



Application for the Release of a Title from Lienholder

Please utilize this form to request a Lienholder release a title with a Lien to the MVC, in order to re-title the vehicle in New Jersey with a Lien.

Description of Vehicle			
Make	Year	Model	Vehicle Identification Number
Subaru	2016	Forester	JF2SJADC7GH998371
Name of Titled Owner/Lessee			
Rosalind K. Vandermeer			
Owner/Lessee's NJ Driver License Number (If Business- Corp code or EIN)			
V8241 06739 51820			
Date of Birth	Eye Color	Gender	
03/09/1979	BRO	F	
Mailing Address:			
214 Kings Highway East Haddonfield, Camden County			
City	State	Zip	
Haddonfield	NJ	08033	
Owner/Lessee's Email Address			
r.vandermeer@example.com			
Owner/Lessee's Phone Number		☒ By checking this box, I agree to receive a one-time text message from the New Jersey Motor Vehicle Commission (NJMVC) at this mobile number notifying me that my title has been received by the NJMVC agency. Message and data rates may apply.	
(856) 555-0142			
Account Number			
7742-118093			

Instructions for Lienholder:

The above person has applied for a New Jersey Certificate of Ownership (title) and registration. We cannot process the application unless you release the title.

This notice is being forwarded to you by the applicant at our request. Please mail the title to the location listed below, a New Jersey Certificate of Ownership showing your interest in the vehicle will then be issued in the name of the applicant and returned to you. A self-addressed envelope should be enclosed with the title to assure prompt return of the encumbered New Jersey Certificate of Ownership.

Please **mail this form and title** to the Vehicle Center identified below. When mailing these documents, you should simultaneously **notify the applicant** so that he/she may then make an appointment with the Vehicle Center to complete the processing of the New Jersey title and registration. If the title cannot be released, please notify the applicant and send a copy of your reply to the location listed below.

Applicant please select an MVC Vehicle Center you'd like the title mailed to:

Camden

How to fill out OS/SS-54 — Application for the Release of a Title from Lienholder

sellmycarhub.com

New Jersey · written against OS/SS-54 (R1/25), issued under the Commission's titling procedure for encumbered vehicles

</forms/new-jersey/os-ss-54-release-of-title-from-lienholder/>

A single page you post to a lender that is sitting on your certificate. It is not a lien release and it does not pay anything off: it asks the lienholder to send the title to a New Jersey vehicle centre that you nominate on the form, so the transaction can be completed at a counter rather than by chasing paper between three addresses.

This sheet is not the form. Download the blank OS/SS-54 from the New Jersey Motor Vehicle Commission at <https://www.nj.gov/mvc/pdf/vehicles/OS-SS-54.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	Make, year, model, VIN	Four boxes across the top, copied from the registration or the finance agreement since the certificate is the thing you do not have. Watch out: The VIN is what the lender's title department searches on. Everything else on the row is confirmation.
2	YOU	Name of titled owner or lessee	Your full name as the lender has it. If the car is leased, the lessee is the name that goes here. Watch out: A married name changed since the loan was taken out is worth a phone call before you post this, not after.
3	YOU	Driver licence number, or corpcode for a business	The New Jersey licence number, or the corpcode or EIN if the vehicle is titled to a company. Watch out: A business here means an entity number rather than a person's licence, and the Commission will want a notarised letter of signature authority behind it.
4	YOU	Date of birth, eye colour, gender	Three short boxes on one row. Watch out: They look like padding and are not - they are how the Commission matches the application to the person when the title arrives without you.
5	YOU	Mailing address	Where post reaches you, across address, city, state and zip. Watch out: This is not where the title goes. The title goes to the vehicle centre you pick at the bottom of the page.
6	YOU	Email, phone, and the text-message box	Contact details, and a tick box agreeing to one text from the NJMVC saying the title has been received at the agency. Watch out: Tick it. It is a single message and it tells you the precise day it becomes worth booking an appointment.
7	YOU	Account number	The loan or lease account the lienholder knows the vehicle by. Watch out: Take it off a statement rather than from memory. A digit out and the letter lands in a queue nobody is watching.
8	YOU	Choose the vehicle centre	The drop-down at the foot names where the lender should post the certificate. Pick the one you can actually get to. Watch out: Whatever you choose is where you will be standing with the buyer, so choose for the appointment rather than for the postmark.
9	LENDER	The lienholder's half	They read the block underneath, release the title to the centre named, enclose a self-addressed envelope, and tell you they have done it. Watch out: The form asks them to notify you at the same time as they post it. If a fortnight passes in silence, that instruction is what you quote when you ring them.

What gets this one rejected

- Treating it as proof the lien is gone. It moves a document; it does not satisfy a debt. If the loan is paid, what removes the lien from the record is an original signed release on the lienholder's letterhead, submitted with a title application.
- Leaving the vehicle centre unselected. The form exists to tell the lender where to post the title, and without a centre named there is nowhere for it to go.
- Guessing the account number. The lender's file is indexed by it and a wrong one is the difference between a two-week turnaround and a phone tree.
- Sending it and then waiting quietly. The form asks the lienholder to notify the applicant when they post the title, and asks the applicant to make the appointment once they hear - so the two of you are meant to be talking.
- Assuming a refusal is the end. If the title cannot be released, the form tells the lender to notify the applicant and to send a copy of that reply to the centre.

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