

## Initial Titling & Manage Actions for Street-Legal Special Purpose Vehicles (SLSPV)

This guide demonstrates how Clerks should complete an initial title for the new vehicle type of Street-Legal Special Purpose Vehicle. Clerks must ensure that the mandatory sheriff's inspection is complete prior to titling the vehicle as a Street-Legal Special Purpose Vehicle.

### New Title Application - Other 1st

1. Clerks will use the Title Action "Other 1st" and the new Vehicle Type, Street-Legal Special Purpose.

2. Title Only is locked to "No", as these vehicle types must be registered.

3. Clerks enter the VIN and KAVIS uses VINtelligence to populate the vehicle details, when possible. VINtelligence will return an "Off-road" vehicle but the Vehicle type will remain as SLSPV.

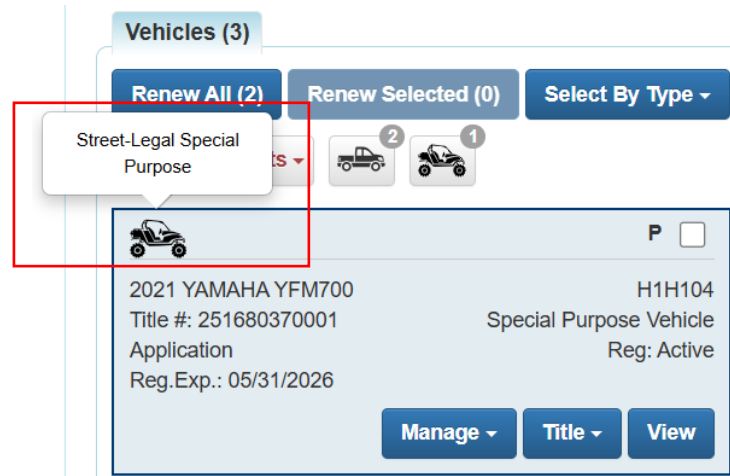
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- a. Styles are the same as Off-road vehicles.
4. If the vehicle has an Active title in the system, the Clerk will need to work with MVL to ensure that the “old” title is surrendered so that the vehicle only has one Active title in the system.
  - a. KAVIS will pend for Extra Review if there is a Duplicate VIN found on an Active title.

5. Clerks will complete the Seller, Buyer, and Lien steps just like for any existing Title Action, as applicable.
  - a. Seller step is always optional for Other 1<sup>st</sup>.
6. On the Registration Step, the default action is “First Time”. Ensure that the plate type entered is “Special Purpose Vehicle”. Insurance information must be completed like any other vehicle.

7. The Registration expiration date aligns with the Designated Owner's birth month, like many other plate types.

8. Clerks can optionally request a Speed title.
9. Clerks must input a Date of Purchase, Purchase Value, and select a Usage Tax Description.
10. The comments, "Limit of 20 miles where allowed" display on the PODD receipt.
11. After checkout, the vehicle displays on the Customer Account page of the Owners.
  - a. Note the new vehicle icon for easy identification of the vehicle type.



12. Clerks must submit the application for title to MVL from their "For Approval" queue.
13. Clerks must scan the TC 96-365 into PODD until the new website is available to verify that the sheriff's inspection was completed.

### Manage Actions – Street-Legal Special Purpose Vehicles

1. The Manage actions for Street-Legal Special Purpose vehicles that are available immediately are as follows:
  - a. Renewal – enabled when this action is applicable
    - i. Total Registration Renewal fees are \$19.50.
    - ii. Customers must attest annually that their vehicle continues to meet the requirements as a Street-Legal Special Purpose Vehicle by signing their Registration receipt.
  - b. Ad Valorem Payment – enabled when this action is applicable
  - c. Cancel – Court Order
  - d. Cancel - Incomplete Transfer, Sold out of State and Junk
  - e. Other – Decal Replacement, Plate Replacement, Print Only

