step and the error is cleared.



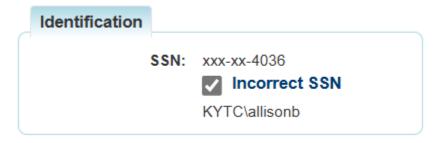
## **Incorrect SSN**

- 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.





- 3. 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.
- 4. 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.





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

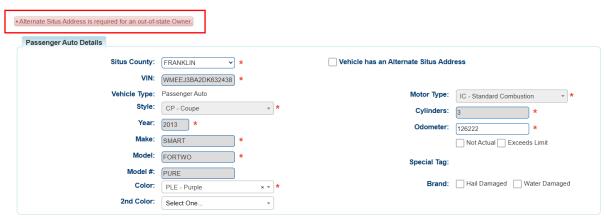
## **Designated Owner & Situs Requirements**

- 1. 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.
- 2. 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.
  - a. 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.



- 3. 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."
- 4. Similarly, when the 1<sup>st</sup> 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.
- 5. Clerks will see a new message on Step 2 Vehicle Information, "Alternate Situs Address is required for an out-of-state Owner".





- 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.



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