



Duplicate Title 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.

1. If you obtained a loan for this vehicle and that loan has been satisfied, please check with your lienholder (e.g., bank) first to see if they have your title. If they do not, get a signed letter from the lienholder on their letterhead indicating that the loan has been satisfied. The letter must also specify the year, make, vehicle identification number (VIN), and all titled owners. No faxes or photocopies of lien releases are acceptable. The lien release must be submitted with your application for a duplicate title, regardless of the age of the loan.
 - ☐ If the party to whom the title was issued is deceased, a copy of the letter of administration, court order, or affidavit of surviving spouse and a death certificate must accompany this application.
2. Mail completed application and supporting documentation (if applicable) 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:
Rosalind M. Kavanagh

Owner's Address	City	State	Zip Code
<u>214 Cottage St, New Bedford, MA 02740</u>			

B. Signatures

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.

<u>Rosalind Kavanagh</u>	<u>08/14/2026</u>
Signature of First Owner or Lienholder	Date

<u>Rosalind M. Kavanagh</u>
Printed Name of First Owner or Lienholder

Signature of Second Owner or Lienholder	Date
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Printed Name of Second Owner or Lienholder
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C. Applying for Duplicate Title

If mutilated is selected, the Certificate of Title must be submitted with this application.

I, Rosalind M. Kavanagh
hereby make application, in accordance with Chapter 90D, Section 14, of the General Laws, for duplicate certificate of title which the original was:

☒ Lost ☐ Stolen ☐ Mutilated ☐ Destroyed

A person recovering an original certificate of title for which a duplicate has been issued shall promptly surrender the original to the Registrar (Chapter 90D, Section 14(c)).

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D. Mail Title to:

The Certificate of Title will only be mailed to: (1) the lienholder's or owner's mailing address entered on the RMV's system or (2) a different address IF you provide a photocopy of the license/ID of the owner(s) and a Power of Attorney (POA) signed by the owners. If the title is to be mailed to a dealer, Section E must be completed.

For any application for the duplicate title to be mailed to any address other than the address of the lienholder or owner on record:

1. The application must include a photocopy of the license/ID of each individual owner, even if the applicant is the owner.
2. Applicants other than the owner, for example agents making application on behalf of the owner(s), must provide **both** a POA signed by each individual owner and a photocopy of the license/ID of each individual owner.
3. A co-owner of the vehicle must provide a copy of the ID of each owner on file **AND** a POA for any co-owner who has not signed this application.

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

Mail to address below:

5 Name Rosalind M. Kavanagh
 Address 214 Cottage St
 City New Bedford State MA Zip Code 02740

E. Duplicate Signature (only required if transferring ownership to dealership)

I/ We, the undersigned, hereby authorize the Registry of Motor Vehicles to mail to the dealership identified below a duplicate Certificate of Title to be issued in my name in order to transfer ownership of the motor vehicle described herein. Note, this form does not constitute a Power of Attorney or a Reassignment.

6 Name of Transferee/Dealer
 Address

Dealer Registration Number	Year	Make	VIN

I state that the odometer now reads _____ (no tenths) and that to the best of my knowledge it reflects the actual mileage of the vehicle unless one of the following statements is checked:

- ☐ I certify that, to the best of my knowledge, the odometer reading reflects the amount of mileage in excess of its mechanical limits. (The odometer starting at zero again.)
- ☐ I certify the odometer reading is not the actual mileage. "WARNING—Odometer Discrepancy"

Signature(s) of Transferor(s)—Owner(s) as It Appear(s) on Title

Printed Name(s) _____ Date _____

How to fill out TTL117 — Duplicate Title Application

Massachusetts · written against TTL117 (TTL117_0822, August 2022), issued under M.G.L. c.90D s.14

sellmycarhub.com
</forms/massachusetts/ttl117-duplicate-title-application/>

The replacement for a certificate that is lost, stolen, mutilated or destroyed - and, on its reverse, the form that lets an owner assign a car to a dealership before the replacement has even been printed. \$25 to the Title Division in Boston, and the Registry will not issue a new title to a buyer applying on a duplicate until fifteen days have passed.

This sheet is not the form. Download the blank TTL117 from the Massachusetts Registry of Motor Vehicles at <https://www.mass.gov/doc/application-for-duplicate-certificate-of-title/download?f=TTL117.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	Ask the lender first	If there has ever been a loan on the car, check whether the lienholder still holds the certificate before applying for anything. Watch out: If they do not have it, ask for a signed letter on their letterhead naming the year, make, vehicle identification number and every titled owner. An original - not a fax, not a photocopy - has to go in with this application.
2	YOU	Section A, the vehicle	Registration number, year, make, vehicle identification number, title number, owner name and address. Watch out: The title number is on the front of the missing certificate, which is inconvenient. It is also on the Registry's own record, so a title status check online will give it to you.
3	YOU	Section B, sign and print	Every owner or the lienholder signs and prints their name. Watch out: Two names on the certificate means two signatures here, or a power of attorney from whichever of them is not signing.
4	YOU	Section C, why	Your name in the sentence, then lost, stolen, mutilated or destroyed. Watch out: Mutilated is the only one of the four that requires you to send the certificate in with the form. The other three assume you cannot.
5	YOU	Section D, where to post it	The owner's or lienholder's address on the Registry's system, or a different one with the supporting documents attached. Watch out: There is a tick box here authorising the Registry to change your address at the same time. Use it if you have moved - it saves an amendment later.
6	YOU	Section E, only for a dealership	Dealer name, address, registration number, the vehicle, an odometer reading and your signature. Watch out: Leave it blank for a private sale. It exists so a duplicate can be posted straight to a dealer taking the car, and it is not a power of attorney or a reassignment.
7	YOU	Send it with \$25	Cheque or money order payable to MassDOT, posted to the Title Division at PO Box 55885, Boston. Watch out: Keep a copy of everything you post. A duplicate application is the one Registry transaction with no counter receipt at the end of it.

What gets this one rejected

- A photocopied or faxed lien release. The instruction rules both out, whatever the age of the loan.
- Ticking mutilated without enclosing the certificate. If mutilated is selected, the certificate of title must be submitted with this application.
- Asking for the title to go to a friend's address without a power of attorney and a copy of every owner's licence.
- A co-owner who has not signed, with no power of attorney for them. The form asks for a copy of the identification of each owner on file plus a power of attorney for any co-owner who has not signed.
- Applying where the owner has died without attaching a copy of the letter of administration, court order or affidavit of surviving spouse and a death certificate.
- Cash in the envelope. The \$25 goes by cheque or money order payable to MassDOT.

☐ 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 TTL117 (TTL117_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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