

How to fill out Title Request — Title Request for Lienholder or Leasing Company

Six lines on a single sheet, and the whole point of it is printed in bold at the foot: the Rhode Island Division of Motor Vehicles is unable to request a title from a lienholder or leasing company on behalf of a customer. If a lender or a leasing company is holding your certificate, nobody at the DMV will chase it. You send this to them, and they send the title either to you or to the Research and Title Office in Cranston.

This sheet is not the form. Download the blank Title Request from the Rhode Island Division of Motor Vehicles at <https://dmv.ri.gov/media/2731/download?f=ri-title-request-lienholder.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	Decide where the title should be sent	The heading offers two destinations: to you, or to the RI DMV Research/Title Office at 600 New London Avenue, Cranston. Watch out: If you are selling the car privately, you want it sent to you - the certificate has to be assigned on the back in front of your buyer. Sent to Cranston it is processed into a new Rhode Island title and posted to the lienholder.
2	YOU	First name, and last name or company name	Two rules for the customer's own name, with the second taking a company name where a business holds the lease. Watch out: Use the name the lender has on the loan, which is not always the name on the registration if you have married or moved since.
3	YOU	Phone and email	Two contact rules under the name. Watch out: The sheet says a DMV representative will contact the customer upon receipt of the title. That call goes to whatever is written here, so give a number somebody answers.
4	YOU	VIN number	The vehicle identification number, seventeen characters. Watch out: It is the only description of the car on the entire sheet. Copy it from the registration and check it against the plate in the windscreen.
5	YOU	Loan account number	The lender's own reference for the loan or lease. Watch out: This is the field that actually finds your file. A request with a name and a VIN but no account number goes to the bottom of somebody's pile.
6	YOU	Attach the rest and send it to the lender	The note asks you to attach this completed form with all title documentation. Watch out: Post it and diarise a chase for ten days later. The DMV has told you in bold that it will not do this for you, so nobody else is watching the clock.

What gets this one rejected

- Sending it to the DMV. This form goes to your lienholder or leasing company; the DMV is the address the title may be posted to, not the recipient of the request.
- A blank loan account number. It is the only reference the lender can search on, and a name and a VIN will not always be enough.
- A part-completed sheet. The instruction is to please fill out form completely.
- Sending it without the rest of the packet. The note asks you to attach this completed form with ALL title documentation.
- Expecting a paper certificate where the lienholder is on the electronic system. Once a lien is recorded electronically the title is held in electronic form until the lien is satisfied, and there may be no paper to post.
- Assuming a settled loan produces a new title on its own. Rhode Island does not require a person to apply for a new title once the lien has been satisfied - it requires the lienholder to sign the title off or to give you a letter of lien release to attach to it.

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



STATE OF RHODE ISLAND
DIVISION OF MOTOR VEHICLES
 RESEARCH/TITLE OFFICE
 600 New London Avenue
 Cranston, RI 02920-3024
 Phone: 401-462-5774 Fax: 401-462-5783
 www.dmv.ri.gov

Title Request for Lienholder or Leasing Company

Please submit this form to your lienholder or leasing company to request that your **original** title be sent to you or to:

RI DMV
Research/Title Office
600 New London Avenue
Cranston, RI 02920

Please fill out form completely. A RI DMV representative will contact the customer upon receipt of the title.

Customer information:

2 First name: Lucienne

Last name or Company name: Sirois

Phone: _____

3 Email: l.sirois@example.com

VIN number: YV1SW61R1Y2487193

Loan Account #: 4408-77213

- Please attach this completed form with ALL title documentation.
- A Rhode Island title will be issued and mailed to the lienholder or leasing company.

The Rhode Island Division of Motor Vehicles is unable to request a title from a lienholder or leasing company on behalf of a customer.