

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
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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** _____ (state) title for the above referenced vehicle. Please forward the title to **P.O. Box 2276, Glen Burnie, MD 21060.**

Send the title in a trackable FedEx, UPS or USPS envelope to:
Motor Vehicle Administration
Attn: Out of State Title Unit Room 202
6601 Ritchie Highway, N.E.
Glen Burnie, MD 21062

Upon receipt, the title will be digitally scanned and saved. The original title will not be returned to the Lien Holder unless the vehicle is not titled within 60 days. A Notice of Security Interest Filing Statement, will be electronically sent to your electronic lien service vendor.

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 electronically releasing interest in the vehicle through your electronic lien service vendor.

Please return this letter with the aforementioned title.

Sincerely,

Signature

MVA Customer Agent

MVA Use Only	
Title Number	_____