

**Application for Lien Code Assignment and/or Enrollment/Change in Electronic Lien System**

This form is to be used by financial institutions and other lien holders to enroll in the Maryland Motor Vehicle Administration's (MVA) Electronic Lien System (ELS), or to modify an ELS account with MVA. This form is also used to request a lien code.

**A ACTION REQUESTED – To Be Completed By Financial Institution/Lien holder**

This application is for (check appropriate box/boxes):  Lien code assignment (Complete sections A and B)  
 Enrollment in ELS Program – (Complete sections A, B and C)  Change of Vendor/Service Provider–(Complete sections A, B and C)  
 Change of Financial Institution/Lien Holder Name – (Complete sections A and B)  
 Change of Financial Institution Address – (Complete sections A and B)  Removal from ELS Program –(Complete sections A, B and C)

In making application for a lien code and/or enrolling or modifying an ELS account with the MVA, I (we) certify under penalty of perjury, that:

- A. The lien holder making application has a Maryland lender's license or sales finance license issued by the Commissioner of Financial Regulation, License No. \_\_\_\_\_ or \_\_\_\_\_
- B. The lien holder making application is exempt from obtaining a Maryland lender's license or sales finance license because the lien holder is a:  
 Bank  National Banking Association  Trust Company  Savings Bank  Savings and Loan Association  Credit Union  
 Licensed Dealer (a seller of goods or services not engaged in making loans or acting as a credit service business).
- C. The lien holder is otherwise exempt from licensure by the Commissioner of Financial Regulation  
 Signature of Lien Holder's Authorized Agent \_\_\_\_\_ Printed Name of Authorized Agent \_\_\_\_\_

**B LIEN HOLDER INFORMATION – To Be Completed By Financial Institution/Lien holder**

Name of Financial Institution/Lien holder		FEIN	ABA Number	
Address	City or Town	State	Zip Code	LIEN CODE (if already assigned)
Name of Authorized Representative: (please print)		Capacity:	Signature of Authorized Representative below:	
Email Address:	Telephone Number:	Date:	<b>MVA USE ONLY</b>	
			Lien code assigned _____	
Name of ELS Vendor/Service Provider:			Signature _____	
			Operator # _____ Date _____	

**C ELS VENDOR/SERVICE PROVIDER AUTHORIZATION – To Be Completed By ELS Vendor/Service Provider**

ELS Contract Authorized By: (Printed Name)		(Signature)	Capacity
Email Address of Contact Person:		Telephone Number:	Enrollment/Removal Date:
			<input type="checkbox"/> Start _____ <input type="checkbox"/> End _____

- Financial institutions must complete Sections A and B, then forward this form to the selected vendor/service provider.
  - This completed application must be submitted to the MVA by the authorized **ELS vendor/service provider** named in Section C, unless this request is for an assigned lien code only. **Please email completed forms to [mvaelsinfo@mdot.state.md.us](mailto:mvaelsinfo@mdot.state.md.us) or fax to Central Liens at 410-768-7594.**
- Participating lien holders agree to the following conditions and requirements:**
- The lien holder must contract with one of MVA's approved ELS service providers for transmission of all vehicle and title data.
  - The lien holder must provide the lien code assigned by MVA, to all loan recipients and automotive dealers utilizing selected lien holder services.
  - The lien holder must work directly with the contracted service provider's Help Desk to resolve all ELS discrepancies and data transmission issues.
  - The lien holder must protect the confidentiality of the information and data to which the lien holder has access. At no time will the lien holder furnish to any person, association or organization any vehicle or title data received from MVA without MVA's prior written consent.
  - The lien holder has no proprietary rights to the information received from the MVA.
  - The lien holder understands that MVA and its employees shall not be liable to the lien holder for any damages, costs, lost production or any other loss of any kind for failure of MVA's equipment, hardware or software, or for the loss of consequential damages that are the result of any other type of failure.
  - Authorization may be terminated by either party upon giving 30 days written notice to the other party. In the event of termination, MVA is released from any and all obligations to the lien holder.