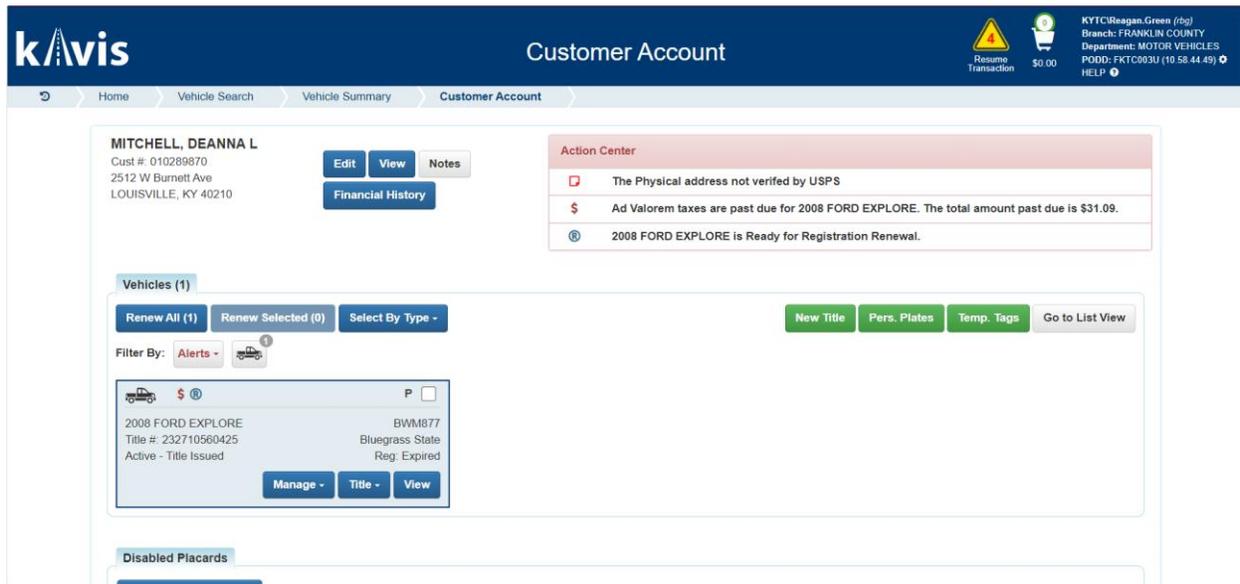# Vehicle Type Correction

Vehicle Type Correction is a title action to correct the vehicle type on the Title. This action is commonly used to correct data in the system.

1. From a **Customer Account Page**, in the tile view, click the **Title ▾** dropdown and select ⬆ Update - Vehicle Type Correction .

2. From a **Vehicle Summary Page**:

   a. Choose ⬆ Update - Vehicle Type Correction from the **Title ▾** dropdown menu.

Previous   Viewing 2 of 2 Titles   Next

Reversal ▾

❤ Owner(s)   Chain of Ownership

Customer ID	Driver License	Customer Name	SSN/FEIN	Address	County of Residence	Begin Tax Exempt Date
004204763		SMITH, AMY Ⓟ $ 📅	xxx-xx-2406	1016 Cherokee Trl, FRANKFORT, KY 40601-2535	FRANKLIN	🟦

❤ Title

Status: Active - Title Issued   Title ▾

Type: Transfer	**State Fee:**	$6.00
Title #: 182280370059	**Clerk Fee:**	$3.00
Prior Title #: 181920340444	**Usage Tax:**	$0.00
	Usage Tax Description:	Tax Credit Given

❤ Registration Information

Status: Expired ®   Manage ▾

Type: Renewal   **County:** FRANKLIN
Reg. Date: 11/14/2022   **Plate Type:** Breast Cancer
Exp. Date: 10/31/2023   **Plate #:** 1689GN
Reg. Exemption: **Plate Action:** Renew
Remarks: **Gross Weight:** PC
Comments:

State Vehicle Registration Fee: $38.00
KYTC Vehicle Registration Fee: $0.00
Clerk Vehicle Registration Fee: $6.00

❤ Purchase Information

Date of Purchase: **Purchase Price:** $5,000.00
Trade-in Amount: $0.00   **Usage Tax Credit:** $300.00

3. KAVIS will navigate to Step 1: Title Information. Update the Vehicle Type, by selecting the correct vehicle type in the dropdown box.

