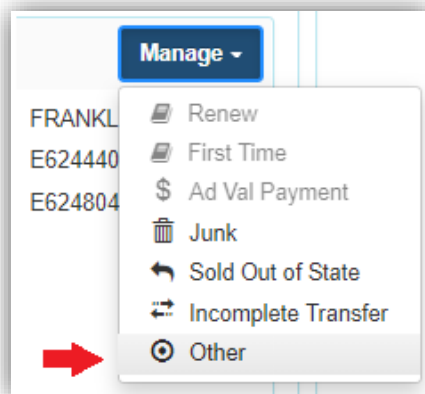


## Move Out of State

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 and correctly marking the 'Moved Out of State'.

**NOTE:** DO NOT select 'Sold Out of State' when dealing with a boat that is being moved out of state. This will surrender the title and this is something that should not be done until the customer has sent proof to MVL in Frankfort that the boat has been titled or registered in another state or jurisdiction.

1. Navigate to either the Customer Account page or Vehicle Summary page.
2. Click the **Manage** button and select '**Other**' from the Manage dropdown.  
\*Reminder: do not select 'Sold Out of State'.



3. KAVIS will navigate to the Manage page.
4. Click the '**Registration Action:**' dropdown and choose '**Cancellation**'.
5. Click the '**Reason:**' dropdown and choose '**Moved Out of State**'.  
\*Reminder: do not select 'Sold Out of State'.
6. Enter '**Comments:**' related to this action such as 'Customer is moving to Idaho'.

The image shows a 'Registration' form with the following fields and values:

- Registration Status: Active
- Last Registration Date: 07/09/2020
- Registration Action: Cancellation
- Add Duplicate: No
- Reason: Moved Out of State \*
- Comments: Customer is moving to Idaho. \*



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> 07/09/2020	<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	

The Title will and should remain Active until MVL in Frankfort surrenders the title.

**Title**

**Status:** Active - Title Issued Title ▾

<b>Type:</b> Transfer	<b>State Fee:</b> \$3.00
<b>Title #:</b> 202170335001	<b>Clerk Fee:</b> \$6.00
<b>Prior Title #:</b> 201911005001	<b>Use Tax:</b> \$0.00
<b>Use Tax Description:</b> Transfer from Individual to Individual	

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.

