

How to fill out MV-900 — Notice of Lien

The form that put the lender's name on your certificate in the first place. It is not a seller's form and you cannot use it to remove anything - it is here because it is what a seller finds when they search for how a New York lien works, and because understanding it explains why the document you actually need looks nothing like it.

This sheet is not the form. Download the blank MV-900 from the New York State Department of Motor Vehicles at <https://dmv.ny.gov/forms/mv900.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	LENDER	Identification number and vehicle	The identification number, year, make and body type, with the borrower's plate number if there is one. Watch out: Check this against your own certificate if a lien you do not recognise appears on it. The DMV's advice for a lienholder unknown to you is to contact a DMV contact centre rather than to assume it is an error.
2	LENDER	Owner information	Your name and licence number as the borrower, and the mailing address the new certificate will be posted to. Watch out: The name has to match the certificate exactly. This is why a lien sometimes fails to record against a title held in a slightly different version of the same name.
3	YOU	Owner's statement and signature	The borrower signs to acknowledge that the lienholder is sending the notice in and that any existing certificate went with it. Watch out: It must be an original signature, and if a power of attorney is used a copy of it has to be attached. This is the one line on the form the borrower actually completes.
4	LENDER	Lien information	The filing code the DMV assigned the lender, the lienholder name and address, the lienholder's signature and the date of the security agreement. Watch out: The lienholder's signature may be a facsimile stamp - which is worth knowing, because the release you will later be handed may not look hand-signed either.
5	LENDER	Has a certificate been issued to this borrower?	Yes or no. If yes, the existing certificate is attached and goes to Albany. Watch out: This is why a car financed after purchase disappears for a few weeks: the certificate physically travels to the Title Bureau and comes back reprinted with the lender on it.

What gets this one rejected

- A seller sending it in. It is filed by the lienholder, with the \$5 fee paid by the lienholder, and the form says the lien fee cannot be paid by the owner.
- Handwriting anything but the signatures. The instruction is that all information except signature must be typed, and illegible information means the lien is simply not recorded.
- A name that does not match the certificate exactly. That is the single condition the form states for recording at all.
- Using it to remove a lien. Nothing on this form releases anything - it is the filing document, and the release is a different piece of paper entirely.

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



Department of Motor Vehicles

NOTICE OF LIEN

dmv.ny.gov

All information (except signature) must be typed. Verify the vehicle, hull or manufactured home ID number entered. If information is not legible, is incorrect, or not complete, the lien is **NOT** recorded.

For more information about filing a lien electronically, visit <https://dmv.ny.gov/forms/mv-909.pdf>

VEHICLE/BOAT/MANUFACTURED HOME INFORMATION

Identification Number 5N1AT2MV6FC812743			
Year 2015	Make Nissan	Body Type/Hull 4-Door	Registration/Plate Number of Borrower, if any JHR-4820
This is a: ☒ Vehicle ☐ Boat ☐ Trailer ☐ Manufactured home			

OWNER INFORMATION

Owner's Name (Last, First, Middle or Business Name) Havemeyer, Rosalind T.		Owner's NYS License/Permit/Non-Driver ID Card Number 619 482 205	
Co-Owner's Name (Last, First, Middle or Business Name)		Co-Owner's NYS License/Permit/Non-Driver ID Card Number	
Owner's Current Mailing Address (Street Number and Name) 318 Wurts St			Apt. Number
City Kingston	State NY	Zip Code 12401	

☐ Check this box if the address you entered is **NEW** since your last title was issued. **Your address will only be updated if this box is checked.**

NOTE: Lien will be recorded only if the name(s) listed as the owner(s) is **EXACTLY** the same as the owner(s) recorded, or to be recorded, on the Certificate of Title. If a Certificate of Title has not been issued to this borrower, enter the name as it appears on the driver license or non-driver ID card.

OWNER'S STATEMENT: I understand that the lienholder will send this notice to the DEPARTMENT OF MOTOR VEHICLES. If a title was previously issued in my name for this vehicle, boat, trailer or manufactured home, I gave it to the lienholder to be sent to DMV with this notice. I understand that a new Certificate of Title that shows the lienholder's name is mailed to me, at the address on record **unless** I have indicated a **NEW** address above.

If signing for a corporation, enter your name and title: _____
(Name)

(Title)

OWNER(S) SIGN HERE **X** Rosalind Havemeyer Date **03/14/2019**
(Must be an original signature. If a POA is used, a copy of the POA must be attached.)

OWNER(S) SIGN HERE **X** _____ Date _____
(Must be an original signature. If a POA is used, a copy of the POA must be attached.)

LIEN INFORMATION

Lien Filing Code Assigned By NY DMV (only enter a code that was assigned by NY DMV to you or your company) 0293471		
Lienholder's Name Rondout Valley Federal Credit Union		
Lienholder's Name (continued)		
Mailing Address 1120 Ulster Ave		
City Kingston	State NY	Zip Code 12401

This notice authorizes the Department of Motor Vehicles to disclose (or otherwise make available) information about the lienholder obtained by the department in connection with this record.

X _____ Date of Security Agreement **03/14/2019**
(Lienholder's Signature—Must be an original signature or a facsimile stamp)

Has a NY Certificate of Title been issued to this borrower? ☐ YES ☒ NO IF YES, ATTACH TITLE.

LIENHOLDER: Mail this form, the \$5 fee **paid by the lienholder** payable to the Commissioner of Motor Vehicles, and the owner's title (if issued) to:
TITLE BUREAU, NEW YORK STATE DEPARTMENT OF MOTOR VEHICLES, PO BOX 2604, ALBANY NY 12220-0604

You can verify online if a lien was recorded or if a title certificate was issued.

Go to the Lien/Title Certificate Status page at the DMV website: dmv.ny.gov/titlestat