4. An informational pop-over will be appear letting the user know is a change in the vehicle type, select okay to confirm vehicle type change.

5. Select **Continue >** to go to Step 2: Vehicle Information.

6. Enter in the information requested.
    a. AVIS did not capture Motor Type, so until Motor Type is entered into KAVIS it will ask you with every title action.
    b. If delinquent taxes are owed, you can pay those by selecting 'here' in the informational message at the top of the screen.
7. The Seller Information step will be automatically skipped and will continue to Step 4: Buyer Information step.

    a. If 🚩 appears next to an Owner if their Customer Account page is missing required information.
        i. You cannot continue without clicking the icon and editing the necessary fields.
        ii. An Owner cannot be added or removed to an Update Title Application.

Primary	Secondary	Designated Owner	Customer ID	Customer Name	Birth Date	Physical Address	Alerts	
✔		☑	010289870	DEANNA L MITCHELL	11/15/1980	2512 W Burnett Ave, LOUISVILLE, KY 40210		

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

8. Click **Add Lien** if there is a Lien to add.

   a. If there is not a lien to enter, click **> Continue**.

   b. Pending or Filed is available from the dropdown menu, depending upon if your User account has permission to File a lien, and if the Primary Owner's County of Residence matches your County.

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

Total Due: $0.00   Place On Hold   Continue >

Lien Information

Primary Owner County of Residence: FRANKLIN

Add Lien

⊗ Cancel Title Application   Continue >

9. From Step 6: Registration, add a registration if desired. User can choose to do no action, add a registration, renew, or preform a Plate Change action. The dropdown will automatically update the registration actions based on what that vehicle is eligible for.

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

Total Due: $6.00   Place On Hold   Continue >

Registration

RegistrationType: Receipt Only   Expiration Date: 10/31/2023
Registration Action: No Action
Plate Type: Bluegrass State
Plate #: BWM877   Plate Year: 19

Prior Vehicle Type Info

Registration Status: Expired   Expiration Date: 10/31/2023
Plate Type: Bluegrass State

State Vehicle Registration Fee	$0.00
KYTC Vehicle Registration Fee	$0.00
Clerk Vehicle Registration Fee	$0.00
Total Registration Fees	$0.00

Plate #: BWM877   Plate Year: 19

⊗ Cancel Title Application   Continue >

a. Renewal: The plate number is already filled in, enter in the registration length and insurance information and select   Continue >   .

Total Due: $6.00	Place On Hold Check PVA Continue ›

Registration

RegistrationType: Renewal

Registration Action: Renewal

Plate Type: Bluegrass State

Plate #: BWM877   Plate Year: 19

Registration Length: ● Short   ○ Long *

Insurance Status: Uninsured

Proof Type is required

Proof Type: Select One... ▾ *

Policy Type is required

Policy Type: Select One... ▾ *

Attestment is required

☐ I attest that the customer has presented proof of insurance and that it has been scanned into PODD. *

Prior Expiration Date: 10/31/2023

Expiration Date:

Prior Vehicle Type Info

Registration Status: Expired

Plate Type: Bluegrass State

Plate #: BWM877   Plate Year: 19

Expiration Date: 10/31/2023

State Vehicle Registration Fee	$0.00
KYTC Vehicle Registration Fee	$0.00
Clerk Vehicle Registration Fee	$0.00
Total Registration Fees	$0.00

Cancel Title Application   Check PVA Continue ›

b. Or you can preform a First Time Registration by entering in the plate #, registration length, and Insurance information. Select **Continue ›** when completed.

10. On Step 7: Additional Information Page, a user can select to add a mailing address, option of a speed title, and to waive fees.

11. KAVIS displays the prior Vehicle Type info at the bottom of the screen.

12. Once you have filled out this page with the correct information, you can select

 to continue to Step 8: Finalize.

13. Review the Finalize Title Application Page. If anything is red, click on either the bubble at the top or the warning itself to be taken to the page that needs attention.

a. When all necessary data is entered, click **Add To Cart** and check out as normal.