

How to fill out MV-901.1 — Request for Duplicate Notice of Recorded Lien

What gets used when the lien release cannot be found. The Notice of Recorded Lien is the document a lender endorses to prove your loan is paid, it is not downloadable, and if the paper copy has been lost or the electronic filing never arrived, this is the request that produces another one.

This sheet is not the form. Download the blank MV-901.1 from the New York State Department of Motor Vehicles at <https://dmv.ny.gov/forms/mv9011.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	Lienholder code	The filing code the DMV assigned to the lender, in the first box on the form. Watch out: If your lender cannot find its own code, that is the conversation to have before anything is posted. Nothing else on the form identifies the institution to the Title Bureau.
2	YOU	Borrower / vehicle owner	Your name, on the single line that concerns you. Watch out: Give the lender the name exactly as the certificate has it. The lien was recorded against that spelling and the duplicate is being matched to it.
3	LENDER	Which vehicle the lien is against	Identification number, year and make, in three cells across the middle of the form. Watch out: Read it off your certificate and pass it on rather than letting the lender pull it from an old loan record. Loan systems and title records drift apart over ten years.
4	LENDER	Reason for ordering	Paper copy lost, or the electronic filing was never received. Watch out: The second box is the one that catches people whose loan was filed through the electronic lien transfer programme and who have never held a paper release at all.

What gets this one rejected

- A borrower filing it in their own name. The form asks for a lienholder code before it asks for anything else - it is the lender's request, and the lender is who the duplicate is sent to.
- An incomplete form. The first instruction is to complete all fields below.
- Cash. The fee is \$10 by check or money order payable to the Commissioner of Motor Vehicles.
- Expecting it back by return. The form's own note is that requests are processed in the order they are received.

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

**Department of
Motor Vehicles****REQUEST FOR DUPLICATE
NOTICE OF RECORDED LIEN (FORM MV-901)****INSTRUCTIONS:**

- Complete all fields below.
- There is a \$10 fee for a duplicate Notice of Recorded Lien (form MV-901). Pay the fee by check or money order payable to "Commissioner of Motor Vehicles".
- Mail the completed form and your payment to:

**NYS Department of Motor Vehicles
Title Bureau
6 Empire State Plaza
Albany, NY 12228**

Lienholder Code #**0293471****Lienholder Name***Rondout Valley Federal Credit Union***Lienholder Address***1120 Ulster Ave, Kingston***State****NY****Zip Code****12401****Borrower / Vehicle Owner***Havemeyer, Rosalind T.***Vehicle Identification Number****5N1AT2MV6FC812743****Year****2015****Make****Nissan****Reason For Ordering Duplicate MV-901:**

Paper MV-901 Lost



Never Received Electronic Filing

REQUESTS ARE PROCESSED IN THE ORDER THEY ARE RECEIVED

reset/clear