

How to fill out MV35 — Request of Title from Lienholder to DMV

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Delaware · written against MV35 (11/2019), issued under the Division of Motor Vehicles, as the request it will act on to bring an outstanding certificate in from a lender

/forms/delaware/mv35-request-of-title-from-lienholder-to-dmv/

One page that fetches your certificate out of your lender's filing cabinet. In Delaware a financed car's title is held by the lienholder or leasing company, and the seller never sees it - so before you can retain a plate, change a name or hand a certificate to a buyer, the MV35 asks the lender to post the title not to you but to a Delaware DMV office you nominate on the form.

This sheet is not the form. Download the blank MV35 from the Delaware Division of Motor Vehicles at https://www.dmv.de.gov/forms/veh_serv_forms/pdfs/ve_frm_mv35.pdf — always take the current revision from the agency rather than a copy. Print this and keep it beside you while you complete theirs.

Every line, in the order you meet it

1	YOU	The lender's name and address	Name on the left, full street address with city, state and zip on the right. Two name lines are provided for a long legal name. Watch out: Copy it off a statement, not off memory. Banks change names and merge, and the Division matches this against the lienholder recorded on the title.
2	YOU	Your email address	One row of its own, labelled Customer's email. Watch out: This is how you find out the title has landed. The postcard follows, but the email is the fast one.
3	YOU	First owner, second owner	Both names exactly as the certificate carries them. Watch out: If the front of the title joins two names with AND, both belong here and both of you will need to be at the counter afterwards.
4	YOU	Complete mailing address	Where the Division's postcard should go. Watch out: Check it against what the Division already holds. A card sent to an old address is a title sitting in Dover with a sixty-day clock running on it.
5	YOU	Vehicle VIN	The seventeen characters, on their own line. Watch out: This is the field the lender searches. Get it from the registration card or the dashboard, not from an old advert.
6	YOU	Vehicle make, model, year	All three on one line, unlike most Delaware forms. Watch out: Match the way it appears on your registration card. It is a cross-check on the VIN rather than the identifier itself.
7	YOU	Customer phone number	A number the Division or the lender can reach you on. Watch out: Put a mobile here. This transaction has two handovers in it and both are worth a phone call rather than a letter.
8	YOU	Choose location	Tick one of the four: Dover, Del City, Wilmington or Georgetown. That is where the lender posts the form and the title. Watch out: Pick the office you will actually go to. Once the certificate is there it stays there, and moving it between facilities is not a thing the Division does for convenience.
9	YOU	Reason for request	Three boxes: Delaware title and registration, change of name, or change of Delaware license plate. Tick the one that describes what you are trying to do. Watch out: A plate coming off a car you are selling is the third box. If you are also adding or dropping a name, the form warns that takes a signed letter of permission from the lender as well.
10	YOU	Sign it and date it, then send it to the lender	One signature, one date, and then it goes to the bank by post or fax - not to the Division. Watch out: Keep a copy with the date on it. If nothing has happened in three weeks, that copy is what you ring the lender about.

What gets this one rejected

- Sending it to the Division. The MV35 goes to the lender, by post or fax - the Division only ever sees it arriving in the same envelope as your title.
- Ticking no location. The instruction on the form is that the lienholder mails the form and the title to the office the customer selected, so a blank selection leaves the lender with nowhere to send it.
- Leaving the email blank. The Division notifies you by email at the address on this form when the title arrives, and by postcard after that. Without either, your title sits in Dover and nobody tells you.
- A mailing address that is out of date on the form or on the Division's own record. The retention guidance names this specifically: it is important to have your correct mailing address on the form as well as on file with DMV.
- Using it to add or drop a name without the lender's blessing. The form's own note says any transfers, such as adding or dropping a name, require a signed letter of permission from the lienholder or leasing company.
- Assuming the title can then sit at the DMV indefinitely. DMV will hold your title for no more than 60 days, and if the lienholder asks for it back before then, the Division complies.

☒ Amber is what you write ☐ Grey is a block somebody else completes The completed example follows overleaf.

MV35 FORM 11/2019



REQUEST OF TITLE FROM LIENHOLDER TO DMV



LIENHOLDERS OR LEASING COMPANY INFORMATION

LIENHOLDER/LEASING COMPANY NAME

Nanticoke Shore Federal Credit Union

Lienholder/Leasing Co. Street Address, Including City, State, and Zip Code

27 Market Street

Seaford, DE 19973

CUSTOMER'S EMAIL m.dunavant@example.com

FIRST OWNER

Merrick A. Dunavant

SECOND OWNER

COMPLETE MAILING ADDRESS

118 Chestnut Ridge Road, Milton, DE 19968

VEHICLE VIN#

2HKRM4H5XFH614293

VEHICLE MAKE, MODEL, YEAR

Honda CR-V 2015

CUSTOMER PHONE #

(302) 555-0168

CHOOSE LOCATION:

Lienholder is to mail this form and the title to the DMV location selected by customer



DOVER DMV:

303 Transportation Circle, Dover, DE 19901 or PO Box 698, Dover, DE 19903



DEL CITY DMV:

2101 Mid County Dr. New Castle, DE 19720



WILMINGTON DMV:

2230 Hessler Blvd New Castle, DE 19720



GEORGETOWN DMV:

23737 Dupont Blvd Georgetown, DE 19947

REASON FOR REQUEST: I am (we are) applying for the following on the above-described vehicle:
(select reason below)



Delaware title and registration (out of state vehicles require VIN verification / inspection)



Change of name due to marriage, court order, etc. Any transfers, (i.e. adding or dropping a name), require a signed letter of permission from the lien holder/leasing company.



Change of Delaware license plate.

- In order to obtain a Delaware title and registration for the first time, the Division must have the **original out-of-state title**.
- In order to change a name or license plate number on a Delaware title, the Division must have the **original Delaware title**
- The Division must have a **notarized power of attorney** from the lessor to the lessee to sign the title application for any vehicle **being leased**.
- **Upon receipt of the above, a new Delaware title listing you as lienholder/leasing company will be issued and mailed to you.**

Signature Merrick Dunavant

Date 07/28/2026

Signature _____

Date _____