

KAVIS Salvage-Transfer Title Action Overview:

- This section describes how to process a title action of 'Salvage – Transfer' which is like a Kentucky Transfer title action, but the title is either already a Salvage title type or the title is becoming a Salvage. In a Salvage – Transfer, ownership of a Salvage vehicle is transferring or changing. A registration cannot be added to a Salvage – Transfer.
- In this example we'll demonstrate this functionality starting with an existing Kentucky Salvage title.
 - From the Vehicle Summary of the current title, click the Title dropdown button and expand the Salvage title actions by selecting the '...' in the sub-menu.

The screenshot shows the 'Title' section of a vehicle summary. The title is currently 'Salvage' with title number 220950250140. A dropdown menu is open, showing options like 'Kentucky Transfer', 'Dealer Assignment', 'Edit Title Application', 'Duplicate', 'Update', 'Update - Vehicle Type Correction', 'Repossession ***', 'Salvage ***', 'Salvage - Update', 'Salvage - Transfer', 'Salvage - Dealer Assign', 'Salvage - Duplicate', 'Classic ***', 'Rebuilt ***', and 'Multiple Dealer***'. The 'Salvage - Transfer' option is highlighted. Other sections visible include 'Registration Information' (Status: Title Only), 'Purchase Information' (Purchase Price: \$200.00), and 'Ad Valorem Information'.

- Because the title type is already Salvage, the options are limited to Salvage and Rebuilt types.
- Select 'Salvage – Transfer' and KAVIS navigates to Step 1 – Title Action with the Title Action, Title Number and Vehicle type populated.

 - KAVIS checks for PVA issues on this title and if an active lien exists before launching the transfer.

- Because the title action is 'Salvage' Title Only 'Yes' is selected and cannot be deselected.
- Select if 'Buyer is an Insurance Company' by checking the checkbox.

 - If not, leave blank.

- Select 'Continue' when Step 1 is complete.

The screenshot shows the 'Title: Salvage - Transfer' form. At the top, a progress bar indicates 8 steps: 1. Title Information, 2. Vehicle Information, 3. Seller Information, 4. Buyer Information, 5. Lien Information, 6. Registration, 7. Additional Information, 8. Finalize. Step 1 is active. The 'Total Due' is \$9.00. The form fields are: 'Multiple Dealer' (radio buttons for No and Yes), 'Title Action' (dropdown menu set to 'Salvage - Transfer'), 'Vehicle Type' (dropdown menu set to 'Truck'), and 'Search Title Number' (text input field with '232210270030'). There are 'Continue' buttons at the top right and bottom right, and a 'Cancel Title Application' button at the bottom left.

8. On Step 2 – Truck (Vehicle) Details, complete required fields or make required updates, and select ‘Continue’.

Title: Salvage - Transfer

1
2
3
4
5
6
7
8

Title Information
Vehicle Information
Seller Information
Buyer Information
Lien Information
Registration
Additional Information
Finalize

▲ NMVTIS Check Complete ⓘ
Total Due: \$9.00
Place On Hold
Continue >

Truck Details

VIN: *

Vehicle Type: Truck

Style: *

Year: *

Make: *

Model: *

Model #:

Color: *

2nd Color:

Motor Type: *

Cylinders: *

Odometer: *

Not Actual Exceeds Limit

Brand: Hail Damaged Water Damaged

Cancel Title Application
Continue >

9. Step 3 – Seller Information displays. Select ‘Continue’ to navigate to Step 4 – Buyer Information to select one or more Buyers.
10. Enter the Notary Date and fix any Customer Account errors.
 - a. If delinquent taxes exist for a Buyer, either “Pay Now” or “Pay with Application”.

Title: Salvage - Transfer

1
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Title Information
Vehicle Information
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Lien Information
Registration
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Finalize

▲ NMVTIS Check Complete ⓘ
Total Due: \$9.00
Place On Hold
Continue >

Buyer Information

Primary	Secondary	Designated Owner	Customer ID	Customer Name	Birth Date	Delinquency	Physical Address	Alerts
✓		<input checked="" type="checkbox"/>	001995118	ADAIR ELAINE SMITH	07/09/1980	None	4806 S HIGHWAY 53, CRESTWOOD, KY 40014-9745	✖ Remove

Buyer Notary Date: *

Add a Buyer

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

Cancel Title Application
Continue >

11. Select 'Continue' to navigate to the Lien Information step to Pend or File a lien, if needed.

The screenshot shows the 'Lien Information' step of a title transfer process. At the top, a dark blue header reads 'Title: Salvage - Transfer'. Below it is a progress bar with eight steps: 1. Title Information, 2. Vehicle Information, 3. Seller Information, 4. Buyer Information, 5. Lien Information (highlighted in blue), 6. Registration, 7. Additional Information, and 8. Finalize. Below the progress bar, a light blue banner displays 'NMVTIS Check Complete' with a warning icon, 'Total Due: \$9.00', and buttons for 'Place On Hold' and 'Continue >'. The main content area is titled 'Lien Information' and contains a text box with 'Primary Owner County of Residence: OLDHAM' and an 'Add Lien' button. At the bottom, there is a red 'Cancel Title Application' button and a green 'Continue >' button.

12. Select 'Continue' to navigate to Step 7 – Additional Information. Because this is a Salvage title type, the Registration step is skipped and is unavailable.

