



## Amend Title/Lienholder Maintenance Application

Registry of Motor Vehicles · Title Division  
P.O. Box 55885 · Boston, MA 02205-5889

### Service Type

Please read the following instructions before completing this application.

#### Request to (check one):

☐ Add a Lienholder

1. Complete Sections A, B, and D only
2. Mail completed application and original certificate of title to address at top of application
3. Include \$25 check or money order

☒ Correct a Title

1. Complete Sections A, C, D, and E (if applicable)
2. Mail completed application and original certificate of title to address at top of application
3. Include \$25 check or money order made payable to MassDOT

### A. Owner and Vehicle Information

| Registration Number | Year | Make   | VIN Number        | Title Number |
|---------------------|------|--------|-------------------|--------------|
| 4NLB27              | 2016 | Subaru | 4S4BSANC0G3251746 | KH485026     |

Owner Name (Last, First, Middle) or Corp/Co Organization Name:

Kavanaugh, Rosalind M.

Owner's Address City State Zip Code

214 Cottage St, New Bedford, MA 02740

### B. Adding a Lienholder

(Original Certificate of Title Must Be Submitted with This Application)

| Date of Lien | Lienholder Code | Lienholder Name (Last, First, MI) |
|--------------|-----------------|-----------------------------------|
|              |                 |                                   |

Corp/Co Organization Name

Address City State Zip Code

### C. Correcting Title

(Original Certificate of Title Must Be Submitted with This Application)

Enter information to be corrected (a notarized affidavit of facts **must** accompany this form to correct the odometer):

The owner surname is printed as Kavanaugh. The correct spelling is Kavanagh, as shown on the licence enclosed.

### D. Signatures

(Original Certificate of Title Must Be Submitted with This Application)

I swear (affirm), under the penalties of perjury, that the information provided is true and correct. I am aware that false statements are punishable by fine, imprisonment, or both under M.G.L. Chapter 90, Section 24B.

Rosalind Kavanaugh

08/14/2026

Signature(s) of Owner(s) or Lienholder

Date

Rosalind M. Kavanaugh

Printed Name(s)

### E. Mail Title to:

The Certificate of Title will only be mailed to: (1) the owner's mailing address entered on the RMV's system, (2) a car dealership, (3) a lienholder, or (4) an insurance agent.

Mail to address below:

☐ Check box if you are authorizing the RMV to change your address

Name Rosalind M. Kavanaugh

Address 214 Cottage St

City New Bedford

State MA

Zip Code 02740

TTL104\_0822

# How to fill out TTL104 — Amend Title / Lienholder Maintenance Application

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Massachusetts · written against TTL104 (TTL104\_0822, August 2022), issued under M.G.L. c.90D

</forms/massachusetts/ttl104-amend-title-lienholder-maintenance-application/>

Two jobs on one sheet, and the tick at the top decides which. Add a lienholder to a title, or correct information printed on the title itself - a misspelled name, a wrong body style, a name changed by marriage. \$25 either way, the original certificate has to go in the envelope, and the Registry posts the corrected one back.

**This sheet is not the form.** Download the blank TTL104 from the Massachusetts Registry of Motor Vehicles at <https://www.mass.gov/doc/amend-title-lienholder-maintenance-application/download?f=TTL104.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 | Tick which transaction                    | Add a lienholder, or correct a title. The instructions underneath each box tell you which sections to complete. <b>Watch out:</b> Ticking both is not a shortcut. They are separate transactions with separate fees, and the form is written on the assumption that exactly one box is marked. |
| 2 | YOU | Section A, the vehicle and the owner      | Registration, year, make, vehicle identification number, title number, owner name and address. <b>Watch out:</b> Enter the owner name as the certificate currently prints it, wrong spelling and all. Section C is where the right version goes.                                               |
| 3 | YOU | Section C, what needs changing            | One block for the information to be corrected. <b>Watch out:</b> Say what it says now and what it should say. A block that only contains the correct version leaves a clerk guessing which field it belongs to.                                                                                |
| 4 | YOU | An odometer correction needs an affidavit | The notarised affidavit of facts goes in the same envelope. <b>Watch out:</b> The requirement is printed inside section C itself. Mileage is the one field on a Massachusetts title that cannot be corrected on this form alone.                                                               |
| 5 | YOU | Section D, sign and print                 | Owner or lienholder, signed and printed, under the penalties of perjury. <b>Watch out:</b> The original certificate goes in with it. The Registry cannot amend a title it does not hold.                                                                                                       |
| 6 | YOU | Section E, where the new title goes       | The owner's address on file, a dealership, a lienholder, or an insurance agent. <b>Watch out:</b> There is a tick box for authorising the Registry to change your address at the same time. If you have moved, use it, or the corrected certificate follows the old address.                   |
| 7 | YOU | \$25 to MassDOT                           | Cheque or money order with the form and the certificate, to the Title Division at PO Box 55885, Boston. <b>Watch out:</b> Amend title, add lienholder and delete lienholder are all \$25 on the Registry's fee schedule, and each one is a separate transaction.                               |

### What gets this one rejected

- Sending the form without the certificate. Every one of sections B, C and D carries the same parenthetical: original certificate of title must be submitted with this application.
- Correcting an odometer reading with nothing attached. The block itself says a notarised affidavit of facts has to come with it.
- Asking for the corrected title to be posted to a friend or a relative. The list of four destinations is the whole list.
- Using it to fix an error in the assignment on the back of the certificate. That is the notarised affidavit for correction, and this form amends the Registry's record instead.
- Two owners with one signature and no power of attorney.

☒ Amber is what you write   ☐ Grey is a block somebody else completes   The filled-in example is at the start of this sheet.

Read off TTL104 (TTL104\_0822, August 2022) and the Massachusetts Registry of Motor Vehicles's own pages, current as of 2026-08-23. Plain-language help with a form, not legal advice — where this and the agency differ, the agency governs.

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