



**APPLICATION FOR DUPLICATE TITLE OR TO RECORD, RENEW, REMOVE A LIEN, OR TO CORRECT LIEN INFORMATION BY LIENHOLDER**

**For Department Use Only**  
Bureau of Motor Vehicles • P.O. Box 68593 • Harrisburg, PA 17106-8593

**See Completion Instructions and Fee Information on Reverse**

1.  **Duplicate Title by Lienholder** - Complete Sections A, B and E. (This option cannot be selected if current title is ELT.)
2.  **Record a Lien** - Complete Sections A, B (if title is not attached or is defaced), D and E. When a lien is recorded, a new title is issued either as a paper title or an ELT. In addition, when an existing lien is not satisfied on the current certificate of title and a lien is being added, the lienholder information listed below in Section A will be added to the title as a second lien. A new title or ELT update will be issued to the first lienholder.
3.  **Renew a Lien** - Complete Sections A, B (if current title is not ELT, and is not attached or is defaced) and E.
4.  **Satisfy a Lien** - Complete Sections A, B (if title is not attached or is defaced) and E. (This option cannot be selected if current title is ELT.)
5.  **Change or Correction of Lienholder Name** - Complete Sections A, B (if current title is not ELT, and is not attached or is defaced), C, and E.
6.  **Lienholder's Change of Address Only, Replacement Title to Be Issued** - Complete Sections A, B (if title is not attached or is defaced), and E. (This option cannot be selected if current title is ELT.)
7.  **Lienholder's Change of Address Only, No Replacement Title to Be Issued** - Complete Sections A and E. (This option cannot be selected if current title is ELT.)

**A VEHICLE AND LIENHOLDER INFORMATION**

Title Number	Vehicle Identification Number	Owner Name (as shown on original title)	
Lienholder's Name on Record		Is lienholder enrolled in ELT Program? <input type="checkbox"/> Yes <input type="checkbox"/> No	Financial Institution Number (Required for ELT)
Complete if recording a lien or if address differs from lienholder address listed on original title	Street Address		
	City	State	Zip Code
<b>Check Appropriate Block:</b>	<input type="checkbox"/> 1st Lienholder	<input type="checkbox"/> Record	<input type="checkbox"/> Delete - Lien Satisfied _____ Date
	<input type="checkbox"/> 2nd Lienholder	<input type="checkbox"/> Renew	<input type="checkbox"/> Correction - Lien Recorded in Error
	<input type="checkbox"/> 3rd Lienholder		

**B REASON FOR DUPLICATE TITLE - NOTE: Section B does not need completed if lien is an ELT.**

<b>Appropriate Block Must Be Checked</b>	<input type="checkbox"/> Lost/ Destroyed	<input type="checkbox"/> Stolen	<input type="checkbox"/> Defaced (Defaced title must be attached)	<input type="checkbox"/> Never Received (Provide the correct mailing address above)
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**C CHANGE OR CORRECTION OF LIENHOLDER NAME**

New or Correct Lienholder Name		Is lienholder enrolled in ELT program? <input type="checkbox"/> Yes <input type="checkbox"/> No	Financial Institution Number (Required for ELT)
Reason for Change of Lienholder's Name		Reason for Correction of Lienholder Name	

**D VEHICLE OWNER SIGNATURE - Required only when a new lien is being recorded.**

Signature of Vehicle Owner	Signature of Vehicle Co-Owner (if applicable)	Date
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**E LIENHOLDER NOTARIZATION**

<p>SUBSCRIBED AND SWORN TO BEFORE ME:      MONTH      DAY      YEAR</p> <p> SIGNATURE OF PERSON ADMINISTERING OATH</p>	<p>I state that I have read and signed this application after its completion, and I swear or affirm that the statements made herein are true and correct, and that any statement made on or pursuant to this application is subject to the penalties of 18 Pa.C.S. Section(a)(2) (relating to false swearing), which shall include punishment of a fine not exceeding \$5,000, or to a term of imprisonment of not more than two years, or both.</p>				
<p><b>S T A M P</b></p> <p style="font-size: 2em; opacity: 0.5;">SIGN IN PRESENCE OF NOTARY</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Signature of Authorized Person</td> <td style="width: 30%;">Telephone Number (      )</td> </tr> <tr> <td colspan="2">Title of Authorized Person</td> </tr> </table>	Signature of Authorized Person	Telephone Number (      )	Title of Authorized Person	
Signature of Authorized Person	Telephone Number (      )				
Title of Authorized Person					

## **INSTRUCTIONS and FEE INFORMATION**

TO ASSURE PROPER PROCESSING, ALWAYS CHECK THE APPROPRIATE BLOCK(S) IN THE TOP SECTION ON THE FRONT OF THIS APPLICATION TO INDICATE THE NATURE OF YOUR REQUEST.