13. On this step you can:

- Request Extra Review by MVL – it may be systematically requested due to a Duplicate VIN or NMVTIS warning.
- Request a Speed Title – available if Extra Review is not selected.
- Enter the Date of Purchase (required)
- Enter the Purchase Value (required)
- Select the Usage tax description (required) or indicate 'Non-Highway Use' if needed.
 - If Non-Highway Use is selected, Sales tax descriptions display.

The screenshot shows the 'Additional Information' step of a title transfer process. At the top, a dark blue header reads 'Title: Salvage - Transfer'. Below it is a progress bar with eight steps: 1. Title Information, 2. Vehicle Information, 3. Seller Information, 4. Buyer Information, 5. Lien Information, 6. Registration, 7. Additional Information (highlighted in blue), and 8. Finalize. Below the progress bar, a light blue banner displays 'NMVTIS Check Complete' with a warning icon, 'Total Due: \$9.00', and buttons for 'Place On Hold' and 'Continue >'. The main content area is titled 'Additional Information' and contains a blue information box: 'Title applications with NMVTIS issues receive extra review by MVL. Select the Extra Review Button to add Comments and view details.' Below this, there are several input fields: 'Speed Title: No' (dropdown), 'Date of Purchase: [] *', 'Purchase Value: 0.00 *', 'Total Usage Value: \$0.00', 'Non-Highway Use: (Affidavit Required)', and 'Usage Tax Description: Select One *'. There is a 'Reg Receipt Comments:' text area with a note: '* These comments will print on the PODD Receipt.' At the bottom left, there are buttons for '+ Add Trade-In' and 'Extra Review'. At the bottom right, it shows 'Usage Tax Amount: \$0.00'. At the very bottom, there is a red 'Cancel Title Application' button and a green 'Continue >' button.

14. Once Step 7 is complete, select 'Continue' to navigate to 'Finalize Title Application'.

[Title Information](#)
[Vehicle Information](#)
[Seller Information](#)
[Buyer Information](#)
[Lien Information](#)
[Registration](#)
[Additional Information](#)
[Finalize](#)

⚠️ NMVTIS Check Complete
Total Due: \$129.00 [Place On Hold](#)

Finalize Title Application

- Title Action - Salvage - Transfer**
- Vehicle Information**
 - Required Fields Complete
 - No Lien on vehicle
 - No Delinquent Taxes Owed
- Seller Information**
 - Seller 1 Name and Address Complete
 - Seller Information Complete
- Buyer Information**
 - Buyer 1 SMITH, ADAIR ELAINE Notary Date Complete
 - Required Fields Complete
 - Master Record Check Complete
 - No Delinquent Taxes
 - Ad Valorem Checks Complete
 - SMITH, ADAIR ELAINE is Designated Owner
- Lien Information**
 - [Add Lien](#)
 - I have not applied for a loan in connection with the vehicle described herein, and if not, I will not apply for a loan within 30 days of this application.
- Registration**
 - Not Applicable
- Additional Information**
 - Additional Information Complete

[Cancel Title Application](#)

[Place On Hold](#)
[Print Preview](#)
[Add To Cart](#)

15. Once all the Steps are green (no errors), you can select 'Add to Cart'.

- a. Check the checkbox to confirm if you have not added a lien.

Shopping Cart Summary

[Cart Summary](#)

[Payoff Debits](#)
[Send Items](#)

Current Department: MOTOR VEHICLES

[Collapse All](#) / [Expand All](#)

Select All Items (0 of 1 Selected)

SMITH, ADAIR ELAINE [+ Add Miscellaneous Item](#)
 Customer ID: 001995118
 (Items: 3)

Item	Description	Qty	Price	Amount	
	Truck, 2005 TOYT TUNDRA				edit Delete
	Action: Title (Salvage - Transfer)				
	Usage Tax	1	120.00	\$120.00	
	Clerk Title Fee	1	6.00	\$6.00	
	State Title Fee	1	3.00	\$3.00	
				+ Add	
Customer Total:				\$129.00	

GUEST CUSTOMER
 (Items: 0)

Item	Description	Qty	Price	Amount
No Miscellaneous Items have been added				
				+ Add
Sub Total:				\$129.00
Total:				\$129.00

[+ Force AVIS Items](#)

[Cancel](#)
[Suspend Items](#)
[Continue Shopping](#)
[Checkout](#)

16. The Shopping Cart displays the Clerk Title Fee, the State Title fee, and any applicable Usage (Sales/Use) tax and Lien filing fees.
17. Select 'Checkout' to enter payment information and to continue through the checkout process, thereby creating the title application.
18. Once complete, KAVIS will navigate to the Transaction Summary, or other designated page determined by Clerk settings.
 - a. The new title number is displayed.
 - b. The PODD receipt can be reprinted by selecting the small printer icon if an error occurred during printing of the receipt.

Transaction Summary

Transaction Summary

Transaction ID: 946845804 **Transaction Date:** 12/28/2023
Receipt Number: ABG231228152245 **Date Paid:** 12/28/2023

▼ **SMITH, ADAIR ELAINE**
 Customer ID: 001995118
 (Items: 3)

Item	Description	Qty	Price	Amount	
2005 TOYT TUNDRA	Title #: 233620935001				
	Usage Tax	1	120.00	\$120.00	
	Clerk Title Fee	1	6.00	\$6.00	
	State Title Fee	1	3.00	\$3.00	
				Customer Total:	\$129.00
				Sub Total:	\$129.00
				Total:	\$129.00
				Cash Payment:	\$129.00

Reprint / E-mail
 Preview

Modify Receipt
 Done

19. When finished, select 'Done' to navigate back to the Home Page.