

Out-of-State Lienholder Letter

PLEASE PRINT CLEARLY USING BLACK OR BLUE INK

Date: _____

Lien Holder Information	
Name:	_____
Address:	_____

Fax:	_____
Email address:	_____

Customer(s) Information	
Owners Name:	_____
Co-Owners Name:	_____
Maryland Address:	_____

Phone No.:	_____
Account No.:	_____
Email address:	_____

Vehicle Information

Year	Make	Vehicle Identification Number

In order to complete your customer's titling transaction in the State of Maryland, **we must have the original title** to the above referenced vehicle. ***This transaction must be completed within sixty (60) days of establishing residency in Maryland, to comply with Maryland Vehicle Law.***

It is our understanding that you are holding the **ORIGINAL** _____ title for the above referenced vehicle. Please forward the title to **P.O. Box 2276, Glen Burnie, MD 21060.**

If sending the title via overnight mail, please send to the:

Motor Vehicle Administration
6601 Ritchie Highway, N.E.
Glen Burnie, MD 21062
Attn: Out of State Title Unit
Room 202

Upon receipt, the title will be digitally scanned and saved. A Notice of Security Interest Filing Statement, reflecting your company as the Lien Holder, will be mailed to you when the title transaction is completed.

If your customer's name has changed, please forward a letter of authorization to change the name. **Lessors** should also send a power of attorney for the lessee to sign any documents necessary to title and/or register the vehicle in the State of Maryland. If the Maryland title is to be mailed to the lessor, please include the return address.

When the lien is satisfied, you are required to release all rights and interest in the vehicle by signing the Notice of Security Interest Termination (SIF) section, located on the front of the SIF, indicating your capacity and date of release and mail to vehicle owner(s).

Please return this letter with the aforementioned title. If you have any questions, please contact our office at 410-768-7349 or at outofstatetitle@mdot.state.md.us, we are happy to assist you.

Sincerely,

MVA Customer Agent
Out-of-State Section

<p><u>MVA Use Only</u> Title Number :</p> <p>_____</p>
--