- If Blocks 2, 3 and/or 4 are checked on the front of this application, to ensure that the lienholder's interest is properly documented with PennDOT, check the appropriate blocks in Section A.
- Do not send cash. Make check or money order payable to the Commonwealth of Pennsylvania.
- Mail to: PA Department of Transportation, Bureau of Motor Vehicles, P.O. Box 68593, Harrisburg, PA 17106-8593.

### **IF BLOCK #1 IS CHECKED: A \$58 title fee and notarization are required.**

- If a paper title was issued and was never received, no fee is required if this application is filed within 90 days of issuance. For verification purposes, list current mailing address in Section A.
- Vehicle owner's signature is not required.

### **IF BLOCK #2 IS CHECKED: An \$86 fee (\$28 lien fee and \$58 title fee) and notarization are required. (NOTE: If application is to record a second or third lien, the fee is \$28 for each lien.)**

- Current title must be attached. If title is not attached, complete Section B.
- New title will be issued, either as a paper title or an Electronic Lien and Title Program (ELT).
- If recording a new lien, the lienholder's signature must be notarized in Section E. In addition, the signature of the vehicle owner is required in Section D. The vehicle owner's signature does not require notarization.
- A lien recorded on a certificate of title is valid for a period of 30 years in the case of a mobile home and emergency vehicles, 20 years for a motor home or recreational trailer, 8 years in the case of truck tractors, recreational cargo trailers or trailers weighing in excess of 10,000 pounds or 6 years in the case of all other vehicles.

### **IF BLOCK #3 IS CHECKED: A \$28 fee (If no new title is requested, or if current title is ELT) and notarization is required. An \$86 fee (If new title is requested and current title is not ELT) and notarization is required.**

- If renewing a lien, the lienholder's signature is required to be notarized in Section E. **NOTE:** A lienholder may renew a lien for as many 3 year periods as may be necessary, by filing this application within the 6 months immediately preceding its expiration. A lienholder may not apply for renewal of a lien more than 6 months before the lien expiration date, or after the lien has expired. If the current lien is expired, a lien renewal cannot be processed. The lienholder may check block 2 and follow instructions to record a lien.

### **IF BLOCK #4 IS CHECKED: A \$58 fee (For issuance of a new title) and notarization is required. (This option cannot be selected if lien is ELT.)**

- Current title must be attached. If title is not attached, complete Section B. **NOTE:** If title is ELT, lienholder is required to release the lien electronically.
- New title will be issued.
- The date the lien was satisfied must be listed in the space provided in Section A.
- The lienholder's signature is required to be notarized in Section E.

### **IF BLOCK #5 IS CHECKED: A \$58 fee and notarization is required. (NOTE: Lienholder must file Form MV-37, "Application for Enrollment/Change in Electronic Lien and Title System," for the change of name in the PennDOT database prior to selecting this option.)**

- Current title must be attached unless ELT. If title is not ELT and is not attached, complete Section B.
- New title will be issued, either a paper title or an ELT.
- Attach a photocopy of the Articles of Amendment documenting merger, absorption, consolidation or other action causing change of lienholder's name. The existing lien should not be released on the face of the attached title. **NOTE:** Form MV-950, "Notification of Assignment of Secured Interest in a Vehicle," must be used when a lienholder assigns or transfers their right, title and interest for a vehicle in the security agreement to another financial institution.

### **IF BLOCK #6 IS CHECKED: A \$58 fee and notarization is required. (NOTE: This option cannot be selected if lien is ELT.)**

- Current title must be attached. If title is not attached, complete Section B.
- New title to be issued.

### **IF BLOCK #7 IS CHECKED: Notarization is not required. (NOTE: This option cannot be selected if lien is ELT. Lienholder must file Form MV-37, "Application for Enrollment/Change in Electronic Lien and Title System," for the change of address in the PennDOT database, then process the address change electronically.)**

- Lienholder's signature is required in Section E and notarization is not required.
- No fee required.

Visit us at [www.dmv.pa.gov](http://www.dmv.pa.gov) or call us at 717-412-5300. TTY callers — please dial 711 to reach us.